

# COWELL HOMEOWNERS ASSOCIATION, INC.

Architectural Committee Meeting • Thursday, January 21<sup>st</sup>, 2021

## COMMITTEE MEETING MINUTES

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<b>Members Present</b>	Ken Dixon	Committee Chairman
	Stephen Bath	Committee Member
	Tim Delony	Committee Member
	Doug Espland	Committee Member
	Koki Ichiroku	Committee Member
	Michael Liebe	Committee Member
	Dave Stelter	Committee Member
	Barbara Whyson	Committee Member

**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 6:05pm. It was determined that a quorum was present.

### MINUTES FROM THE PREVIOUS MEETING

A motion was made and seconded to approve the minutes from the December 17<sup>th</sup>, 2020 Architectural Committee meeting. **The motion carried unanimously.**

### OPEN APPLICATIONS

#### **4421 Spoonwood Ct: 2<sup>nd</sup> Story Addition**

The Committee reviewed the application for the addition of a second story at 4421 Spoonwood Ct. A motion was made and seconded to approve the conceptual design of the addition of a second story as presented, contingent upon the owner submitting a final design for approval by the Committee. **The motion carried unanimously.**

#### **4391 N. Shellbark Ct: Front Yard Landscaping/Artificial Turf, Walkway, & Wall**

The Committee reviewed the application for front yard modifications requested by the owner of 4391 N. Shellbark Ct. After review, the Committee requested that the owner submit additional information, including a detailed sketch that matches the description of work, so that the application may be reviewed by the Committee via email prior to the February meeting.

#### **4410 Indigo Ct: Window Replacement**

A motion was made and seconded to approve the Architectural Application for 4410 Indigo Ct. **The motion carried unanimously.**

### PRE-APPROVED APPLICATIONS

#### **4402 Corkwood Ct: Roof Replacement**

Application approved by General Manager as it fell within the pre-approved guidelines.

#### **4499 River Ash Ct: Exterior Paint**

Application approved by General Manager as it fell within the pre-approved guidelines.

#### **4676 N. Larwin Ave: Exterior Paint**

Application approved by General Manager as it fell within the pre-approved guidelines.

### DISCUSSION ITEMS

#### **Pre-Approved Solar Panel Policy**

The Committee reviewed draft language of a Solar Panel Pre-Approval policy presented by the General Manager. A motion was made and seconded to approve the *Solar Energy Systems* Architectural Committee Policy. **The motion carried unanimously.**

The *Solar Energy Systems* policy has been appended to these minutes.

**Updated Roofing Materials Policy**

The Committee reviewed draft language of an updated *Roofing Materials* policy provided by the General Manager. A motion was made and seconded to approve the *Roofing Materials* Architectural Committee Policy. **The motion carried unanimously.**

The *Roofing Materials* policy has been appended to these minutes.

MOTION TO ADJOURN

There being no further business and no objections, a motion was unanimously carried to adjourn the meeting at 8:00pm.

COMMITTEE CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners Association, Inc. Architectural Committee meeting as approved by the attending Committee Members:

Ken Dixon  
Member's Name

Ken Dixon  
Signature

Chair, Arch. Comm.  
Position / Title

12-19-21  
Date

## *Architectural Committee Policy: Solar Energy Systems*

Last updated January 21<sup>st</sup>, 2021 by the Architectural Committee

### **BACKGROUND**

The intent of this document is to provide all owners with clear, straightforward information on how the Association is involved and what process should be followed when owners wish to install a solar energy system on their property, including roof-mounted solar panels.

### **APPROVAL PROCESS**

Article IX, Section 1 of the Association's CC&Rs specifically require that all owners obtain approval from the Association prior to any modification, change, or alteration to the Residence. This requirement extends to owners who wish to install a new solar energy system on their property.

The Architectural Committee is responsible to review these requests from homeowners who wish to make modifications or additions to their property. This Committee is made up of unpaid volunteer homeowners who meet monthly to review applications submitted by your neighbors. Nearly all applications are processed and decided on by the Architectural Committee. In rare instances, the Committee will defer a decision to the Board of Directors, whose decision is then final. Additionally, applications that are denied by the Architectural Committee can be appealed to the Board of Directors for reconsideration.

### **CONSIDERATION FOR APPROVAL**

Energy conservation equipment is encouraged as long as it does not significantly detract from existing architectural design. Any owner who wishes to install a solar energy system on their property ("photovoltaic" solar panels/systems) must submit an Architectural Application to the Association for approval. Civil Code Section 714, however, limits the degree to which the Association may prohibit or restrict the installation of solar energy systems.

**That being said, any application proposing a reasonable number of normal and customary roof-mounted residential solar panels and a standard inverter can be approved by the General Manager upon receipt.**

The proposed installation of solar panels or a photovoltaic system located anywhere on the property *except for the roof* (for example, a ground-mounted solar system or ground-mounted panels) must be approved by the Architectural Committee prior to installation. Roof-mounted systems that are not deemed normal and customary (for example, a system that adjusts its height/angle or does not remain flat at all times) may, at the General Manager's discretion, require Committee approval.

A copy of an Architectural Application can be found on the Association's website at [www.walnutcountry.com](http://www.walnutcountry.com). Owners can also reach out to the General Manager by phone at 925-687-9961 or by email at [businessoffice@walnutcountry.com](mailto:businessoffice@walnutcountry.com) and request a PDF copy, or obtain a physical copy from the Business Office at 4498 Lawson Court during normal business hours.

## *Architectural Committee Policy: Roofing Materials*

Last updated January 21<sup>st</sup>, 2021 by the Architectural Committee

### **BACKGROUND**

The intent of this document is to provide all owners with clear, straightforward information on how the Association is involved in the re-roofing process and the necessary steps owners are required to take when replacing or modifying their roof.

