

COWELL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday, June 22, 2017  
4498 Lawson Court, Concord, CA

**MINUTES**

**Present:** M. Weinmann; B. Collins; D. Glover; R. Ellenson arrived 6:58; T Peterson; T. Wright

**Absent:** M. Buchanan

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

**EXECUTIVE SESSION** at 6:46 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/D. Glover) to adopt the published agenda and call the meeting to order at 7:00 PM. Motion carried.

**2. HOMEOWNERS OPEN FORUM**

There was one Homeowner in attendance.

**3. APPROVAL OF MINUTES**

- It was moved and seconded (T. Peterson/T. Wright) to approve the May 25, 2017 Board Meeting Minutes as amended and the May 25, 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.** The Board reviewed the draft Hourly Rental Policy as prepared by D. Glover, B. Collins and R. Ellenson which spells out who can reserve the Clubhouse for short periods of time and for what purposes. It was moved and seconded (D. Glover/T. Peterson) to approve the Clubhouse Hourly Rental Policy with two additions. Motion carried.
- **Tennis Report.** Tennis Pro Thor Shreck reported that the USTA Spring season was nearing an end and that the men's team is in the playoffs. There will be two teams playing in the summer season. He reported that cracks have appeared in the upper courts. He and the Manager will inspect and check on any warranty for the resurfacing that was done last year.
- **AED Decision.** The Board reviewed the pros (potential life-saving) and cons (potential liability) of retaining the HOA's AED machine and making it available for use. It is currently not available for use and that fact has been communicated to the Residents.
- It was moved and seconded (M. Weinmann/T. Peterson) to divest Cowell HOA of the AED machine. Motion did not carry. The Manager will do more research and put it back on the agenda for the July meeting.

**5. COMMITTEE REPORTS**

- **Activities Committee**

- The Board reviewed the Activities Committee report.

- **Architectural.**

- The Board reviewed the June 15 2017 draft Minutes.
- Smartwebs Update. The Manager reported that the Smartwebs violation reporting process has begun and he hopes to have it ready for a trial run in August.

- **WCST**

- The Board reviewed the WCST Committee report, noting that registration is a bit down from last year, at 156, and that a Swimathon has been planned for mid-July. The Board reviewed the Minutes of May 9, 2017.

- **Landscape.**

- The Board reviewed the Landscape Committee report as prepared by T. Peterson and the draft Minutes of April 4, 2017. They reviewed the Proposals from Landscape Care for re-landscaping the West Entrance around the sign and replacing an old, broken irrigation controller.

- It was moved and seconded (T. Peterson/R. Ellenson) to approve the re-landscaping of the West Entrance by Landscape Care for \$6,100 and replacement of the controller for Clock K at the end of Oakbrook Court by Landscape Care for \$2,937.60. 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.**
    - No Report
  - **Safety and Security.**
    - The Board reviewed the Crime Report for the first half of 2017, noting 15 crimes that included missing persons, welfare checks, domestic disturbance, grand theft, vehicle theft, etc.
  - **Scout Liaison**
    - No report.
6. **TREASURER'S REPORT**
- **Treasurer's Report.** The Board reviewed the May, 2017 Financials.
  - **2018 Budget Plan.** The 2 budget meetings will be August 3 and August 14.
  - **Reserve Study Component List.** The Manager will have the Reserve Study preparer create a draft of the Review for the July BOD meeting.
  - **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**
- **Town Hall Date and Draft Agenda.** M. Weinmann presented a draft of the agenda for the Sunday, August 20 Town Hall.
  - **2017 Board Elections.** The Board reviewed the election timeline and the Manager noted that no nominations have yet been received.
  - **Preschool Lease Renewal.** The Board reviewed the current HOA expenses for the Preschool building, the preschool financials and the letter from the preschool director.
    - It was moved and seconded (T. Peterson/B. Collins) to renew the preschool lease for another year for no increase in rent. Motion carried. T. Wright opposed.
  - **Membership Transfer Fee.** The Board reviewed the current \$25 fee requirement for the transfer of membership rights to tenants, noting that incidental costs in transferring the membership easily approaches \$25. There was no motion to eliminate the fee.
8. **GOOD OF THE ORDER**
- **Address Homeowner Issues Raised in Forum.** There were no issues raised in the Forum.
  - **Directors' Comments**
    - R. Ellenson. None
    - M. Buchanan. Absent
    - T. Wright. None
    - B. Collins. None
    - D. Glover. None
    - T. Peterson. It has been a delight to serve with this Board.
  - **President's Report.** None.
9. **INFORMATIONAL/ANNOUNCEMENTS**
- Task List, Map, Calendar, New Tenants Forms, Broker of Record letter. All in the packet.
10. **MOTION TO ADJOURN.** It was moved and seconded (T. Peterson/T. Wright) to adjourn to Executive Session at 9:13 pm. Motion carried. In this Executive Session, the Board discussed employee matters and voted on Fine reversals and Extension requests.

**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 June 22, 2017 as approved by the attending directors.

Donna Glover 8/1/17  
Signature Date