

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, January 26, 2017
4498 Lawson Court, Concord, CA

MINUTES

Present: M. Weinmann; M. Buchanan; B. Collins; D. Glover; R. Ellenson; T Peterson; T. Wright

Also Present: P. Magee and A. Steinberg, Collins Management

EXECUTIVE SESSION at 6:47 PM. In this Executive Session, the Board met with one Homeowner who requested a roofing product that the Architectural Committee had previously denied.

1. CALL TO ORDER - ROLL CALL/ADOPT AGENDA

- It was moved and seconded (B. Collins/R. Ellenson) to adopt the published agenda and call the meeting to order at 7:00 PM.

2. HOMEOWNERS OPEN FORUM

There were five Homeowners in attendance. Four spoke about the recent Signal request for feedback regarding the possibility of the Board asking the City to install no-turn signs for rush hours at the East entrance to the Community. All four opposed the measure.

3. APPROVAL OF MINUTES

- It was moved and seconded (D. Glover/B. Collins) to approve the December 8, 2016 Board Meeting Minutes and the December, 2016 Executive Session Minutes. Motion carried. T. Wright abstained.

4. RECREATION REPORTS

- **Tennis and Clubhouse Reports**

- **Tennis Coach Thor Schreck** reported that the Winter USTA season was in play, but that there have been many rain delays. Coach Shreck noted that two teams were fully paid for non-members and the other two were partially paid and in the process of collecting the rest.
- **Clubhouse Report.** The Board reviewed the Clubhouse report and the 2016 attendance report as prepared by Clubhouse Supervisor Andy Steinberg. The Board instructed the Mr. Steinberg to revise the report by adding a column for prior year usage.

5. COMMITTEE REPORTS

- **Architectural.**

- The Board reviewed the December 8, 2016 Minutes.
- AC Chair M. Buchanan and Manager P. Magee reported that the Committee will choose new house color combinations for recommendation to the Board for pre-approvals.

- **WCST.**

- The Board reviewed the Committee report.
- Chair M. Weinmann reported on the recent meeting with Coach Adrian Lohse.
- The Manager will find out if e-signatures are valid for waivers.
- The Committee purchased excellent condition used starting blocks from closed Valley Vista for \$600, a savings of thousands of dollars.
- The Spring Clinic schedule will be posted in the February Signal, along with notice that the pool will be open for residents as well when the clinic is not in session.

- **Landscape.**

- Chair T. Peterson reported on the January 3, 2017 meeting and noted that Cherree Peterson had now attended two consecutive meetings. It was moved and seconded (D. Glover/M. Buchanan) to appoint Cherree Peterson to the Landscape Committee. Motion carried.

- **Communications.**

- The Board reviewed the Communications Committee report as prepared by R. Ellenson.

- **Facilities.**

- No report

- **Rules.**
 - The Board reviewed the Committee report as prepared by D. Glover.
 - A clause was added to the Clubhouse rental contract requiring caterers to provide a certificate of insurance listing Cowell HOA as additional insured. It was moved and seconded (D. Glover/T.Wright) to approve the Clubhouse rental contract, version 12. Motion carried.
 - A draft of the January 2017 Rule Book was emailed to Homeowners for review and comment in the Fall of 2016. The Board reviewed all comments received and adopted some of the suggestions, revising the draft. The revised draft was then sent to all Homeowners for 30 day review in late November. No comments were received from that mailing. It was moved and seconded (D. Glover/R.Ellenson) to approve the January 2017 Rule Book. Motion carried.
- **Safety and Security.**
 - The Board reviewed the draft Minutes of January 17, 2017.
 - The Board reviewed the Committee's request to combine the Spring S&S Fair with the annual CHOA Spring Festival on April 15, in order to ensure strong attendance. It was moved and seconded (B. Collins/D. Glover) to combine the Safety and Security Fair with the annual Spring Festival on April 15, 2017. Motion carried.
 - The Board reviewed the results of the January Signal article asking for feedback on a request by a number of Homeowners to ask the city to install no-turn on to Kenneth Drive signs from Ayers during the morning rush hours. The results were 41 opposed and 30 approved. The Board took no action.
 - The Board reviewed the letter from a Homeowner to the Concord Police Chief regarding the dangerous levels of traffic during rush hours and the Police response. It was moved and seconded (B. Collins/D. Glover) to include the redacted letter from the Homeowner in the March Signal, with an article explaining that letters such as this could help convince the city to enact measures to mitigate traffic. Motion carried. M. Buchanan opposed. T. Peterson abstained.
 - The Board reviewed the proposal to purchase and install 4 electronic speed signs for @ \$26,000. The Manager reported that the city would then require the HOA to turn over the ownership of the signs to the city, who would then program them and collect data. The Board noted that gifting the signs to the City may not be legal. No action was taken.
- **Activities Committee**
 - The Board reviewed the Activities Committee report and the Committee's request to change the date of the Fall BBQ from September 9 to September 16. It was moved and seconded (D. Glover/B. Collins) to move the date of the Fall BBQ to September 16. Motion carried.
 - The Board reviewed the report on the 2016 New Years Eve party.
- **Scout Liaison**
 - The Manager will get a Firehouse key to the Troop leader.

6. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the December, 2016 Financials.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approval.** Noting that the account was more than 6 months delinquent, it was moved and seconded (M. Weinmann/T. Wright) to send account #81340 to Collections and place a Lien on the property. Motion carried.
- **Collectability Profile Approval.** It was moved and seconded (M. Weinmann/R. Ellenson) to order a Collectability Profile from Allied Trustee Services for account # 81662. Motion carried.
- **Assignment of Judgment.** The Board reviewed the request from Allied Trustee Services to assign to ATS the collection of a small claims judgment against a former Homeowner for unpaid assessments. ATS will keep 35% of whatever they collect on the judgment. It was moved and seconded (M. Weinmann/B. Collins) to approve the Assignment of Judgment for ATS account # 109-9052. Motion carried.
- **Small Claims Approvals.** There were no new Small Claims approvals.

7. NEW BUSINESS

- **Request to Offer Hula Classes.** The Board reviewed a request from a Homeowner and his partner to offer Hula classes in the Clubhouse one night per week. It was moved and seconded (M. Buchanan/T. Peterson) to allow Jon Lars and Char Lee to offer Hula classes to

residents and non-residents in the Clubhouse lounge area for three Wednesday nights per month for a four month trial period. Non residents would be charged more than residents and 15% of the gross receipts would go to CHOA. Mr. Larson and Ms. Lee will provide a certificate of insurance listing Cowell HOA as additional insured prior to the first class. Motion carried.

- **Review Results of Signal Survey about the Tennis Backboard.** The Board reviewed all of the email responses from Homeowners regarding what to do with the tennis backboard. The option to replace all of the plywood with 3/4 inch marine plywood received the most votes and the Board instructed Management to get bids for the job.
- **Summer Lifeguard Discussion.** The Board discussed various options for the 2017 summer lifeguard program and instructed Management to draw up a plan for the Board to consider at their February meeting.
- **Prioritize 2017 Capital Improvement Projects.** The Board reviewed three potential capital improvement projects for 2017 and their approximate costs. M. Weinmann will work with the Manager to come up with an implementation plan for the installation of an electronic entry system for the pool and tennis court gates.
- **CC&R Revision.** The Board reviewed the proposal from Berding & Weill, LLP to revise the Association's CC&Rs. Tabled for 2017.

8. GOOD OF THE ORDER

- **Directors' Comments**
 - R. Ellenson. None
 - M. Buchanan. Reminded all of Collins Management's annual Board Seminar on March 18 and urged all to go.
 - T. Wright. None
 - B. Collins. None
 - D. Glover. None
 - T. Peterson. None
- **President's Report.** President M. Weinmann thanked R. Ellenson for all the time he put in to help develop the new website.

9. INFORMATIONAL/ANNOUNCEMENTS

- Task List, Map, Calendar, New Tenants Forms. In the packet.

- 10. MOTION TO ADJOURN.** It was moved and seconded (M. Buchanan/T. Peterson) to adjourn to Executive Session at 10:05 pm. Motion carried. In this Executive Session, the Board voted on a prior roofing request and voted to assess Fines for continued non-compliance of the Architectural Rules.

BOARD CERTIFICATION

I, Donna Glover Secretary
Director's Name Office Held

of the Cowell Homeowners' Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners' Association Board of Directors Meeting held on January 26, 2017 as approved by the attending directors.


Signature

2-28-17
Date