

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, January 28<sup>th</sup>, 2021

## 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
	George Fulmore	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 7:03pm. 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 3<sup>rd</sup>, 2020 Board of Directors meeting. **The motion carried unanimously.**

### COMMITTEE REPORTS

Architectural Committee Chairman Dixon provided the Board with an update from the January Architectural Committee meeting, and the General Manager provided the Board with an update regarding ongoing maintenance and property information for the previous month.

The Board reviewed the 2021 Annual Calendar as presented by Management.

### 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**

No action was taken on any delinquent accounts at this time.

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

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

### NEW BUSINESS / ACTION & DISCUSSION ITEMS

#### **Item: 2021 Insurance Renewal Ratification**

A motion was made and seconded to ratify approval to renew the following 2021 insurance policies:

- General Property & Liability Insurance (Commercial Package) – Philadelphia Insurance Co
  - \$5,841,000 in coverage
  - \$31,181 premium for 2021
- Umbrella Insurance – Philadelphia Insurance Co
  - \$10,000,000 in coverage
  - \$7,066 premium for 2021

- Fidelity/Crime Insurance – Continental Casualty Co (CNA)
  - \$3,000,000 in coverage
  - \$2,589 premium for 2021
- Directors & Officers Insurance – Continental Casualty Co (CNA)
  - \$1,000,000 in coverage
  - \$5,060 premium for 2021
- Employment Practices Liability Insurance – Mt. Vernon
  - \$2,000,000 in coverage
  - \$7,255.01 premium for 2021
- Sports Excess Medical Insurance – Gerber Life Insurance
  - \$50,000 in coverage
  - \$635 premium for 2021

**The motion carried unanimously.**

**Item: 2021 Workers' Compensation Insurance Ratification**

A motion was made and seconded to terminate Workers' Compensation insurance coverage through AmTrust and to approve ADP's proposal for 2021 Workers' Compensation insurance coverage through Employers Insurance with a coverage limit of \$1,000,000 and a rate per \$100 in payroll of \$3.76. **The motion carried unanimously.**

**Item: WCST 2021 Schedule**

The Board reviewed the 2021 events and recreation schedule provided by the Walnut Country Swim Team. A motion was made and seconded to approve the proposed 2021 schedule as presented. **The motion carried unanimously.**

The approved schedule has been appended to these minutes.

**Item: Central Well/Tank Repairs Ratification**

A motion was made and seconded to ratify approval for a proposal for repairs to the central Greenbelt water tank, pump, and well from East Bay Pump, Co. in the amount of \$1,985.00. **The motion carried unanimously.**

This work included the repair of a leak at the top of the tank from the district water auto-fill line, a new meter for the well pump, repairs to the water meter cage, and testing to determine the cause of the well pump intermittently ceasing to pump water.

**Item: Upper Tennis Court Windscreen Update & Ratification**

At a previous 2020 meeting, the Board delegated a spending authority of \$11,000 to the General Manager to replace the upper tennis court windscreens. The General Manager approved a proposal from DH Distribution to perform this work in the amount of \$7,480.51.

A motion was made and seconded to ratify approval for proposal #20-11571 from DH Distribution to remove the existing upper tennis court windscreens and replace them with Tenn-Air Pro windscreens in US Open Blue in the amount of \$7,480.51. **The motion carried unanimously.**

**Item: Preschool Roof Soffit/Eave Repair**

A motion was made and seconded to approve proposal #W20079 from BTC Bob Tedrick Construction Inc to plug and repair holes in the soffit area at the Preschool roof caused by bird activity and clean any affected windows in the amount of \$2,936.25. **The motion carried unanimously.**

**Item: Common Area Building Alarm System Upgrades**

The Board reviewed options for upgrading the common area building alarm systems to wireless monitoring systems, which would allow the Association to terminate its contract with AT&T for landline

phones. Currently the Association pays more than \$600 per month for landline phones at the Business Office and the Clubhouse, so this transition to wireless monitoring would result in a significant cost savings. The Board discussed several proposals from vendors, which included options for leasing or directly purchasing the necessary equipment. Ultimately, the Board preferred to continue to lease the equipment from Bay Alarm but would like to add a fund into reserves so that this equipment may eventually be purchased within the next few years, so that it is fully owned by the Association. The AT&T landline phone lines service both the alarm monitoring program at the buildings as well as the key fob entry system for the main pool and upper tennis courts. Management proposed canceling this phone line account with AT&T and contracting with Wave (the current internet service provider for the HOA buildings) to install and maintain a single landline phone at the Clubhouse for the key fob entry system.

