

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, September 24<sup>th</sup>, 2020

## BOARD MEETING MINUTES

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<b>Board Members Present</b>	Mike Kindorf	President
	Mike Cannon	Vice-President
	Edward Baluta	Treasurer
	Brian Beckon	Secretary
	Rebecca D'Lima	Director at Large
	Ken Dixon	Director at Large
<b>Others in Attendance</b>	Bill Mazza of Common Interest Management Services	
<b>Meeting Location</b>	Teleconference	

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### CALL TO ORDER

The meeting was called to order at 7:01pm. 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 August 27<sup>th</sup>, 2020 Board of Directors meeting. **The motion carried unanimously.**

A motion was made and seconded to approve the minutes from the September 3<sup>rd</sup>, 2020 Board of Directors meeting with a minor change to the language regarding the budget approval process. **The motion carried unanimously.** An updated copy of these September 3<sup>rd</sup>, 2020 minutes is appended.

### COMMITTEE REPORTS

Committee Chairman Dixon provided the Board with an update from the September Architectural Committee meeting.

The General Manager provided the Board with an update regarding ongoing maintenance and property updates for the month of September, including progress on the possibility of installing electronic fob entry systems at the dog park, the schedule for resurfacing tennis courts 1-4, and upcoming landscape and irrigation upgrade work.

### TREASURER'S REPORT & FINANCIAL REVIEW

#### **Item: Treasurer's Report**

Director Baluta provided the Treasurer's Report to the Board.

#### **Item: Delinquent Accounts/Record Lien Approval**

A motion was made and seconded to approve sending the following account to collections for non-payment of assessments should it be not brought current by November 1<sup>st</sup>, 2020:

- Account #051001

**The motion carried unanimously.** The Board directed management to draft a notice to be sent to the owner informing them that the account will be sent to collections if not paid in full by November 1<sup>st</sup>, 2020.

**Item: Financials as of August 31<sup>st</sup>, 2020**

The Board received and reviewed the Association's financials dated August 31<sup>st</sup>, 2020.

**NEW BUSINESS / ACTION & DISCUSSION ITEMS****Item: 2020 Pool Schedule**

As a follow up to this discussion item in the August 27<sup>th</sup> meeting, the Board discussed the possibility of keeping the pools open into the month of October. After consideration of the anticipated upcoming warm October weather, and the impact of the shelter orders as a response to COVID-19 on the community as a whole, a motion was made and seconded to keep all three pools open through October 25<sup>th</sup>, closing on Monday October 26<sup>th</sup> (pending additional discussions or decisions at the October 22<sup>nd</sup>, 2020 Board meeting). **The motion carried.** Director Beckon abstained as his son is currently employed by the Association as a Pool Monitor.

Should the weather continue to be pool-appropriate into late October, the Board will discuss this item again at the October 22<sup>nd</sup> meeting and may at that time may consider keeping the pools open for an additional period of time.

**Item: Main Pool Remodel/Repairs Project Discussion**

The Board discussed the ongoing Main Pool remodel/repairs project and provided all in attendance with an update. The Board reviewed the recommendation by Aquatic Technology (the design/engineering firm hired to assist the Board with creating a site plan/design for this project) to shallow the deep end of the main pool to about 6' or 6 1/2', to ease the installation of a new main drain line and reduce energy and chemical expenses.

A motion was made and seconded to obtain a legal opinion regarding this potential decision, and whether it might require a vote of the membership should the Board ultimately want to reduce the main pool's depth. **The motion carried unanimously.**

**Item: Bikes in the Greenbelt**

The Board discussed a recent email from a homeowner reporting an encounter with a young cyclist on the greenbelt who was not yielding to pedestrians and nearly caused a collision. The Board indicated that multiple e-Signal notifications have been sent out this summer reminding residents that all cyclists must yield to pedestrians, as well as frequent mentions in the monthly *Signal* newsletter. The Board also had a number of signs installed throughout the greenbelt reminding residents that pedestrians have the right-of-way and cyclists must yield. The Board reminded those in attendance of the current rules and will continue to bring this rule to the attention of all residents regularly through Association media like the *Signal*.

