

COWELL HOMEOWNERS ASSOCIATION

Open Session Board of Directors Meeting • Thursday, September 3rd, 2020

BOARD MEETING MINUTES

Board Members Present	Mike Kindorf	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 Teleconference

CALL TO ORDER

The meeting was called to order at 6:01pm. It was determined that a quorum was present.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: Architectural Applications / Roofing Materials

The Board reviewed two Architectural Applications requesting the use of unapproved roofing materials at the Architectural Committee's request. Each owner was proposing to utilize a roofing material that is not currently at part of the Association's pre-approved list, and the Committee requested that the Board confirm approval for this roofing material to be approved. After reviewing and considering the visual impact permitting these materials might have on the community, the item was tabled so that the Board may obtain additional information, allowing for a more informed decision to be made. This item will be reviewed at the next regularly scheduled Board Meeting.

Item: 2021 Budget

The Board reviewed the draft 2021 budget as presented by management, analyzing each budget item line by line and discussing historical and anticipated expenses as well as the necessity of specific Association services. After a lengthy review of all data available, as well as a thorough consideration of all historical Association expenses and income, a motion was made and seconded to approve the 2021 budget as reviewed by the Board with an assessment amount of \$103.00 per unit per month. **The motion carried unanimously.**

HOMEOWNER'S OPEN FORUM

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

MOTION TO ADJOURN

There being no further business and no objections, a motion was unanimously carried to adjourn the meeting at 10:17pm.

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.

M. KINDORF

Director's Name

M. Kindorf

Signature

BOARD PRESIDENT

Office / Position

14 OCT 2020

Date

COWELL HOMEOWNERS ASSOCIATION, INC.
2021 Annual Operating Budget
Approved by the Board of Directors on September 3, 2020

OPERATING INCOME	GL Code	2021 ANNUAL	2021 MONTHLY	Per Unit Per Month
ASSESSMENT REVENUE	41100	1,312,632.00	109,386.00	103.00
PRESCHOOL RENT	41165	20,000.00	1,666.67	1.57
WCST MAIN POOL RENT	41169	2,000.00	166.67	0.16
OTHER REVENUE	49000	3,900.00	325.00	0.31
TOTAL REVENUE		1,338,532.00	111,544.33	105.03
OPERATING EXPENSES				
UTILITIES				
GAS & ELECTRIC	54125	65,000.00	5,416.67	5.10
TRASH-DISPOSAL & GARBAGE	54175	8,700.00	725.00	0.68
WATER	54200	135,000.00	11,250.00	10.59
TELEPHONE	54150	5,000.00	416.67	0.39
INTERNET & TV	54252	3,100.00	258.33	0.24
TOTAL UTILITIES		216,800.00	18,066.67	17.01
REPAIRS & MAINTENANCE				
LANDSCAPING CONTRACT	52225	131,000.00	10,916.67	10.28
IRRIGATION REPAIRS	52175	20,000.00	1,666.67	1.57
PLANT INSTALLATION/REPLACEMENT	52200	5,000.00	416.67	0.39
WEED ABATEMENT	52277	4,000.00	333.33	0.31
TREE MAINTENANCE	52275	550.00	45.83	0.04
DOG PARK MTNC/SUPPLIES	52278	2,500.00	208.33	0.20
PEST CONTROL	53420	10,000.00	833.33	0.78
COMMON AREA MAINTENANCE/LIGHTING	53269	10,000.00	833.33	0.78
PLAYGROUND MAINTENANCE	53268	1,500.00	125.00	0.12
GATE/FENCE MAINTENANCE	52241	1,000.00	83.33	0.08
TENNIS COURT MAINTENANCE	53267	7,000.00	583.33	0.55
TENNIS COURT SUPPLIES	52285	1,000.00	83.33	0.08
POOL MAINTENANCE CONTRACT	51150	27,000.00	2,250.00	2.12
POOL CHEMICALS/SUPPLIES	51200	20,000.00	1,666.67	1.57
POOL REPAIRS	51201	1,000.00	83.33	0.08
GYM EQUIPMENT MAINTENANCE	51210	850.00	70.83	0.07
CARPET CLEANING	53110	1,000.00	83.33	0.08
HVAC SERVICE CONTRACT	53321	3,475.00	289.58	0.27
HVAC REPAIRS	53320	3,000.00	250.00	0.24
FIRE SYSTEM MAINTENANCE/INSPECTIONS	53238	2,500.00	208.33	0.20
ALARM SYSTEM MONITORING/MTNC	53100	6,000.00	500.00	0.47
JANITORIAL CONTRACT	53330	4,800.00	400.00	0.38
MISCELLANEOUS REPAIRS	53277	3,500.00	291.67	0.27
JANITORIAL SUPPLIES	53340	3,000.00	250.00	0.24
MAINTENANCE SUPPLIES	53280	2,000.00	166.67	0.16
CLUBHOUSE GAME ROOM REPAIRS/SUPPLIES	51208	200.00	16.67	0.02
LOCKS/KEYS	53370	1,500.00	125.00	0.12
PLUMBING REPAIRS	53440	1,000.00	83.33	0.08
ROOF MAINTENANCE	53451	1,000.00	83.33	0.08
SECURITY CONTRACT	53460	23,000.00	1,916.67	1.80
SIGNS	53480	500.00	41.67	0.04
LICENSE & INSPECTION FEES	51100	2,500.00	208.33	0.20
TOTAL REPAIRS & MAINTENANCE		301,375.00	25,114.58	23.65

