

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, September 28, 2017
4498 Lawson Court, Concord, CA

MINUTES

Present: M. Weinmann; B. Collins; R. Ellenson; T Peterson (left the meeting at 8:39PM); D. Glover; T. Wright

Absent: M. Buchanan

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

1. **EXECUTIVE SESSION** at 6:47 PM. In this Executive Session, the Board approved the list of Fines for continued violations.
2. **2017 ANNUAL MEETING** scheduled for 7 PM was not called to order due to no quorum.
3. **CALL TO ORDER - ROLL CALL/ADOPT AGENDA** at 7:11 PM
4. **2018 BOARD ELECTION BY ACCLAMATION**
As there were only two candidates running for four empty seats on the Board, the election was uncontested and no ballots were mailed. Per Article 5, Section 5.7 of the Bylaws, Barry Collins and Rich Ellenson were declared elected to two-year terms on the Board. At this point, the terms of Tim Wright and Marc Buchanan ended.
5. **IRS RESOLUTION 70-604**
It was moved and seconded (M. Weinmann/T. Peterson) to adopt IRS Resolution 70-604: That any excess of membership income over membership expenses, as defined in IRS Regulations 1.277-1 for the end of the current fiscal year, shall be applied against the subsequent tax year membership expenses, as provided by IRS Revenue Ruling 70-604. Motion carried.
6. **MANAGEMENT REPORT.** The Board reviewed the Management Report.
7. **HOMEOWNERS OPEN FORUM**
There were five Homeowners in attendance. Homeowners Bill Agnew and Cherree Peterson commended outgoing Board members Tim Wright and Marc Buchanan for their great service. Another Homeowner, former Board member Rich Peterson, claimed to have been forced from the Board two years ago by the then President and Vice President. During his remarks, he showed pictures (both black and white and color) of a partially naked young girl and passed out a flyer regarding a possible new law in California that claimed teenagers would be able to have sex for money. When asked by Board members the relevance of this information, he offered no explanation. The charge that he was forced from the Board was unfounded. He disagreed.
8. **SELECTION OF OFFICERS**
 - It was moved and seconded (M. Weinmann/R. Ellenson) to appoint Barry Collins as President. Motion carried.
 - It was moved and seconded (B. Collins/M. Weinmann) to appoint Rich Ellenson as Vice President. Motion carried.
 - It was moved and seconded (B. Collins/T. Peterson) to appoint Donna Glover as Secretary/Treasurer. Motion carried.
9. **COMMITTEE ASSIGNMENTS**
 - It was moved and seconded (M. Weinmann/D. Glover) to appoint Todd Peterson as Chair of the Landscape Committee. Motion carried.
 - It was moved and seconded (B. Collins/T. Peterson) to appoint Mark Weinmann as Chair of the Swim Team Committee. Motion carried.
 - It was moved and seconded (M. Weinmann/R. Ellenson) to appoint Barry Collins as Chair of the Safety and Security Advisory Committee. Motion carried.

- It was moved and seconded (B. Collins/M. Weinmann) to appoint Barry Collins as temporary Chair of the Architectural Committee. Motion carried.
- It was moved and seconded (R. Ellenson/M. Weinmann) to appoint Donna Glover as Chair of the Activities Committee. Motion carried.

10. APPROVAL OF MINUTES

- It was moved and seconded (M. Weinmann/T. Peterson) to approve the August 24, 2017 Board Meeting Minutes with correction. Motion carried. D. Glover abstained.
- It was moved and seconded (M. Weinmann/R. Ellenson) to approve the August 24, 2017 Executive Session Minutes. Motion carried. D. Glover abstained.

11. 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 tickets for the Haunted House will begin selling on Sunday and continue to October 22. The Clubhouse will be closed for the Haunted House and its setup from October 24 to October 29. He also reported that there was a good turnout for the Boy Scout's Root Beer Float Night. There were no rentals in August.
 - **Tennis Report.** Tennis Pro Thor Shreck was not in attendance. The Board asked the Manager to check on the arrangement between Mr. Shrek and the tennis teacher that works for him.

