

COWELL HOMEOWNERS ASSOCIATION

Open Session Board of Directors Meeting • Thursday, January 23rd, 2020

BOARD MEETING MINUTES

Board Members Present	Mike Kindorf	President
	Mike Cannon	Vice-President
	Edward Baluta	Treasurer
	Brian Beckon	Secretary
	Rebecca D'Lima	Director at Large
	Ken Dixon	Director at Large
	Peggy McCurdy	Director at Large

Others in Attendance Bill Mazza of Common Interest Management Services

Meeting Location Cowell Homeowners Association Business Office
4498 Lawson Court, Concord CA

CALL TO ORDER

The meeting was called to order at 7:05pm. It was determined that a quorum was present.

HOMEOWNER'S OPEN FORUM

The Homeowner's Open Forum was held for those in attendance.

APPROVAL OF MINUTES

A motion was made and seconded to approve the minutes from the December 5th, 2019 Open and Executive Board of Directors meetings. **The motion carried.** Director Dixon abstained.

COMMITTEE REPORTS

Management provided a report to the Board regarding the Architectural Committee. This report included a summary of approved applications, an update on the Committee's role with regards to violation enforcement, including changes to the violation letters and stages, clarification of the violation hearing process, and a discussion regarding possible future Architectural Standards.

FINANCIALS

Item: Treasurer's Report: Director Baluta provided a report to the Board, and stated that a full review of all Association utility accounts will be undertaken with the assistance of management, as there were concerns of year-to-date variances for utilities. Director Baluta would also like to review the scheduled upcoming reserve projects per the most recent Reserve Study, including any projects that were missed in 2019.

Item: Financials as of December 31st, 2019: A motion was made and seconded to approve the Association's financials dated December 31st, 2019. **The motion carried unanimously.**

Item: Record Lien Approval: A motion was made and seconded to approve a NODA (Notice of Delinquent Assessment and Claim of Lien) for the following properties:

- APN: 133-300-018-8
- APN: 133-250-022-0

The motion carried unanimously.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: Officer Positions

The Board discussed filling the currently vacant Secretary officer position. A motion was made and seconded to appoint Director Beckon as Secretary. **The motion carried unanimously.**

For reference, all current Officers of the Association are as follows:

President: Mike Kindorf
Vice-President: Mike Cannon
Treasurer: Ed Baluta
Secretary: Brian Beckon

Item: Delegations

Due to recent administrative changes, Common Interest is supplying the General Manager with a credit card so that purchases may be made for the Association and bills paid to vendors who only accept credit card payments. Purchases made using this credit card will then be billed directly to the Association at no additional fee. Common Interest is also requesting that the Board make a motion to delegate approval authority for all credit card purchases to a Board member so that all spending may be pre-authorized.

A motion was made and seconded to delegate approval authority for all individual credit card expenses up to \$2,500 to Director Kindorf, and should Director Kindorf be unable to respond in a timely manner, to Director Baluta, who can provide backup approval. **The motion carried unanimously.**

Item: SB 323 – New Election Law and Election Rules

Management provided the Board with an update regarding SB 323, a new law that took effect January 1, 2020 and impacts HOA elections. This law will effectively require all California HOA's to re-write their election rules. Three bids were reviewed from local legal firms for this service. A motion was made and seconded to approve Berding & Weil's Proposal for SB 323 Election Rules Package in the amount of \$800. **The motion carried unanimously.**

Item: Association Committees

A motion was made and seconded to appoint Director Dixon as Architectural Committee Chairman, replacing previous Chairman Dave Stelter. **The motion carried unanimously.**

A motion was made and seconded to appoint Dave Stelter as a member of the Architectural Committee. **The motion carried unanimously.**

Because the CC&Rs require the Architectural Chairman to be a Board Member, and because Mr. Stelter was still interested in serving on the Architectural Committee, he was appointed as a member of the Committee after Director Dixon was named Chairman.

Management will include language in the upcoming *Signal* regarding vacancies on the Landscape Committee and asking for volunteers from the membership.