ADMINISTRATIVE

MANAGEMENT & ACCOUNTING SERVICES	50450	210,000.00	17,500.00	16.48
MANAGEMENT/ADMINISTRATIVE EXTRAS	50475	2,000.00	166.67	0.16
POSTAGE, PRINTING, & MAILINGS	50600	15,000.00	1,250.00	1.18
COMMON AREA/LIABILITY INSURANCE	50275	54,000.00	4,500.00	4.24
WORKERS' COMP INSURANCE	50273	4,680.00	390.00	0.37
LEGAL FEES	50425	10,000.00	833.33	0.78
LEGAL FEES - COLLECTIONS	50607	2,000.00	166.67	0.16
TAX PREP/ANNUAL TAX REVIEW	50426	3,520.00	293.33	0.28
RESERVE STUDY	50650	2,750.00	229.17	0.22
OFFICE SUPPLIES - ON-SITE	50603	3,000.00	250.00	0.24
PRINTER/INK - ON-SITE	50455	1,500.00	125.00	0.12
COMPUTER MAINTENANCE - ON-SITE	50440	500.00	41.67	0.04
HOA WEBSITE/HOSTING/EMAIL	50725	1,250.00	104.17	0.10
SOFTWARE/WEB SERVICES	50726	5,000.00	416.67	0.39
PERSONNEL ADVERTISING	50604	200.00	16.67	0.02
SIGNAL EXPENSES	50608	8,000.00	666.67	0.63
CLUBHOUSE SUPPLIES	50609	500.00	41.67	0.04
TAXES - FEDERAL	50903	4,000.00	333.33	0.31
TAXES - STATE	50904	2,500.00	208.33	0.20
BAD DEBT EXPENSE	50160	2,000.00	166.67	0.16

TOTAL ADMINISTRATIVE		332,400.00	27,700.00	26.08
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MISCELLANEOUS

LIFEGUARDS/POOL EMPLOYEE PAYROLL	55216	25,000.00	2,083.33	1.96
RECREATION EMPLOYEE PAYROLL	55224	75,000.00	6,250.00	5.89
MAINTENANCE/JANITORIAL PAYROLL	55223	21,000.00	1,750.00	1.65
ASSOCIATION ACTIVITIES & EVENTS	51215	15,000.00	1,250.00	1.18
EMPLOYEE TRAINING	51207	500.00	41.67	0.04
EMPLOYEE SUPPLIES	51209	500.00	41.67	0.04
PAYROLL PROCESSING FEES	55218	5,500.00	458.33	0.43
PAYROLL TAXES	55225	8,000.00	666.67	0.63

TOTAL MISCELLANEOUS		150,500.00	12,541.67	11.81
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TOTAL OPERATING EXPENSES		1,001,075.00	83,422.92	78.55
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RESERVE CONTRIBUTION

RESERVE TRANSFER	49010	337,457.00	28,121.42	26.48
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TOTAL RESERVE CONTRIBUTIONS		337,457.00	28,121.42	26.48
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TOTAL EXPENSES		1,338,532.00	111,544.33	105.03
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