

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, January 25, 2018
4498 Lawson Court, Concord, CA

MINUTES

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

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

1. **EXECUTIVE SESSION** at 6:00 PM. In this Executive Session, the Board interviewed a potential Board Director.
2. **CALL TO ORDER - ROLL CALL/ADOPT AGENDA** at 7:06 PM
3. **MANAGEMENT REPORT.** The Board reviewed the Management Report.
4. **HOMEOWNERS OPEN FORUM**

There were nine 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 Joseph Ibrahim made the same request. Homeowner Dave Murray has a 4.0 team this season and may not have been able to recruit some players because of the fee. Homeowner Lorne Thompson said that he could not find the date of the Board meeting and commented that the streets are dark in Winter and the lights need to be brighter. Homeowner Bill Agnew said the newly-installed mirrors at the end of Indigo work very well. Homeowner Stephanie Weinmann requested that a security guard attend every Board meeting for the protection of the Board.
5. **BOARD DIRECTOR APPOINTMENT**
 - It was moved and seconded (M. Weinmann/R. Ellenson) to appoint Homeowner Mitch Kopp to one of the two vacant seats on the Board of Directors. Motion carried. M. Kopp joined the meeting as a Director at this point.
6. **APPROVAL OF MINUTES**
 - It was moved and seconded (M. Weinmann/T. Peterson) to approve the December 7, 2017 Minutes and the December 7, 2017 Executive Session Minutes as amended. Motion carried.
 - It was moved and seconded (T. Peterson/M. Weinmann) to approve the October 26, 2017 Minutes and the September 28, 2017 as amended. Motion carried.
7. **RECREATION REPORTS**
 - **Tennis and Clubhouse Reports**
 - **Clubhouse Report.** The Board reviewed the Clubhouse report as prepared by Clubhouse Supervisor Andy Steinberg. Mr. Steinberg requested that Security check in with the Clubhouse staff when they arrive for their first patrol of the evening. He is developing an FAQ for party rentals. He discourages hard liquor when renters request it. Six people were at the last Boy Scouts meeting.
 - **Tennis Report.** Tennis Pro Thor Shreck was in attendance during the Homeowners forum for the USTA non-resident fee discussion.
 - **De La Salle HS Tennis Court Usage Request.** The Board reviewed the request from the tennis coach at De La Salle HS to use CHOA courts while their courts were being serviced. There was no motion to approve the request.
 - **Request to Lower Non-Resident USTA Fee.** The Board reviewed the requests made in Homeowners Forum and via emails. There was no motion to approve the request.
 - **Clubhouse Contract Additions.** The following items were added to the Clubhouse Rental Contract: The interior of the clubhouse will be decorated for the holidays from the Thanksgiving week through the first week of January. These holiday decorations cannot be moved or removed from their locations; No glitter;

Security fee increased to \$120 for 4 hours and \$30 per hour and \$50 per hour on day of event.

8. COMMITTEE REPORTS

- **Activities Committee**
 - **Popcorn and sno cone machines purchase proposal.** There was no motion to approve the purchase.
- **Architectural.**
 - **Minutes.** The Board reviewed the Minutes of December 7, 2017.
 - **Smartwebs Update.** The Manager reported that all violations are in the Smartwebs program.
- **WCST.** The Board reviewed the WCST Committee report, including newly organized budget categories.
 - **WCST Equipment in Reserves Inventory?** There was no motion to add WCST equipment to the Cowell Reserves inventory.
- **Landscape.** No report.
- **Communications.** The Board reviewed the Communications report showing website visitor statistics.
- **Facilities.**
 - **Gate Fobs Policy and Implementation Plan.** The Board reviewed the Policy and Plan as prepared by M. Weinmann. The current \$300 deposit policy for tenants was not changed. It was moved and seconded (M. Weinmann/T. Peterson) to approve the Policy and Plan as presented, with changes. Motion carried.
- **Rules.** The Board reviewed the changes to the Clubhouse Rental Agreement.
- **Safety and Security.**
 - The Board reviewed the draft Minutes from the January 16, 2018 meeting.
 - **Home Fire Safety Seminar.** The Board reviewed plans for the Home Fire Safety Seminar on March 18, to be presented by the Red Cross and CCFPD.
- **Scout Liaison**
 - No report.

8. TREASURER'S REPORT

- **Treasurer's Report.** The Board reviewed the December, 2017 Financials.
- **Review and Approval of CDs Maturing Process.** The Board noted that this process was set up and approved when the Board contracted with Morgan Stanley.
- **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.** The Board reviewed the invitations for the program that will be mailed to all CHOA volunteers.
- **Dog Park Key Tenant Deposit.** Since the current pool key will continue to be needed to access the dog park, no change was made to the key deposit policy.
- **West Pool Heater Stack Proposal.** It was moved and seconded (M. Weinmann/T. Peterson) to approve the proposal from Matrix HVAC to replaced the rusted heater stack at the West pool for \$1,169. Motion carried.
- **HVAC Repair Proposal.** It was moved and seconded (B. Collins/T. Peterson) to approve the proposal from Matrix HVAC to replace the induced draft motor on one of the Clubhouse Units for a cost not to exceed \$2,000. Motion carried.
- **SS Well Tank Barriers.** Tabled.
- **Marijuana Rule.** Tabled.
- **Board Clubhouse Backup Schedule.** The Clubhouse staff will be given contact info for Board members in case they need assistance at night.

10. GOOD OF THE ORDER

- **Address Homeowner Issues Raised in Forum.** The Board reviewed the comments from Stephanie Weinmann who was concerned with the safety of the Board during meetings and instructed the Manager to have a security guard posted at all future Board meetings.
- **Directors' Comments**
 - R. Ellenson. None.
 - M. Weinmann. Would like S&S Committee to post "No Head In Parking" signs at the end of certain cul de sacs, such as Oakbrook. Mentioned that the City will move to District elections for council members instead of at large.
 - D. Glover. Long-time mail carrier for the Crossings, Brenda Zanipatin passed away recently from complications due to the flu.
 - T. Peterson. None.
 - M. Kopp. Would like a Signal article reminding people of the street sweeping schedule.
- **President's Report.** Acknowledged M. Weinmann's work with the fob installation and allocation project. Would like to get counts on Next Door and Crossings Facebook usage.

11. INFORMATIONAL/ANNOUNCEMENTS

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

12. MOTION TO ADJOURN. It was moved and seconded (T. Peterson/ 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 Fine reversal 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 January 25, 2018 as approved by the attending directors.

Donna Glover 3-16-18
 Signature Date