

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, May 27<sup>th</sup>, 2021

## 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
	George Fulmore	Director at Large

**Others in Attendance** Bill Mazza of Common Interest Management Services

**Meeting Location** Teleconference

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### CALL TO ORDER

The meeting was called to order at 7:04pm. 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 April 22<sup>nd</sup>, 2021 Board of Directors meeting with a correction indicating that no action was taken during the Rental Requests portion of the meeting. **The motion carried unanimously.**

### COMMITTEE REPORTS

Committee Chairman Dixon provided the Board with an update from the May Architectural Committee meeting, and the Board was given the General Manager's report detailing ongoing projects and any noteworthy property updates.

### TREASURER'S REPORT & FINANCIAL REVIEW

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

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

#### **Item: Financials as of April 30<sup>th</sup>, 2021**

The Board received and reviewed the Association's financials dated April 30<sup>th</sup>, 2021.

### NEW BUSINESS / ACTION & DISCUSSION ITEMS

#### **Item: 2021 Inspector of Elections**

The Board discussed its options for Inspector of Elections for the upcoming 2021 Board election. The Board directed management to obtain bids for Inspector of Election services, to be reviewed at the June Board meeting.

#### **Item: 2021 Clubhouse Schedule & Reopening**

The Board discussed a potential reopening schedule for the Clubhouse, which is currently closed to the public due to the COVID-19 pandemic. As the state and county both begin to slowly reduce restrictions, the Board directed management to work on several potential courses of action that would permit the Association to reopen the Clubhouse to residents before the end of the year. This information will be reviewed at the June or July Board meeting.

#### **Item: Community Garden Discussion**

The Board reviewed a presentation for a community garden proposal, created by several homeowners

within the community. After a lengthy discussion, a motion was made and seconded to delegate the discussion of a community garden to the Landscape Committee for further consideration. **The motion carried unanimously.** The Landscape Committee will work with these interested homeowners to develop a more substantial community garden plan, to be presented to the Board for consideration at a later meeting.

**Item: Common Area Recreation Discussion**

The Board reviewed a request from a homeowner with several suggestions and ideas for additional recreation or gathering spaces that could be installed throughout the community. This discussion was tabled out of concern for the Association's current staffing level. This item will be revisited when facilities like the Clubhouse are reopened and staffed regularly.

**Item: Common Area Bathroom – Temporary Portable Toilet**

The Board discussed the possibility of installing one or more portable bathrooms in the Common Areas, specifically near the main playground and tennis courts, since the Clubhouse is currently closed and the Main Pool is not open daily.

A motion was made and seconded to approve the installation of one portable toilet near the Main Playground area. **The motion carried unanimously.** The intent is to store the portable toilet on site until the Main Pool is regularly available for use, or the Clubhouse reopened to its standard operating hours.

**Item: Pesticide Application & Notice Policy**

A motion was made and seconded to approve the *Pesticide Application & Notice Policy* as presented. **The motion carried unanimously.**

A copy of the *Pesticide Application & Notice Policy* has been appended to these minutes.

**Item: Common Area Trash Cans & Recycling**

The Board discussed the option of placing recycling bins throughout the Common Areas, or replacing existing trash bins with "double" bins that include both a trash bin and a recycling bin. The Board also discussed adding an additional 2-yard recycling dumpster to the Business Office, for collection of recycling debris.

A motion was made and seconded to replace the existing 96-gallon recycling bin with a 2-yard recycling dumpster at the Business Office, and to delegate a \$10,000.00 spending authority to install new recycling bins or "double" bins throughout the community to Director Kindorf. **The motion carried unanimously.**

The Board will also discuss the possibility of Common Area compost bins at a future meeting.

**Item: Well & Pump Maintenance**

The Board discussed the current status of both the Central and South Slope wells, as well as proposals provided by PumpMan NorCal, a well and pump specialist who has inspected the Association's wells and discussed the current setup and the Association's needs in detail with the General Manager over the past few months.

A motion was made and seconded to approve a proposal from PumpMan NorCal to pull the South Slope pump and perform a video inspection of the well with a Not to Exceed (NTE) of \$5,000.00. **The motion carried unanimously.**

The Board then reviewed a proposal for upgrades at the Central Well, including a new variable-frequency drive (VFD) pump and new, more intuitive control panels. A motion was made and seconded to approve the proposal from PumpMan NorCal to rehabilitate the central well, replace the existing pump with a VFD pump, and upgrade all control panels in the amount of \$34,586.66. **The motion carried**

unanimously.

#### STANDING ITEMS

##### **Item: Rental Requests**

No action was taken at this time.

