

# Notice of Meeting

*of the*

## Cowell Homeowners Association, Inc.

### Board of Directors

*on*

**April 23<sup>rd</sup>, 2020 at 7:00pm**

*via teleconference*

*Due to the Coronavirus/ COVID-19 concerns and governmental “shelter in place” orders, this meeting will be held via teleconference. Any homeowner who wish to join the meeting to observe the business conducted may email the General Manager at [businessoffice@walnutcountry.com](mailto:businessoffice@walnutcountry.com) or call 925-687-9961 for call-in instructions no later than 3:00pm on the day of the meeting. The conference call number will not be posted in any public location, but is available to any Member upon request.*

*Additionally, if you would like to make a comment during the Open Forum at this meeting, please submit your comment in writing to [businessoffice@walnutcountry.com](mailto:businessoffice@walnutcountry.com) or drop it off at the Business Office mail slot by end of day Wednesday, April 22<sup>nd</sup>. Due to the nature of this meeting’s conference call setup, the meeting may not be able to support comments from the members during the meeting itself. As such, we would recommend submitting your comments ahead of time to the General Manager, to be read aloud during the meeting.*

**The Board will be meeting in Executive session at 6:00 pm to discuss litigation, contract formation, member discipline, personnel issues, payments plans and collections or foreclosures. As a reminder, Executive Session meetings are closed to the membership per Civil Code §4935 due to the sensitive nature of the items discussed.**

# Board Meeting Agenda

- I. **Call to Order**
- II. **Homeowner's Open Forum**
- III. **Approval of Minutes**
  - a. Minutes from the March 26<sup>th</sup>, 2020 Board of Directors meeting
- IV. **Committee Reports**
  - a. Architectural Committee Report
- V. **Financials**
  - a. Treasurer's Report
  - b. Financials as of March, 2020
  - c. Record Lien Approval (if needed)
  - d. 2019 Financial Statements & Independent Auditor's Report
- VI. **New Business/Action & Discussion Items**
  - a. SB 323 – Election Rules
    - i. Review Comments Received
    - ii. Discuss Rule Adoption
  - b. Collections Policy
    - i. Management/Board Process for Delinquent Accounts
  - c. Coronavirus/COVID-19 Discussion (If Needed)
- VII. **Standing Items**
  - a. Rental Requests
  - b. Association Committees
    - i. Member Appointment
- VIII. **Adjournment**

**The Board will be meeting in Executive session at 6:00pm to discuss litigation, contract formation, member discipline, personnel issues, payments plans and collections or foreclosures, including but not limited to the following items:**

- a. Clubhouse Employees
- b. Proposals for common area maintenance and/or repairs
- c. Third-party contracts