

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

MINUTES

Present: M. Weinmann; B. Collins; R. Ellenson; D. Glover

Absent: T Peterson

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

1. **EXECUTIVE SESSION** at 6:46 PM. In this Executive Session, the Board approved the list of Fines for continued violations.
2. **CALL TO ORDER - ROLL CALL/ADOPT AGENDA** at 7:03 PM
3. **MANAGEMENT REPORT.** The Board reviewed the Management Report.
4. **HOMEOWNERS OPEN FORUM**
There were three Homeowners in attendance. Homeowner Stephanie Weinmann spoke of her concern for the safety of Board members in light of an appearance at the September Board meeting of a former Board member who accused current Board members of forcing him from the Board two years ago - a charge that he had leveled previously and was proved to be unfounded.
5. **APPROVAL OF MINUTES**
 - It was moved and seconded (B. Collins/D. Glover) to approve the September 28, 2017 Executive Session Minutes. Motion carried.
 - Approval of the September 28, 2017 Minutes was tabled.
6. **RECREATION REPORTS**
 - **Tennis and Clubhouse Reports**
 - **Clubhouse Report.** The Board reviewed the Clubhouse report as prepared by Clubhouse Supervisor Andy Steinberg. Mr. Steinberg noted that there are 6 rentals booked so far for November and he will return the \$50 room rental fee to Diablo Valley Soccer.
 - **Tennis Report.** Tennis Pro Thor Shreck was not in attendance.
7. **COMMITTEE REPORTS**
 - **Activities Committee**
 - The Board reviewed the Activities Committee report, with information on the Haunted House, Winter Holiday Celebration and New Year's Eve party.
 - **Architectural.**
 - **Minutes.** The Board reviewed the draft Minutes of September 21, 2017.
 - **Smartwebs Update.** The Manager reported that four inspectors are now using the Smartwebs program for inspections.
 - **New Committee Member Approval.** Noting that he had now attended two full Architectural Committee meetings in a row, and with the recommendation of the Architectural Committee, it was moved and seconded (B. Collins/R. Ellenson) to approve the appointment of Stephen Bath to the Architectural Committee. Motion carried.
 - **WCST**
 - **New Committee Member Approval.** It was moved and seconded (M. Weinmann/D. Glover) to appoint Tanya Lundquist as Second Fundraiser. Motion carried.
 - **Debit Card and Signature Card Approvals.** It was moved and seconded (M. Weinmann/D. Glover) to approve debit cards drawn on the WCST bank account with a limit of \$1,500 for WCST Committee members Robin Lewis, Nancy

Washmera and Tess Wendler, and to approve Robin Lewis and Nancy Washmera as signators on the WCST bank account. Motion carried.

- **Landscape.** No report.
- **Communications.** Chair R. Ellenson reported on a recent unsuccessful Phishing attempt on the WCST account. He also noted that Minutes need to be loaded to the website quicker.
- **Facilities.** The Board reviewed the list of Winter projects that will appear on the front page of the November Signal.
- **Rules.** Committee Chair D. Glover reported that the revised Employee Manual was being reviewed by the attorneys and will be on the December 7 agenda for approval.
- **Safety and Security.**
 - The Board reviewed the draft Minutes from the October 17 meeting.
 - Proposal for GSG Security. The Board reviewed the proposed schedules and itineraries for GSG Security nightly patrols as prepared by Committee members Hadas Trost and Dave Stelter and asked the Committee to present Proposal A, the less comprehensive proposal, to GSG for implementation.
- **Scout Liaison**
 - No report.

8. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the September, 2017 Financials. Treasurer D. Glover reported that there were a number of 2016 swimmer coach paychecks still uncashed and that they will be contacted.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approval.** It was moved and seconded (M. Weinmann/B. Collins) to send account #81932 to Collections and place a Lien on the property for non-payment of assessments if payment in full is not received by November 15, 2017. Motion carried.
- **Collectability Profile Approval.** There were no new Collectability Profiles to approve.
- **Small Claims Approvals.** There were no new Small Claims to approve.
- **Bank Account Signature Cards.** It was moved and seconded (M. Weinmann/D. Glover) to approve B. Collins, R. Ellenson and D. Glover as signators on the Union Bank Operating account, the Union Bank Petty Cash account, the Union Bank Swim Team account, the Morgan Stanley Reserve account and the Strongroom account. Motion carried.
- **General Manager Debit Card Limit Increase.** It was moved and seconded (D. Glover/M. Weinmann) to approve an increase in the debit card limit to \$1,500 for the General Manager. Motion carried.
- **Close Citibank Account.** Noting that the Citibank account is only used for Clubhouse deposits, it was moved and seconded (M. Weinmann/B. Collins) to authorize former Treasurer Tim Wright, the only remaining signator on the account, to close the Citibank account and deposit the funds into the Union Bank Operating account. Motion carried.

9. NEW BUSINESS

- **Annual Board Member Dinner.** The Board discussed a possible annual dinner out for Board members and their spouses. It was noted that this had been done in years past but not recently. No motion was made.

10. GOOD OF THE ORDER

- **Address Homeowner Issues Raised in Forum.** The Board discussed an issue raised in the Homeowners Forum and determined there was no substance to the allegation.
- **Directors' Comments**
 - R. Ellenson. None.
 - M. Weinmann. Recommends another security meeting with Homeowners.
 - D. Glover. Acknowledged Stephen for all his work on the Haunted House; acknowledged Rich for quickly responding to the WCST possible email scam
 - T. Peterson. None.
- **President's Report.** Social media policy – only responses should come from Rich using CHOA mailbox or General Manager, Pat Magee. CHOA Clubhouse should not response to any social media. Signal Articles – Rich & Pat must approve all Signal articles

11. INFORMATIONAL/ANNOUNCEMENTS

- Task List, Map, Calendar, New Tenants Forms, All in the packet.
- **Board Nomination Forms.** The Board reviewed two recently received nomination forms for the two vacant Board positions.
- **Vendor COI Program.** The Board reviewed the new vendor insurance verification program as presented by Collins Management.

12. **MOTION TO ADJOURN.** It was moved and seconded (M. Weinmann /D. Glover) to adjourn to Executive Session at 8:57 pm. Motion carried. In this Executive Session, the Board approved the list of Fines for continued violations, voted on an earlier Hearing, discussed a legal issue and approved employee and vendor holiday gifts.

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 October 26, 2017 as approved by the attending directors.

Donna J. Glover
 Signature

1/11/18
 Date