

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, December 7, 2017
4498 Lawson Court, Concord, CA

MINUTES

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

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

1. **EXECUTIVE SESSION** at 6:45 PM. In this Executive Session, the Board voted on requests to reverse Fines on numerous accounts.
2. **CALL TO ORDER - ROLL CALL/ADOPT AGENDA** at 7:12 PM
3. **MANAGEMENT REPORT.** The Board reviewed the Management Report.
4. **HOMEOWNERS OPEN FORUM**
There were four Homeowners in attendance. Homeowner Lynne Deckert requested that the Board reduce or eliminate the \$40 fee per season that is charged to non-resident USTA players. Homeowner Mitch Kopp asked the Board to consider the ramifications of the new marijuana law and if new Rules need to be enacted.
5. **APPROVAL OF MINUTES**
 - It was moved and seconded (M. Weinmann/B. Collins) to approve the September 28, 2017 Minutes with the change of adding the names of the Homeowners who spoke in Homeowners Forum. Motion carried.
 - It was moved and seconded (M. Weinmann/D. Glover) to approve the October 26, 2017 Minutes with the change of adding the name of the Homeowner who spoke in Homeowners Forum and noting that T. Peterson was absent. Motion carried.
 - It was moved and seconded (M. Weinmann/B. Collins) to approve the October 26, 2017 Executive Session Minutes with the change of noting that T. Peterson was absent. Motion carried.
 - It was moved and seconded (M. Weinmann/D. Glover) to approve the November 11, 2017 Executive Session Minutes. Motion carried.
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 party reservations are picking up, there was a 14% no show rate for the Winter Holiday Celebration, with 201 people representing 50 families and there have been lots of positive comments about the Holiday decorations.
 - **Tennis Report.** Tennis Pro Thor Shreck was not in attendance.
7. **COMMITTEE REPORTS**
 - **Activities Committee**
 - The Board reviewed the Activities Committee report. Chair D. Glover noted that there were 82 reservations so far for the NY Eve party. There were 143 in 2016. The Holiday decorations will come down on January 2.
 - The Board reviewed the 2018 Activities Schedule as proposed by the Activities Committee. It was moved and seconded (D. Glover/B. Collins) to approve the 2018 Activities Schedule with changes. Motion carried.
 - Concert on the Green. M. Weinmann and B. Collins will research bands to book for the Concert on the Green.
 - **Architectural.**
 - **Minutes.** The Board reviewed the draft Minutes of November 16, 2017.

- **Smartwebs Update.** The Manager reported that all violations will be in the Smartwebs program in time for the January inspections and all 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/M. Weinmann) to approve the appointment of Dave Stelter to the Architectural Committee. Motion carried.
- **New Roof Shingle Approval.** After reviewing the Certainteed Presidential TL Solaris roofing product sample and noting that it had the same thickness profile as the already-approved Presidential TL and that it was more energy-efficient, it was moved and seconded (M. Weinmann/D. Glover) to add Certainteed Presidential TL Solaris in the colors of Autumn Blend and Country Gray to the list of approved roofing materials. Motion carried.
- **WCST.** The Board reviewed the WCST Committee report.
 - **Spring Swim Clinic Approval.** It was moved and seconded (M. Weinmann/B. Collins) to approve the WCST Spring Clinic of March 5-29, Monday to Friday, 3PM to closing. Motion carried.
- **Landscape.** The Board reviewed the Landscape Committee report.
 - **Tree Work Approval.** The Board reviewed the proposals from Traverso Tree Care and Tree Care of California to trim some trees and remove others. It was moved and seconded (T. Peterson/M. Weinmann) to approve the proposal from Traverso Tree Care to trim and remove trees for \$30,450. Motion carried.
 - **2018 Irrigation Upgrade Proposal Approval.** The Board reviewed the Phase 2 proposal from Landscape Care for the next planned phase to upgrade the Central Greenbelt for \$61,162. Motion carried.
- **Communications.** No report.
- **Facilities.** The Manager reported on the progress of the current projects, including the East Pool rebuild, electronic gate access, tennis backboard surface replacement and Clubhouse Tower waterproofing.
- **Rules.** The Board reviewed the Employee Manual as revised by the Rules Committee and reviewed by the law firm of Hirschfeld Kraemer. It was moved and seconded (D. Glover/T. Peterson) to adopt the revised Employee Manual with changes recommended by the law firm. Motion carried.
- **Safety and Security.**
 - The Board reviewed the draft Minutes from the November 21 meeting.
 - **First Security Services Contract.** At their Executive Session of November 10, 2017, the Board reviewed the contract proposal from First Security Services for daily patrols of the Common areas of the Association and voted to approve it.
- **Scout Liaison**
 - No report.

8. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the October, 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.

9. NEW BUSINESS

- **Annual Volunteers Thank You Program.** It was moved and seconded (B. Collins/M. Weinmann) to allocate up to \$2,500 to cater a thank you event for all the volunteers of the past year on a date in February to be determined. Motion carried.
- **Main Pool Heater Replacement Proposal.** The Board reviewed the proposals from The Pool Doctor and National Aquatic Services to replace the non-working older of the two heaters at the main pool. It was moved and seconded (M. Weinmann/R. Ellenson) to approve the proposal from NAS to replace the heater for a cost not to exceed \$8,755. Motion carried.
- **ERC Variance Approval.** The Board noted that NAS did not want to participate in the new vendor certification process with Enterprise Risk Control. It was moved and seconded

(M. Weinmann/D. Glover) to grant a variance to NAS exempting them from required participation with ERC. They will still need to provide Cowell HOA with a certificate of insurance listing Cowell HOA as additional insured for liability, commercial and workers comp insurance. Motion carried.

10. GOOD OF THE ORDER

- **Address Homeowner Issues Raised in Forum.** The Board discussed the request to lower or eliminate USTA non-resident fees and saw no reason for change. The Board instructed the Manager to find out from other Managers or ECHO if new Rules have been adopted to deal with marijuana legalization.
- **Directors' Comments**
 - R. Ellenson. None.
 - M. Weinmann. Lots of Architectural inconsistencies in high traffic areas, including N. Larwin where cypress trees were removed. Needs a Signal article.
 - D. Glover. None.
 - T. Peterson. Fences on the Greenbelt are in bad shape and need attention.
- **President's Report.** Need to determine job allocation. Would like to get another Chairperson for the Architectural Committee.

11. INFORMATIONAL/ANNOUNCEMENTS

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

12. MOTION TO ADJOURN. It was moved and seconded (M. Weinmann /T. Peterson) to adjourn to Executive Session at 9:38 pm. Motion carried. In this Executive Session, the Board approved the list of Fines for continued violations, voted on an earlier Hearing, and approved employee holiday bonuses.

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 December 7, 2017 as approved by the attending directors.

Donna J. Glover
Signature

2-7-18
Date