

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, February 25<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 January 28<sup>th</sup>, 2021 Board of Directors meeting. **The motion carried unanimously.**

### COMMITTEE REPORTS

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

The Board reviewed the 2021 Election Timeline 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**

A motion was made and seconded to approve sending the following account to collections for non-payment of assessments:

- Account #00121225

**The motion carried.** Directors Beckon and Fulmore abstained.

#### **Item: Financials as of January 31<sup>st</sup>, 2021**

The Board received and reviewed the Association's financials dated January 31<sup>st</sup>, 2021.

### NEW BUSINESS / ACTION & DISCUSSION ITEMS

#### **Item: 2022 Reserve Study Proposal**

The Board reviewed a proposal from Reserve Analysis Consulting to complete the 2022 Reserve Study for the Association. A motion was made and seconded to approve the proposal from Reserve Analysis Consulting to complete the 2022 Reserve Study (including a \$200 option for color photos) with a total Not to Exceed (NTE) of \$3,000. **The motion carried unanimously.**

A motion was made and seconded to form an ad hoc Reserve Study Committee made up of Directors Fulmore, Baluta, and Kindorf, with the authority to work with Reserve Analysis Consulting and finalize a draft 2022 Reserve Study to be presented to the Board for final approval. **The motion carried unanimously.**

**Item: Pickleball Discussion**

The Board discussed the potential addition of permanent Pickleball courts within the Association. Over the course of multiple meetings throughout 2020, as well as during the most recent January 2021 meeting, the Board has received continued feedback from a significant number of residents in favor of installing permanent Pickleball courts in the community. The Board also received a petition in October of 2020 with more than 50 signatures requesting the installation of a permanent Pickleball court.

After discussion and consideration of all information available, a motion was made and seconded to approve a proposal from Tennis Court Specialists to resurface the lower courts, remove tennis court 8, and replace it with four sets of permanent Pickleball courts in the amount of \$26,000, as well as to delegate a spending authority of up to \$20,000 for needed fencing, netting, and Pickleball equipment/accessory installation and reconfiguration to Director Kindorf. **The motion carried unanimously.**

**Item: West Pool Pump Room**

After multiple in-person meetings and discussions with the Association's contracted pool maintenance vendor, Sun Pointe Services, the group of three Directors who were previously delegated the authority to confirm the main pool rehabilitation project's scope of work shifted their attention to the West Pool pump room, as it was deemed to be a more immediate concern.

The Board reviewed all options available for how to address the West Pool pump room's maintenance concerns, including a proposal from Sun Pointe Services to complete a major renovation/rehabilitation of the pump room, with a significant upgrade to the existing equipment.

A motion was made and seconded to approve proposal #2025 from Sun Pointe Services to fully renovate/rehabilitate the West Pool pump room and upgrade the equipment with an NTE of \$120,000. **The motion did not carry.** Directors Kindorf, Dixon, D'Lima, and Baluta opposed.

After further discussion, a motion was made and seconded to proceed with a complete renovation/rehabilitation of the West Pool pump room and to solicit a second competitive bid with a similar scope of work to Sun Pointe Services with a due date of March 8<sup>th</sup>, 2021. **The motion carried unanimously.**

A meeting will be scheduled for March 8<sup>th</sup>, 2021 at 6pm for the Board to review all available bids for this project. The Board indicated that time is of the essence for this project as the goal is to have this pump room up to speed by Memorial Day. Continued delays could mean that the West Pool remains closed entering the summer swim season.

**Item: 2021 Pool Schedule**

The Board directed the General Manager to begin reaching out to potential candidates to serve as part-time Pool Monitors for the 2021 swim season, as the County has not yet lifted this requirement for public pools. A motion was made and seconded to delegate decision-making authority for the opening of all Association pools in 2021 to Director Kindorf. **The motion carried unanimously.**

A motion was made and seconded to delegate the authority to hire part-time Pool Monitors for the 2021 swim season and confirm Pool Monitor employee salaries to Director Kindorf. **The motion carried unanimously.**

**Item: Preschool Back Patio Turf Removal Project**

The Board reviewed three proposals to remove the turf in the back patio area of the preschool and replace

it with concrete. Due to a concern with the cost of this project, the Board directed the General Manager to speak with the Preschool Director about alternatives to concrete such as playground bark or artificial turf.

**Item: Association Key Policy**

As a follow up from the December 2020 meeting, the Board reviewed a draft of a proposed *Association Key Policy*. A motion was made and seconded to approve the *Association Key Policy* as presented. **The motion carried unanimously.**

A full copy of the newly approved *Association Key Policy* has been appended to these minutes.

**Item: Signal Advertising**

As a result of the monthly *Signal* distribution going digital due to the COVID pandemic and the shelter-in-place orders, the Board discussed the possibility of continuing paid advertisements within the *Signal*. A motion was made and seconded to approve the following monthly *Signal* advertisement rates, to be purchased in three-month blocks:

- Quarter Page: \$20/month
- Half Page: \$40/month
- Full Page: \$80/month

**The motion carried unanimously.** These rates will take effect with the April *Signal*.

**Item: Earthquake Insurance**

The topic of earthquake insurance was briefly discussed at the January meeting and a proposal was obtained so that the Board could get an idea of potential cost as the Association is not currently budgeting for earthquake insurance. The Board reviewed a proposal for earthquake insurance for the Clubhouse, which offered \$2,500,000 in coverage with a deductible of \$125,000 and an annual premium of \$14,911.64. No action was taken at this time.