##### **Item: Association Committees**

The Board reviewed several applications from residents interested in joining the Landscape Committee. A motion was made and seconded to appoint the following individuals to the Landscape Committee:

- Tim Byrd
- Brian Ceballo
- Raymond Tsang

The motion carried unanimously.

##### **Item: Late Fee Waiver Requests**

No action was taken at this time.

##### **Item: 2021 Reserve Projects Discussion**

The Board reviewed proposed, pending, and ongoing reserve projects for 2021, and updates were provided on their respective statuses. The Board requested that this report be broken out first by status, then location.

##### **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 9:40pm.

#### 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 May 27<sup>th</sup>, 2021 and discussed the Association's landscape maintenance contract, the Walnut Country Preschool lease agreement, approved a violation fine waiver request, ratified the hiring of several Pool Monitors, and discussed the Recreation Director position.

#### 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. KINDERF

Director's Name

M. Kinderf

Signature

BOARD PRESIDENT

Office / Position

20 JULY 2021

Date

## ***Pesticide Application & Notice Policy***

Approved at the May 27<sup>th</sup>, 2021 Board of Directors Meeting

### **BACKGROUND**

The intent of this policy is to establish the Board's standards and expectations regarding pesticide application throughout the common areas by third party vendors and the process for noticing to Association homeowners and residents. For reference and for the purpose of this policy, herbicides (substances used to control unwanted plants) fall under the definition of a pesticide, and hereinafter will be treated as such.

### **PESTICIDE APPLICATION PROCESS**

The Association contracts with vendors who may, from time to time, apply pesticides and herbicides throughout the common area. These applications primarily target unwanted weed growth throughout the landscaping and walkways, as well as pest activity in and around the Association buildings and facilities.

All vendors hired by the Association for this service will be licensed pesticide applicators through the state. These vendors will exercise best practices and follow all Material Data Safety Sheet (MSDS) application requirements. Vendors will be asked to ensure that pedestrian access is prohibited for areas that were recently sprayed and have yet to dry (if that is required by the MSDS).

Each vendor is ultimately responsible to ensure that they are complying with all California Code of Regulations and MSDS requirements. That being said, the Association will reasonably investigate as necessary and speak directly with the vendor about any concerns.

### **PESTICIDE APPLICATION WEB PAGE**

The Association will maintain a page on its website that will be the hub for all current pesticide-related information. The direct link to this web page is [www.walnutcountry.com/pesticides](http://www.walnutcountry.com/pesticides).

This web page will include, at a minimum, the following information:

- A list of all pesticides used throughout the common areas
- Material Data Safety Sheets (MSDS) for all pesticides utilized
- Satellite maps detailing approximate common area locations subject to the application of pesticides, which pesticides are typically applied, and their frequency/schedule
- Contact information for each pesticide applicator, and, if possible, contact information for a representative of each pesticide manufacturer

This web page will be considered a living document and may change as deemed necessary, but the Association will endeavor to make a reasonable attempt at making as much information available on regarding pesticide use and application throughout the common areas on this web page.

### **NOTICE TO HOMEOWNERS AND RESIDENTS**

The Association will make homeowners and residents aware of this web page and information through the following channels:

- A direct link on the Association's website homepage located at [www.walnutcountry.com](http://www.walnutcountry.com)
- A link in the Association's monthly *Signal* newsletter

# COWELL HOMEOWNERS ASSOCIATION, INC.

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- A link at the bottom of every Association eSignal (the Association's email newsletter system)
- A link included in the monthly billing statements sent to every homeowner, so long as statements are utilized
- Notice with links posted in the three interior common area bulletin boards, located near the east pool, the west pool, and the main playground

Please note that these communication channels are subject to change at the Board's discretion. The Association will make every reasonable effort to continue to inform all residents of this web page.

## LOOKING FORWARD

Pesticides have been used for weed abatement and unwanted plant control throughout the Association for decades. The intent of this policy is to clarify how information regarding this pesticide use may be disseminated amongst the membership and residents. It is important to note that the creation of this policy is in no way a reaction to any change or increase in the overall use of pesticides. Pesticide application at CHOA is not new. **The Association has always used pesticides as a way of keeping unwanted plant material out of the walkways and grass.** This policy was created to help better inform residents of what is being sprayed or applied throughout the common areas, and its schedule and frequency.

That being said, the Board is and will continue to actively work with its contracted vendors to reduce the use of pesticides whenever possible. As an example, herbicides such as Ranger Pro are frequently used to control weed growth in areas like walkways, concrete, dirt, and mulch. This is an effective post-emergent weed abatement formula. Alternatives to this application are either less effective or require increased applications (or labor). The Board is working with vendors to strike a balance between more natural weed abatement methods and affordable maintenance.