12. COMMITTEE REPORTS

- **Activities Committee**
 - The Board reviewed the Activities Committee report, noting that attendance at the BBQ was 418, with a no-show rate of 22%.
- **Architectural.**
 - Smartwebs Update. The Manager reported that one inspector has used the Smartwebs program for his September inspections and two more inspectors will use it for their October inspections.
 - Noting that there are eight inspectors for eight sectors and that we only have three tablets for inspections, it was moved and seconded (B. Collins/M. Weinmann) to approve the purchase of five LenovoTab2 A8 tablets for a cost not to exceed \$700. Motion carried.
- **WCST**
 - **New Committee Members Approval.** It was moved and seconded (M. Weinmann/D. Glover) to approve the following WCST Committee Members:
 - Robin Lewis - Director
 - Daniel Ward - Director-elect
 - Tess Wendler - Meet Director
 - Andy Nonaka - Meet Director-elect
 - Brad Jensen - IT Director
 - Tanya Huckstein - Boosters
 - Jesusa Dobbs - Fundraising
 - Michelle Ulicki - Fundraising
 - Nancy Washmera - Treasurer
Motion carried. Six of the nine are Residents.
- **Landscape.** No report.
- **Communications.** Chair R. Ellenson will be working with the Board and Committee members to change Walnut Country email addresses.
- **Facilities.** No report.
- **Rules.** No report.
- **Safety and Security.**
 - The Board reviewed the draft Minutes from the September 19 meeting.
- **Scout Liaison**
 - The Board reviewed the request from a Homeowner to hold Girl Scout Brownie meetings at the Clubhouse on Sunday afternoons. The Board instructed the Manager to send her the Clubhouse usage policy to see if her troop qualifies.

13. **TREASURER'S REPORT**

- **Treasurer's Report.** The Board reviewed the August, 2017 Financials.
- **Delinquency Report.** The Board reviewed the Delinquency Report.
- **Lien Approval.** It was moved and seconded (M. Weinmann/B. Collins) to send account #81639 to Collections and place a Lien on the property for non-payment of assessments if payment in full is not received by October 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.

14. **NEW BUSINESS**

- **Electronic Access Approval.** After again reviewing the proposal from GO Securities to install electronic access to the pool and tennis court gates and the comparative cost analysis of electronic access versus periodic key changes as prepared by former Treasurer Tim Wright, it was moved and seconded (M. Weinmann/R. Ellenson) to approve the installation of an electronic fob access system for four pool gates and three tennis court gates, mailing one fob to each Homeowner, with a limit per home to be decided in the future, for a cost not to exceed \$55,000. Motion carried.
- **Main Pool Area and Iron Fence Painting Proposals.** After reviewing competing bids, it was moved and seconded (D. Glover/M. Weinmann) to approve the proposal from Contra Costa Painting to paint all of the brown and black surfaces in the Main Pool area, the iron fences surrounding the Clubhouse, preschool and East Pool and the entry bridge to the Clubhouse for a cost not to exceed \$25,000. Motion carried.
- **East Pool Re-plaster Proposals.** After reviewing competing bids, it was moved and seconded (M. Weinmann/D. Glover) to approve the proposal from Adam's Pool to re-pipe and re-plaster the East Pool for a cost not to exceed \$90,000. Motion carried.
- **East Pool Deck Pavers Proposal.** After reviewing competing bids, it was moved and seconded (M. Weinmann/B. Collins) to approve the proposal from Black Diamond Pavers to remove the concrete deck and replace it with Basalite Artisan Slate pavers for a cost not to exceed \$78,000. Motion carried. D. Glover abstained
- **Tennis Backboard Court Re-surface Proposals.** After reviewing competing bids and various surfaces proposals, it was moved and seconded (R. Ellenson/D. Glover) to approve the proposal from Pacific Surfacing to remove and replace the asphalt surface and top it with tennis court colors and lines for a cost not to exceed \$30,000.
- **Central Well Tank Roof Proposal.** A proposal to replace the roof on the central well tank was tabled for more proposals.

15. **GOOD OF THE ORDER**

- **November/December Meeting Schedules.** It was moved and seconded (B. Collins/M. Weinmann) to combine the November and December Board Meetings to Thursday, December 7, 2017. Motion carried.
- **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. Noted that now with only five Board members, the quorum has been reduced from five to three.
 - M. Weinmann. It has been a pleasure serving as President these last 5 years. Strongroom Signature Cards need updating with new officers.
 - D. Glover. Thank you Mark for your excellent service as President. We need new Christmas trees for the Clubhouse as the old ones are falling apart. Board shirts and hats are in.
 - T. Peterson. Absent. Left the meeting at 8:39 PM.
- **President's Report.** Thank you Tim and Marc for your great service on a great Board. Let's push out the call for petition signing one more time.

16. **INFORMATIONAL/ANNOUNCEMENTS**

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

17. **MOTION TO ADJOURN.** It was moved and seconded (D. Glover/M. Weinmann) to adjourn to Executive Session at 9:50 pm. Motion carried. In this Executive Session, the Board approved the list of Fines for continued violations, voted on earlier Hearings and discussed a legal issue.

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 September 28, 2017 as approved by the attending directors.

Donna J. Glover
Signature

1/11/18
Date