**Item: Common Area/Landscape Herbicides/Pesticides**

The Board reviewed a request from a homeowner to utilize a third-party herbicide/pesticide consultant who could assist the Association in creating an Integrated Pest Management program with a focus on resident safety and eco-friendly products and pest/weed control methods. A motion was made and seconded to schedule a presentation with Mr. Dave Phelps of Garden Enlightenment in the month of October (preferably at the October 22<sup>nd</sup> Board meeting,) pending availability, and to be confirmed by Director Kindorf. **The motion carried unanimously.**

**STANDING ITEMS****Item: Rental Requests**

No action was taken for this item.

**Item: Association Committees**

A motion was made and seconded to appoint Koki Ichiroku to the Architectural Committee. **The motion carried unanimously.**

The Board reviewed an architectural application from the owner of 4475 River Ash Court, who was proposing to install a new roof using materials not currently permitted by the Association's Architectural Standards. The Architectural Committee had previously reviewed this application and requested endorsement from the Board before approving the owner's request. After a consideration of all information available, including the possible visual and aesthetic impact that this type of roofing material may have on the community should it be permitted, a motion was made and seconded to deny the request by the owner of 4475 River Ash Ct to utilize the Landmark TL roofing materials. **The motion carried.** Directors Beckon and D'Lima opposed.

The Board also discussed its desire to begin working with a roofing expert to assist with establishing and clarifying the Association's policies regarding acceptable roofing material. Director Dixon indicated that he will begin working with the Architectural Committee on this project, to be presented to the Board for review at a future meeting.

**Item: Late Fee Waiver Requests**

No action was taken for this item.

**Item: Good of the Order / Director's Comments**

The Good of the Order / Director's Comments portion of the meeting 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 8:53pm.

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 September 16<sup>th</sup>, 2020 and held multiple disciplinary hearings for non-compliant homeowners. The Board also approved a proposal to resurface and repair tennis courts 1-4.

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.

MIKE KINDER  
Director's Name

M. Kinder  
Signature

BOARD PRESIDENT  
Office / Position

25 OCT 2020  
Date

# COWELL HOMEOWNERS ASSOCIATION

Open Session Board of Directors Meeting • Thursday, September 3<sup>rd</sup>, 2020

## BOARD MEETING MINUTES

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<b>Board Members Present</b>	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
<b>Others in Attendance</b>	Bill Mazza of Common Interest Management Services	
<b>Meeting Location</b>	Teleconference	

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### 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.

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Director's Name

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Signature

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Office / Position

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Date

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

<b>OPERATING INCOME</b>	<b>GL Code</b>	<b>2021 ANNUAL</b>	<b>2021 MONTHLY</b>	<b>Per Unit Per Month</b>
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
<b>TOTAL REVENUE</b>		<b>1,338,532.00</b>	<b>111,544.33</b>	<b>105.03</b>
<b>OPERATING EXPENSES</b>				
<b>UTILITIES</b>				
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
<b>TOTAL UTILITIES</b>		<b>216,800.00</b>	<b>18,066.67</b>	<b>17.01</b>
<b>REPAIRS &amp; MAINTENANCE</b>				
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
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>301,375.00</b>	<b>25,114.58</b>	<b>23.65</b>

**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

<b>TOTAL ADMINISTRATIVE</b>		<b>332,400.00</b>	<b>27,700.00</b>	<b>26.08</b>
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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

<b>TOTAL MISCELLANEOUS</b>		<b>150,500.00</b>	<b>12,541.67</b>	<b>11.81</b>
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<b>TOTAL OPERATING EXPENSES</b>		<b>1,001,075.00</b>	<b>83,422.92</b>	<b>78.55</b>
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**RESERVE CONTRIBUTION**

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