

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, July 27, 2017
4498 Lawson Court, Concord, CA

MINUTES

Present: M. Weinmann; B. Collins; R. Ellenson; T. Wright

Absent: M. Buchanan; D. Glover; T Peterson

Also Present: P. Magee and Andy Steinberg, 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. Wright/R. Ellenson) to adopt the published agenda and call the meeting to order at 7:01 PM. Motion carried.

2. HOMEOWNERS OPEN FORUM

There were four Homeowner in attendance. They were here for agenda items.

3. APPROVAL OF MINUTES

- It was moved and seconded (B. Collins/R. Ellenson) to approve the June 22, 2017 Board Meeting Minutes as amended and the June 22, 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. Mr. Steinberg reported that the air hockey table is damaged and will be repaired. It was a donation and is not industrial quality. There was considerable interest in a water aerobics class, but the two instructors who had been interested in teaching pulled out. We will pursue this next year. T-Ball is ending and was a great season - 18 kids and adult coaches. It turned a profit of about \$500.
- **Tennis Report.** Tennis Pro Thor Shreck reported that the USTA Summer Season has 2 teams and the Fall Season will have 2 as well. Mr. Shreck will do an audit after every season and give a YE summary. Could the court washing cause the new cracks to get bigger? The Manager will consult with the company that resurfaced the courts.
- **AED Decision.** The Board reviewed the proposal by AED Superstore for oversight of the AED machine and noted that AED Superstore confirmed that the Association's AED machine is the current model. It was moved and seconded (R. Ellenson/B. Collins) to approve a one-year contract with AED Superstore for oversight of the AED machine for \$119.99, and for training of the Clubhouse staff. Motion Carried.
- **Yoga on the Green Proposal.** The Board reviewed the proposal from Homeowner Jessica Ward-Poggi to conduct a Yoga Bootcamp on the Greenbelt. They noted that Ms. Ward-Poggi has been teaching a weekly Yoga class in the Clubhouse for the last 2 years and that the Association's insurance agent confirmed that her insurance was sufficient. It was moved and seconded (R. Ellenson/T.Wright) to approve the Yoga Bootcamp to be held early mornings only and with only Cowell residents for students. Motion carried.

5. COMMITTEE REPORTS

- **Activities Committee**

- The Board reviewed the Activities Committee report.

- **Architectural.**

- The Board reviewed the July 20, 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 80 swimmers went on to County this year - a record. The Board reviewed the Minutes of June 13, 2017.

- **Landscape.** No report.

- **Communications.** No report.

- **Facilities.** No report.
 - **Rules.**
 - The Board reviewed the Rules Committee report, noting that the Employee Manual revisions have been completed and will be presented to the Board at their August meeting.
 - **Safety and Security.**
 - The Board reviewed the draft Minutes from the July 18 meeting.
 - **Scout Liaison**
 - Liaison M. Weinmann reported that the troop is having difficulty with attracting new scouts and will probably have a table at the Fall BBQ.
- 6. TREASURER'S REPORT**
- **Treasurer's Report.** The Board reviewed the June, 2017 Financials.
 - **2018 Budget.** The Board reviewed the initial draft and will review again at the 2 budget meetings August 3 and August 14.
 - **Reserve Study Draft.** The Board reviewed the 2018 Reserve Study draft.
 - **Engagement Letters.**
 - It was moved and seconded (M. Weinmann/T. Wright) to approve the proposal from Levy, Erlanger & Company, CPAs, to do the 2017 audit for \$2,850 and prepare the 2017 tax returns for \$425. Motion carried.
 - It was moved and seconded (M. Weinmann/T. Wright) to approve the proposal from Levy, Erlanger & Company, CPAs, to prepare the annual budget report for \$850. Motion carried.
 - **Delinquency Report.** The Board reviewed the Delinquency Report.
 - **Lien Approval.** It was moved and seconded (T. Wright. R. Ellenson) to send to Collections and place a Lien on account #81152 for non-payment of dues. Motion carried.
 - **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 noted that no nominations were received by the deadline of July 15 and so, according to the new Bylaws, the election is uncontested and no ballots will be mailed.
 - **Video Surveillance Policy.** The Board reviewed a draft policy for viewing recordings of the new video cameras. It was moved and seconded (B. Collins/T. Wright) to adopt the video policy, with changes. Motion carried.
 - **Electronic Access Proposal.** The Board instructed the Manager to ask for a revised proposal from George Olmos to install an electronic gate opening system for 4 pool gates and 3 tennis court gates.
 - **Gutter Cleaning Proposals.** The Board reviewed 2 gutter and roof cleaning proposals. It was moved and seconded (T. Wright/R. Ellenson) to approve the proposal from Commercial gutter to clear tree debris for the roofs and gutters of all HOA-owned buildings for \$1,650. Work to be done in September/October. Motion carried.
 - **Sidewalk Grinding Proposals.** The Board reviewed 2 proposals to grind trip hazards from HOA sidewalks. It was moved and seconded (T. Wright/B. Collins) to approve the proposal from Metro Concrete to grind trip hazards in 164 locations for \$7,265. Motion carried.
- 8. GOOD OF THE ORDER**
- **Address Homeowner Issues Raised in Forum.** There were no issues raised in the Forum.
 - **Directors' Comments**
 - R. Ellenson. Has a lot of respect for the Board moving forward with only 5 members.
 - M. Buchanan. Absent
 - T. Wright. Will be gone for the August meeting.
 - B. Collins. None
 - D. Glover. Absent
 - T. Peterson. Absent
 - **President's Report.** Town Hall - will make adjustments to the agenda; no need for a candidates' Forum as the election is uncontested; will try to get a city council member to

attend the Town Hall; will take the letter requesting road work and a petition to the city council.

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 (B. Collins/T. Wright) to adjourn to Executive Session at 9:04 pm. Motion carried. In this Executive Session, the Board approved an employee raise and reversed some of the Fines on an account.

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 July 27, 2017 as approved by the attending directors.

Donna J. Glover
Signature

10/12/17
Date