

COWELL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, April 25, 2019
4498 Lawson Court, Concord, CA

MINUTES

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

Also Present: R. Harris, CCAM and S. Sulyma of Collins Management

1. EXECUTIVE SESSION

At 6:00 PM the Executive Session was called to order by the Board President.

2. CALL TO ORDER - ROLL CALL/ADOPT AGENDA

At 7:07 PM the Board meeting was called to order. It was **MSC** to approve the agenda. Motion carried.

3. HOMEOWNERS OPEN FORUM

Homeowners in attendance brought concerns to the Board related to ongoing shed violation issues, Diablo Fire Safe Council vs Firewise USA programs and the E-Signal article looking for volunteers and stating they would be paid. It was suggested to require volunteers to sign up for events before the event RSVP list is open to the community, if there are not enough volunteers then the event does not take place. There was a suggestion to install electronic access to the gym from the pool deck to allow for earlier and later access. One homeowner wanted to recognize and share appreciation for another homeowner who attends every board meeting and shows a huge interest in the community.

4. MANAGEMENT REPORT

The Board reviewed the Management Report.

5. APPROVAL OF MINUTES

It was **MSC** to approve the March 28, 2019, regular and executive meeting minutes as amended.

6. RECREATION/COMMITTEE REPORTS

The Board reviewed all of the recreation and committee reports provided in the Board packet. The Board reviewed an email from one of the tennis captains regarding outstanding non-member tennis fees. The tennis captain requested the non-members not be responsible for the fees due to their non-use of the tennis courts. The Board determined that the fees are in fact due to the association by any non-member who registers to be on the Walnut Country Tennis Team regardless of the number of times the CHOA tennis courts are used. Management was directed by the Board to contact the tennis captain and to collect the outstanding balance. Management was directed by the Board to obtain all of the contact information for every tennis captain and to advise them all that going forward every captain is responsible for submitting their rosters and all fees prior to being given access to the tennis courts and receiving their gate fobs. Management was requested to obtain monthly status reports from the construction management company, Richard Avelar & Associates, who are managing the main pool renovation project. The reports are to be placed in the monthly board packets under informational for the Board's records. The Board discussed and agreed volunteers must sign up on evite before any CHOA event RSVP list goes out to the membership. If volunteers do not sign up, the event will be cancelled.

7. FINANCIAL REVIEW

• **Treasurer's Report**

The March 31, 2019, financials were included in the Board packet and accepted by the Board. It was noted that the WCST monthly financials are no longer needed in the monthly Board packets because the financial information is included in the CHOA monthly financials. The WCST financial reports are available on the OneDrive for all Board members to view. Management was requested to contact the CHOA CPA to find out why there was a variance in the association's taxes. It was **MSC** to approve the financial statements dated March 31, 2019.

• **Reserve Projects for 2019**

The reserve list for 2019 projects was reviewed by the Board. Management was requested to go out to bid for the major components and provide to the Board for review once multiple bids come in.

- **Delinquency Report**
The Board reviewed the Delinquency Report in Executive Session.
- **Lien Approval**
No liens to approve in this meeting.

8. NEW BUSINESS

- CHOA events and structure recommendations report was given by Board member, Donna Glover. The recommendation was discussed in detail in Executive Session.
- The Board discussed the use of the Business Office and all agreed that all of the CHOA committees can use the Business Office for their committee meetings as long as they are on the calendar and have notified Management.
- Access to CHOA facilities by CHOA committees was table to a later date.
- It was **MSC** to approve for Contra Costa Fire’s Kathy Woofter to attend the May 23, 2019, Board meeting as a guest speaker in open forum to present an informational 15-minute Firewise USA presentation to the Board and to answer any questions the Board may have.
- It was **MSC** to approve Landscape Care to remove the donated river rock for the central well renovation project from Board member Todd Peterson’s front yard for a cost NTE \$2,200.00.
- It was **MSC** to approve two pickleball courts and be painted in black on lower tennis court 8 closest to the practice court, a storage bin be purchased to hold two portable pickleball nets, and to purchase a combination lock that can be changed as needed for a total cost NTE \$1,500.00. This is to be a 6-month trial run for the pickleball courts.
- The discussion regarding the Vice Mayor’s request of the clubhouse was tabled to the executive session.
- The WCST Crossings Challenge guidelines request was tabled to a later date.

9. INFORMATIONAL/ANNOUNCEMENTS

Map, Calendar, New Tenants Forms, all in the packet.

10. MOTION TO ADJOURN

It was **MSC** to adjourn to Executive Session at 9:08 PM.

11. EXECUSTIVE SESSION SUMMARY

The Board held an Executive Session to discuss disciplinary hearings, formation of contracts for new vendors, personnel and legal matters. The Board met with legal counsel to discuss concerns regarding WCST ongoing use of the common area pool following the opinion of the associations CPA and potential litigation and financial liability due to exclusive use operation for a private association pool.

BOARD CERTIFICATION

I, Richard Ellenson 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 April 25, 2019, as approved by the attending directors.

Signature

Date