Item: Late Fee Waiver Requests

A motion was made and seconded to approve waiving a late fee in the amount of \$9.70 for the owner of 4404 Sugar Maple Court. **The motion carried unanimously.**

Item: Shared Common Area Fence Reimbursement

The owner of 4499 Sweet Shrub Ct recently had an architectural application approved to replace the existing exterior fencing, a portion of which is a shared boundary between the owner's lot and the Business Office. The owner was requesting that the Association split or share a portion of the cost to replace the fence that shares a boundary with the Business Office. A motion was made and seconded to engage the Association's attorney for a maximum of one billable hour to provide a recommendation to the Board after reviewing this request and the Association's governing documents. **The motion carried unanimously.**

Item: 2020 Pool Schedule and Pool Renovation Update/Discussion

The Board discussed the upcoming 2020 pool schedule as well as the Walnut Country Swim Team's spring schedule. A motion was made and seconded to delegate authority to work on a proposed solution to the upcoming 2020 pool schedule, to be presented to the Board at the next meeting, to Directors

D'Lima and McCurdy. **The motion carried unanimously.**

Management will work with Directors D'Lima and McCurdy to put together a proposed schedule for the 2020 pool, to be presented to the Board at the February meeting.

Item: Communications Editorial Policy (Kiosks, Bulletin Boards, *Signal*, and Website)

A motion was made and seconded to modify the Association's *Communications Editorial Policy* as presented. **The motion carried unanimously.**

The full, updated *Communications Editorial Policy* has been appended to these minutes.

A motion was made and seconded to permit the posting of *US 2020 Census* flyers and information on all Association communication channels. **The motion carried unanimously.**

Item: Tennis Court Issues / Maintenance

The Board discussed the several outstanding tennis court issues recently reported to management, including lighting issues, some of the courts needing to be resurfaced this year, and weekend tennis competition issues related to the Clubhouse employee schedules. Management will obtain a second opinion from electricians regarding the outstanding lighting issues, and will also begin the process of obtaining bids for resurfacing courts 3 and 4.

Item: Pickleball Lighting Update

The Board directed management to obtain a quote to install lights at the lower tennis courts, with the following options: 1) lights for the entire lower court area, and 2) lights for just two of the four lower courts. Management was also directed to obtain a quote for adding Pickleball lines to one of the upper, lighted courts, so that that cost is available for reference. Additionally, management was directed to work on looking into a method of collecting data on actual tennis court and Pickleball court use throughout the community.

MOTION TO ADJOURN

There being no further business and no objections, a motion was unanimously carried to adjourn the meeting at 9:46pm.

EXECUTIVE SESSION SUMMARY

Per Civil Code § 4935(e), any matter which was discussed in Executive Session must be generally noted in the minutes of the immediately following open Board meeting.

The Board of Directors met in Executive Session on January 23rd, 2020 prior to the Open Session Board Meeting, and approved waiving outstanding violation fines for four homeowners. The Board also approved an updated contract with Smartwebs, adding the Architectural features, and delegated authority to Directors Beckon and Kindorf to look into upgrading the Business Office phone system. The Board also discussed the Recreational Director position as well as the Clubhouse employee salaries, duties, and schedules.

BOARD CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners Association Board of Directors meeting as approved by the attending Directors.

Director's Name

Signature

Office / Position

Date

Cowell Homeowners Association

Communications Editorial Policy

Approved at the January 23rd, 2020 Board of Directors Meeting

BACKGROUND

The Cowell Homeowners Association (CHOA) communicates news and events to residents in Walnut Country. CHOA communication channels include a monthly newsletter (the “Signal”), an electronic newsletter (eSignal), a community website (walnutcountry.com), kiosks at community entrances, and a clubhouse bulletin board.

EDITORIAL POLICY

Articles and advertisements published via CHOA communication channels (see “BACKGROUND”) must service the Walnut Country community. Flyers or banners may be placed in locations determined by the Board of Directors by third-parties who either regularly make use of the Association’s facilities or are made up of a significant number of Cowell Homeowners Association, Inc. residents. Flyers/banners cannot be primarily commercial in nature, save events such as but not limited to fundraisers.

Any third-party who meets the above guidelines and wishes to utilize any of the above CHOA communication channels may submit a request to the General Manager for approval. Any request that falls outside of these guidelines will require Board approval.

Articles and advertisements MAY NOT be political, sexual, racist, or slanderous in nature. Vendor advertisements appearing in CHOA communication channels do not imply endorsement or recommendation of the vendor(s) by the CHOA.

The CHOA Board of Directors reserves the right to remove articles, advertisements, or other materials published without its permission.

Ad space is limited and is sold on a first come, first served basis.