

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday, May 25, 2017  
4498 Lawson Court, Concord, CA

**MINUTES**

**Present:** M. Weinmann; B. Collins; D. Glover; R. Ellenson; T Peterson; T. Wright; M. Buchanan arrived 7:19pm

**Also Present:** P. Magee, Collins Management

**EXECUTIVE SESSION** at 6:48 PM. In this Executive Session, the Board approved the list of Fines for continued violations.

**1. CALL TO ORDER - ROLL CALL/ADOPT AGENDA**

- It was moved and seconded (T. Peterson/B. Collins) to adopt the published agenda, with the addition of the Management Report, and call the meeting to order at 7:05 PM. Motion carried.

**2. HOMEOWNERS OPEN FORUM**

There were no Homeowners in attendance.

**3. APPROVAL OF MINUTES**

- It was moved and seconded (T. Peterson/B. Collins) to approve the April 27, 2017 Board Meeting Minutes as amended and the April 27, 2017 Executive Session Minutes. Motion carried.

**4. RECREATION REPORTS**

- **Tennis and Clubhouse Reports**
  - **Clubhouse Report.** The Board reviewed the Clubhouse report as prepared by Clubhouse Supervisor Andy Steinberg.
  - **Clubhouse Hourly Rental Policy.** D. Glover, B. Collins and R. Ellenson will meet to review current usage of the Clubhouse and make recommendations to the Board for changes.

**5. COMMITTEE REPORTS**

- **Activities Committee**
  - The Board reviewed the Activities Committee report.
  - The Board reviewed the addition to the Clubhouse rental contract as drafted by D. Glover.
  - It was moved and seconded (D. Glover/B. Collins) to add the following language to the Clubhouse rental contract: If the event is being catered or there is an outdoor vendor-provided activity, the vendor must also provide proof of insurance listing Cowell HOA as "additional named insured" to their liability insurance policy and show proof of Workers Comp insurance for the entire period they are catering the Resident's event or providing employees. Motion carried.
- **Architectural.**
  - The Board reviewed the April 20, 2017 Minutes.
  - **Smartwebs Proposal.** The Board again reviewed the proposal from Smartwebs for Architectural Committee inspection software to assist in inspections and letters, as well as answers to previous questions about the program.
  - It was moved and seconded (M. Buchanan/B. Collins) to approve a one-year contract with Smartwebs for their Architectural inspection software for a cost not to exceed \$3,000. Motion carried. T. Peterson opposed.
- **WCST**
  - The Board reviewed the WCST Committee report and Minutes of April 11, 2017.
  - It was moved and seconded (M. Weinmann/T. Wright) to appoint Tanya Huckstein and Meg Hodges as co-boosters on the Committee. Motion carried.
- **Landscape.**
  - No Report
- **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.

- The Board reviewed the report prepared by the General Manager of the relative conditions of all cul de sacs in the Community. This report was sent to Concord Public Works with a request to resurface the worst courts.
- **Rules.**
  - No Report
- **Safety and Security.**
  - The Board reviewed the Minutes of April 18, 2017.
  - Chairman B. Collins reported on the meeting he and President M. Weinmann had with the CEO of GSG Security. In the meeting they discussed concerns such as management turnover, communication, response times and patrol scheduling.
- **Scout Liaison**
  - No report.

**6. TREASURER'S REPORT**

- **Treasurer's Report.** The Board reviewed the April, 2017 Financials.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approval.** There were no new liens to approve.
- **Collectability Profile Approval.** There were no new Collectability Profiles to approve.
- **Small Claims Approvals.** There were no new Small Claims to approve.

**7. NEW BUSINESS**

- **Metal Fence arepair Proposals.** The Board reviewed proposals from two vendors for repair to metal fences throughout the Community.
  - It was moved and seconded (T. Wright/B. Collins) to approve the proposal by Go Securities to make the needed repairs to the metal fences for \$3,875. Motion carried.
- **Security Camera Proposals.** The Board reviewed again the proposals from four companies to replace and enhance the video camera system around the Clubhouse and pools. They also reviewed the answers to previous questions about the systems.
  - It was moved and seconded (D. Glover/M. Buchanan) to approve the proposal from Constant Evolution Technologies to install video camera systems at the Clubhouse exterior and all 3 pools for a cost not to exceed \$6,000. Motion carried.

**8. GOOD OF THE ORDER**

- **Directors' Comments**
  - R. Ellenson. None
  - M. Buchanan. None
  - T. Wright. None
  - B. Collins. None
  - D. Glover. None
  - T. Peterson. None
- **President's Report.** President M. Weinmann - Need to schedule a Town Hall/Candidates' Forum for August. Need to start thinking about possible Board candidates. Do we need to do a survey before the Town Hall? President Weinmann will bring a plan for the Town Hall to the June meeting.

**9. INFORMATIONAL/ANNOUNCEMENTS**

- Task List, Map, Calendar, New Tenants Forms, Broker of Record letter, CACM Regional Forum report, pools schedule, lifeguards update. All in the packet.

- 10. MOTION TO ADJOURN.** It was moved and seconded (T. Peterson/B. Collins) to adjourn to Executive Session at 9:15 pm. Motion carried. In this Executive Session, the Board discussed employee matters and a legal issue.

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**BOARD CERTIFICATION**

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I, Donna Glover  
Director's Name

Secretary  
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 May 25, 2017 as approved by the attending directors.

Donna Glover  
Signature

6/26/17  
Date