A motion was made and seconded to approve Bay Alarm's proposal for upgrading the alarm systems for the Business Office, Clubhouse, and Preschool to a wireless monitoring system (with a total one-time installation fee of \$1,925 and a monthly monitoring fee of \$296), cancel all existing AT&T landline phone lines, and to add a landline phone service at the Clubhouse for the key fob entry system through the Association's existing Wave account. **The motion carried unanimously.**

**Item: Irrigation Repair Proposal**

The Board reviewed a proposal from Landscape Care Co for irrigation repairs following a large inspection of the common area irrigation system. A motion was made and seconded to approve the proposal from Landscape Care Co for irrigation repairs in the amount of \$3,230 dated January 19<sup>th</sup>, 2021 provided that the work does not commence until March of this year. **The motion carried unanimously.**

If the irrigation system is currently active in areas where these components are in need of repair or are leaking when the system is running, management will report back to the Board.

**Item: Central Greenbelt Dethatching Proposal**

The Board reviewed a proposal from Landscape Care Co for dethatching approximately 25,000 square feet of struggling turf and to overseed and top dress approximately 402,000 square feet of turf throughout the central Greenbelt area.

The Board directed management to research whether there are vendors who specialize in dethatching and if this could be performed by a third party (potentially at a more competitive rate than what Landscape Care is proposing). The Board also directed management to confirm the optimal time of the year for dethatching.

**Item: Mulch Replenishment Proposal – North Slope**

The Board tabled this item and will look for other, potentially more high-priority areas in need of mulch refresh or replenishment.

**Item: Dog Park Landscape Repairs & Upgrades**

The Board reviewed a proposal from Landscape Care Co to perform work on struggling areas of turf at the dog park, including dethatching, rototilling, and the installation of new sod. This item was tabled as the Board would prefer to look into turf alternatives or gradual reduction of turf at the dog park.

The Board also reviewed a proposal from Landscape Care Co for the installation of additional flagstones around some of the benches at the large dog park. The Board tabled this item and will look into more economical alternatives.

**Item: Landscape Enhancement Proposals**

The Board reviewed multiple proposals from Landscape Care Co for landscape enhancement or plant replacement projects. The Board tabled this item and directed management to reach out to Dave Phelps with Garden Enlightenment for a proposal to create a design/enhancement plan with a focus on turf reduction and the incorporation of more native, drought-tolerant plant material at the end of Sweet Shrub Ct and Snowberry Ct. The Board would also like a proposal from Garden Enlightenment for a potential

redesign of the dog park with a focus on turf and water use reduction.

**Item: Main Pool Rehabilitation Project**

The Board reviewed a proposal from TEAC Engineering to perform an inspection of the retaining wall facing the main pool along Lawson Court. This item was tabled and the Board indicated that it would like to re-consider proposals for having this wall inspected by a structural engineer at a later date, once the scope of work has been further developed.

**Item: Pickleball Discussion**

The Board discussed several options for a permanent Pickleball court, including converting existing tennis courts into Pickleball courts, or creating a new Pickleball court from scratch in an open space area within the greenbelt. After a lengthy discussion of options available, the Board directed management to obtain a proposal from Tennis Court Specialists (the vendor who recently resurfaced the upper tennis courts) to convert either one or two tennis courts into two or four Pickleball courts, respectively, which will be reviewed at a future meeting and will assist the Board in making a decision.

STANDING ITEMS

**Item: Rental Requests**

A motion was made and seconded to approve the following Lot Rental Requests:

- 4392 N. Marsh Elder Ct

The motion carried unanimously.

**Item: Association Committees**

Director Baluta indicated to the Board that he will be stepping down as Chairman of the Landscape Committee due to increased personal and work responsibilities.

**Item: Late Fee Waiver Requests**

No action was taken at this time.