STANDING ITEMS

**Item: Rental Requests**

No action was taken at this time.

**Item: Association Committees**

A motion was made and seconded to appoint Director D'Lima as Landscape Committee Chair. **The motion carried unanimously.**

**Item: Late Fee Waiver Requests**

No action was taken at this time.

**Item: 2021 Reserve Projects Discussion**

The Board reviewed pending, scheduled, and completed reserve projects for 2021, and updates were provided on their respective statuses.

**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 10:09pm.

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 February 25<sup>th</sup>, 2021 and denied a request for a violation fine waiver, took action to schedule mediation with a non-compliant homeowner, and approved recording a Notice of Default and initiating Non-Judicial Foreclosure for the following Lots:

- APN #133-241-087-5
- APN #133-331-050-4
- APN #133-300-018-8

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 KINDIG  
Director's Name  
BOARD PRESIDENT  
Office / Position

M. Hill  
Signature  
29 MAR 2021  
Date

## *Association Key Policy*

Approved at the February 25<sup>th</sup>, 2021 Board of Directors Meeting

### **BACKGROUND**

Association recreational facilities are secured with locks to prevent access from intruders or unauthorized individuals. The Dog Park utilizes a lock and key, while all three pools and all tennis courts utilize an electronic key fob access system. This policy will clarify how owners and residents can obtain keys, including replacements for those that were lost or malfunctioning.

### **KEY DISTRIBUTION POLICY**

Keys will only be provided to Association Members, typically defined as an individual on title or the record owner. Alternatively, owners may designate an Agent to obtain keys. An Agent is defined as a contracted property manager or a tenant currently residing in the unit.

Please note that the owner accepts all responsibility for the action(s) of any individual who utilizes the key assigned to the property.

### **DOG PARK KEYS**

The Dog Park has two entrance gates, both of which need a physical key for entry. Only one (1) Dog Park key is permitted per residence at any time. Additional Dog Park keys may **not** be purchased at this time. Owners are not permitted to make copies of their Dog Park key.

### **ELECTRONIC REMOTE ACCESS SYSTEM (KEY FOBS)**

All three pools and all tennis courts currently utilize an electronic remote access system, where the lock can be opened using a small, round plastic "Key Fob". Residents can scan their Key Fobs at the gate access panel near the entrance and the lock will electronically disengage.

By default, two (2) Key Fobs are initially provided to every owner, but a third Key Fob may be purchased from the Association for \$50.00. No residence may obtain more than three (3) Key Fobs. Please be aware that this third Key Fob purchase price is not for a deposit – this amount will not be refunded back if the key is ever returned or if the house is eventually sold.

Each Key Fob has a string of numbers printed on the back. It is imperative that all owners write these numbers down for reference, as this is how your specific key is linked to your address. Without this information, we will be unable to troubleshoot any issues that may arise and you will need to be charged for a replacement key, if needed.

**Note:** Any Key Fob previously in the system will be removed when these replacement keys are provided. If a previous owner had keys but did not turn them over, those previous keys will be deactivated and will no longer function.

### **REPLACEMENT KEYS**

Replacement Key Fobs will cost \$10.00 each, and replacement Dog Park keys will cost \$25.00. If replacing a Key Fob, owners must indicate which Key Fob is being replaced, as it will be removed from the system and overwritten with the replacement Key Fob.

Key Fobs or Dog Park keys that cease to work through no fault of the user may be replaced by the Association at no cost.

# COWELL HOMEOWNERS ASSOCIATION, INC.

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## **TENANT KEYS & FOBS**

In the event that an owner has obtained approval from the Association for the Lot to be rented or leased, and the tenant will require keys, owners must complete the *Tenant Information & Key Deposit* form and provide it to the General Manager.

Tenants who require a Dog Park key will be required to submit a deposit to the Association in the amount of \$100. This deposit will be cashed and refunded when the Dog Park key is returned to the Association at the termination of the lease. Tenants who require a Key Fob can simply pay for the cost of the Key Fob outright (currently \$10 per key) – no deposit required. However, these Key Fobs provided to the tenant will replace any existing Key Fob in the system, since owners are not permitted to utilize the Common Area facilities if renting out their unit. It is encouraged that owners hand over their existing keys to tenants, rather than asking the tenant to purchase replacement keys.

Following termination of the lease, tenants who were provided a Dog Park key must return it back to the Association in order to receive the \$100 refund. Tenants may complete the *Key Deposit Refund Request* form and submit to the General Manager, along with the keys. Fobs will be disabled by the General Manager following the termination of the lease.

## **WHAT IF I'M SELLING MY HOME?**

Owners who are selling their residence here in the Crossings should hand over all Association keys to the new owner who is purchasing the house. If, for whatever reason, you are unable to pass on your keys to the new owners, they should be returned to the Business Office during normal business hours or by dropping them through the mail slot in an envelope or bag (please note your address as well).

## **NEW OWNERS WHO DID NOT RECEIVE KEYS AT CLOSING**

If you recently purchased a house but did not receive any keys from the previous owner, the Association will provide you with two (2) Key Fobs and one (1) Dog Park key at no cost. Please reach out to the Business Office to schedule an appointment for obtaining these keys.