

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, March 23, 2017
4498 Lawson Court, Concord, CA

MINUTES

Present: M. Weinmann; M. Buchanan; B. Collins; D. Glover; R. Ellenson; T Peterson; T. Wright arrived 6:52 PM

Left Early: T. Peterson at 8:16pm; R. Ellenson at 8:20pm.

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

EXECUTIVE SESSION at 6:46 PM. In this Executive Session, the Board approved the list of Fines for continued violations and approved the reversal of late fees for an account.

1. CALL TO ORDER - ROLL CALL/ADOPT AGENDA

- It was moved and seconded (T.Peterson/T. Wright) to adopt the published agenda and call the meeting to order at 6:59 PM. Motion carried.

2. HOMEOWNERS OPEN FORUM

There were three Homeowners in attendance. A Homeowner asked for a website password and questioned the arrangements with the swim team, preschool, bridge club and USTA. Another Homeowner requested that recently planted bushes near his home be removed.

3. APPROVAL OF MINUTES

- It was moved and seconded (D. Glover/T. Peterson) to approve the February 23, 2017 Board Meeting Minutes and the February 23, 2017 Executive Session Minutes. Motion carried.

4. WCST COMMITTEE REPORT

WCST Director M. Dobbs updated the Board on the activities of the team. The 5-week Spring Clinic is in session with 52 swimmers. 54% are non-residents. Last year there were 98 swimmers. Summer registration is underway, with 61 swimmers so far. 60% are residents. 2 assistant coaches and 19 swimmer coaches will be hired for the summer season.

- It was moved and seconded (T. Peterson/M. Buchanan) to allow the swim team to hang a banner on the tennis court fence facing the basketball court. Motion carried.

5. RECREATION REPORTS

• **Tennis and Clubhouse Reports**

- **Tennis Coach Thor Schreck** reported that the Winter season is ending and the Spring season will begin in April, with 3 teams.
- **Clubhouse Report.** The Board reviewed the Clubhouse report as prepared by Clubhouse Supervisor Andy Steinberg. Mr. Steinberg reported that Game Night will begin in April with donated board games - very informal, no charge - as a way to bring more residents together.
- **Soccer Report.** The Board reviewed Mr. Steinberg's report on youth soccer, noting that income falls short of expenses. Mr. Steinberg reported that only 6 players have signed up for the Spring season and that if the number falls short of 10 the season will be cancelled.

5. COMMITTEE REPORTS

• **Architectural.**

- The Board reviewed the February 16, 2017 Minutes.
- Chairman M. Buchanan reported on the new courtesy letter that will be sent for new violations that may have been violations for a long time, but just now noted, due perhaps to a new inspector with fresh eyes.

• **Landscape.**

- The Board reviewed the Committee packet and Minutes of November 17, 2016, January 3, 2017, February 4, 2017/February 7, 2017 and March 4, 2017.
- Chairman T. Peterson explained the process he undertook for reviewing the irrigation upgrade proposals by walking the area with Tom Sweeney and the Committee to see how it would be done, and then meeting with the owner and Tom Sweeney from Landscape Care and getting a cost breakdown of labor and individual

components in the bids, showing MSRP and discounts off MSRP. Mr. Peterson reported that with the added cost clarity, the additional 5% discount he drew from Landscape Care and the future cost savings in water use, he was prepared to recommend that the Board approve the irrigation upgrade proposals to the Central Greenbelt included in the Board meeting packet.

- It was moved and seconded (T. Peterson/D. Glover) to approve the proposals from Landscape Care Central Greenbelt irrigation upgrades for \$49,042.80. Motion carried.
- **Communications.**
 - The Board reviewed the Communications Committee report as prepared by R. Ellenson.
- **Facilities.**
 - The Board reviewed the Facilities Committee report as prepared by T. Wright.
- **Rules.**
 - The Board reviewed the Committee report as prepared by D. Glover.
- **Safety and Security.**
 - The Board reviewed the Minutes of February 21, 2017.
 - Chairman B. Collins reported on the conversation the Manager had with the city's traffic engineer about Bike Lanes vs Bike Routes. The Board instructed the Manager to ask if Cowell's Bike Routes could be upgraded to Bike Lanes for added safety, given that it is illegal for vehicles to cross Bike Lanes.
- **Activities Committee**
 - The Board reviewed the Activities Committee report.
 - The Board discussed the advisability of serving hot dogs at the Spring Festival to keep people around after the egg hunt. It was moved and seconded (B Collins/M. Buchanan) to purchase hot dogs, buns and chips for a cost not to exceed \$400. Motion carried.
- **Scout Liaison**
 - Nothing to report.

6. **TREASURER'S REPORT**

- **Treasurer's Report.** The Board reviewed the February, 2017 Financials.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approval.** There were no new liens to approve.
- **Collectability Profile Approval.** It was moved and seconded (T. Wright/B. Collins) to order a Collectability Profile from Allied Trustee Services for account # 81340. Motion carried.
- **Small Claims Approvals.** There were no new Small Claims approvals.

7. **NEW BUSINESS**

- **Two Way Radio Proposals.** The Board reviewed the various available two-way radio systems for use by the summer lifeguards. It was moved and seconded (M. Weinmann/ B. Collins) to purchase two MURS radios, for trial, for \$200. Motion carried.
- **Air Conditioner Summer Maintenance Proposal.** It was moved and seconded (T. Wright/B. Collins) to approve the proposal from Matrix HVAC to do summer maintenance on all 7 AC compressors for \$1,655. Motion carried.

8. **GOOD OF THE ORDER**

- **Directors' Comments**
 - R. Ellenson. Left earlier
 - M. Buchanan. Called attention to the email in the addendum packet about the recent Collins Board Seminar. Lots of information at the seminar, including a sample policy for information requests from Homeowners and the need to get COIs from all vendors.
 - T. Wright. None
 - B. Collins. None
 - D. Glover. None
 - T. Peterson. Left earlier
- **President's Report.** President M. Weinmann will work with General Manager P. Magee on the electronic gate control project, including exploring the possibility of using picture ID cards as fobs.

9. **INFORMATIONAL/ANNOUNCEMENTS**

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

10. **MOTION TO ADJOURN.** It was moved and seconded (D. Glover/T. Wright) to adjourn to Executive Session at 9:20 pm. Motion carried. In this Executive Session, the Board voted to reverse a Fine, renew a contract and send a gift.

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 March 23, 2017 as approved by the attending directors.

Donna Glover
Signature

5/19/17
Date