**Item: 2021 Reserve Projects Discussion**

The Board reviewed proposed reserve projects for 2021, and updates were provided on their respective statuses. The Board noted that the Main Pool Rehabilitation project would likely not commence until 2022 at the earliest, as the scope of work is still being finalized and determinations still being made as to the condition and remaining life of the existing components.

**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 10:02pm.

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 December 14<sup>th</sup>, 2020 and discussed two accounts currently in collections. The Board also approved working with Arborwell to create a common area tree care and maintenance plan along with an inventory of major trees. Arborwell was also selected to perform tree trimming and maintenance for the remainder of 2021.

The Board of Directors met in Executive Session on January 28<sup>th</sup>, 2021 and discussed legal fee reimbursement from the 2019 lawsuit. The Association's Directors & Officers insurance has thus far offered reimbursement for approximately \$60,000 worth of legal fees related to the 2019 litigation. The Board is working with legal counsel to pursue a greater amount. The Board also reviewed and denied a request for reimbursement of damage caused by a common area tree branch, and reviewed a draft of the 2021 Preschool lease agreement, which will be provided to Walnut Country Preschool for review and feedback.

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 KINDRAT  
Director's Name

M. Kindrat  
Signature

BOARD PRESIDENT  
Office / Position

26 FEB 2021  
Date

## 2021 Walnut Country Swim Team Schedule

For review by CHOA BOD

### Main Pool

- Spring Clinic March 8 – April 2
  - Monday – Friday 3-8pm
- Preseason Practice Start April 12
  - Monday – Friday 3 – 8pm (Close)
- Summer Season Starts June 7
  - Monday - Friday 7:45am – 12pm
- Fall Clinic - Sept 7 – Nov 19
- Lap a thon (with kitchen) June 30 3 – 8pm
- Picture Day June 11 (first choice) or June 18

### Main Pool, Kitchen, Downstairs Bathrooms

- Home Meets
  - Sat. May 15, 6am – 1pm (Time Trials)
  - Wed June 2 4pm – 9pm
  - Wed. June 16, 4pm – 9pm
  - Wed. June 23, 4pm – 9pm
  - Sat. June 26 6am-1pm
  - Wed. June 30 4pm-9pm
  - Fri.-Sat July 9-10 Crossings Challenge
  - Wed. July 14, 4pm– 9pm (Family Fun Night)

### Greenbelt

- Camp Out with Parent Chaperones June 26 4pm – June 27 9am
- End of Year Celebration Aug 22 5pm

### Crossings Challenge – 2 Day Event

- July 9, Friday 12pm – 12am
- July 10, Saturday 12am – 9pm
- Usage of the Main pool, Kitchen, Bathrooms, Greenbelt

### Walnut Country Clubhouse

- Ice Cream Social Mar. 7, 1pm – 4pm
- Parent Meeting April 14 , 6pm – 8pm
- Orange and Blue Dance Jul. 21, 4pm -10pm
- County Dinner July 28, 4pm – 10pm
- Halloween Boutique Oct. 2, 11am-7pm

## WCST 2021 MEET SCHEDULE

Red Home meets include: Time Trials, 4 dual meets, Crossings, and Family Fun Night.

Blue Away meets include: 5 dual meets, Devil Mountain, DCSL, City, and County

Invitationals: Devil Mountain, Crossings, DCSL, City, and County

M 4/12 - 1st Day of Practice

(we could start 4/5, it's MDUSD Spring Break)

S 5/15 - Time Trials (Home)

S 5/22 - @ Ygnacio Wood

S 5/29 - BYE

(Memorial Day weekend)

W 6/2 - Forest Park (Home)

(last day of MDUSD)

S 6/5 - @ RSM

W 6/9 - @ LIV

S 6/12 - @ LT

W 6/16 - vs. SSC (Home)

Sat-Sun 6/19-6/20 - Devil Mountain Pentathlon (Dana Hills)

W 6/23 - vs. SPWD (Home)

S 6/26 - vs. PHA (Home)

W 6/30 - BYE

S 7/3 - BYE

(4th of July)

W 7/7 - @ FH

Fri-Sat 7/9-7/10 - Crossings Challenge (Home)

W 7/14 - Family Fun Meet (Home) WCST only

S 7/17 - DCSL (Northgate)

Fri-Sun 7/23-7/25 - City (Cowell Pool)

Fri-Sun 7/30-8/1 - County (Acalanes)