### **APPROVAL PROCESS**

Article IX, Section 1 of the Association's CC&Rs specifically require that all owners obtain approval from the Association prior to any modification, change, or alteration to the Residence. This requirement extends to owners who wish to replace their existing roof with materials, colors, or designs that differ from the existing roof. *(Note – owners who are replacing their existing roof that match the current style, materials, or colors exactly do not need to obtain approval from the Association if the roof is original or if approval has already been obtained in the past).*

All roofing modifications require approval from the Association, through the Architectural Committee. This Committee is made up of unpaid volunteer homeowners who meet monthly to review applications submitted by your neighbors. Nearly all applications are processed and decided on by the Architectural Committee. In rare instances, the Committee will defer a decision to the Board of Directors, whose decision is then final. Additionally, applications that are denied by the Architectural Committee can be appealed to the Board of Directors for reconsideration.

### **PRE-APPROVED MATERIALS**

Materials listed on the following pages were presented to the Association by other homeowners in the community and approved. These owners likely presented the Association with a brochure, a sample of the product and color, and local addresses of houses in neighboring communities that installed the same proposed roofing materials. This is because roofing samples rarely provide a straightforward representation of what the project will look like once installed.

Owners who would like to utilize any material detailed on the following page must still submit an Architectural Application to the Association – but this application can be immediately approved by the General Manager upon receipt, so long as it adheres to the guidelines contained in this document and is proposing to utilize a pre-approved material. Owners do not need to submit any samples or brochures if using a pre-approved material.

Owners are by no means limited to the materials on this list. Please know, however, that for certain roof material it is unusual for items outside of the pre-approved list to be permitted. This is primarily due to aesthetic concerns. For example, historically only the thicker asphalt shingles have been permitted due to their superior appearance once installed, as they closely resemble a wood-shake look.

Owners who are requesting approval for a roofing material not included on the pre-approved list must submit an Architectural Application for review by the Architectural Committee. This application must list the brand, model, and color of the proposed materials. Owners should also provide a brochure from the manufacturer, a sample of the material itself, as well the address for another local residence where this roofing material was installed. Most roofing vendors or manufacturers can provide this information upon request.

### **ANCILLARY INFORMATION**

The Association, and by extension the Architectural Committee and General Manager, is not qualified to assess product viability, quality, warranty, efficiency, or effectiveness. This also includes any roofing issue or question that may require

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professional expertise. Each homeowner is required to perform their own individual research. The Association's approval process for external modifications is focused on appearance and aesthetics; the quality or durability of a product does not fall within the Association's purview. If selecting a pre-approved roofing material, assume the owner who originally obtained approval for this material performed no research. There is no escaping the individual owners' responsibility to perform their own research. If in doubt, reach out to a professional for assistance and recommendations.

It is also possible that a pre-approved material was involved in a lawsuit due to a deficiency or inadequacy, or has since been discontinued. Again, please perform your own research when selecting roofing material. The Association is not in a position to, nor does it have the qualification to recommend or discourage a specific brand, model, or installer.

Additionally, the city of Concord requires a permit for any owner replacing their roof. It is important to note that simply filing for a permit with the city does not guarantee that a city Building Inspector will provide an inspection for approval. Owners must request this inspection, and there may be additional associated costs. The Association is aware of instances where roofers told owners that the project would be inspected, but neglected to tell those owners that the installing roofing vendor would provide the inspection, rather than a representative from the city.

PRE-APPROVED ASPHALT SHAKE SHINGLES

<b>BRAND</b>	<b>MODEL</b>	<b>APPROVED COLORS</b>	
<i>Certainteed</i>	<i>Presidential TL</i>	<ul style="list-style-type: none"> <li>• <i>Autumn Blend</i></li> <li>• <i>Charcoal Black</i></li> <li>• <i>Shadow Gray</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Aged Bark</i></li> <li>• <i>Country Gray</i></li> </ul>
<i>Certainteed</i>	<i>Presidential TL Solaris</i>	<ul style="list-style-type: none"> <li>• <i>Autumn Blend*</i></li> <li>• <i>Country Gray*</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charcoal Black*</i></li> <li>• <i>Shadow Gray*</i></li> </ul>
<i>Certainteed</i>	<i>Presidential</i>	<ul style="list-style-type: none"> <li>• <i>Aged Bark</i></li> <li>• <i>Autumn Blend</i></li> <li>• <i>Charcoal Black</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Country Gray</i></li> <li>• <i>Shadow Gray</i></li> </ul>
<i>Certainteed</i>	<i>Presidential Solaris</i>	<ul style="list-style-type: none"> <li>• <i>Autumn Blend*</i></li> <li>• <i>Country Gray*</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charcoal Black*</i></li> <li>• <i>Shadow Gray*</i></li> </ul>
<i>Owens Corning</i>	<i>Woodmoor</i>	<ul style="list-style-type: none"> <li>• <i>Carbon</i></li> <li>• <i>Chestnut</i></li> <li>• <i>Granite</i></li> <li>• <i>Mesquite</i></li> <li>• <i>Sycamore</i></li> <li>• <i>Timber</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Forest Brown*</i></li> <li>• <i>Mountainside*</i></li> <li>• <i>Night Sky*</i></li> <li>• <i>Sand Castle*</i></li> <li>• <i>Summerwood*</i></li> </ul>
<i>Owens Corning</i>	<i>Woodcrest</i>	<ul style="list-style-type: none"> <li>• <i>Carbon</i></li> <li>• <i>Chestnut</i></li> <li>• <i>Granite</i></li> <li>• <i>Mesquite</i></li> <li>• <i>Sycamore</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Timber</i></li> <li>• <i>Mountainside*</i></li> <li>• <i>Night Sky*</i></li> <li>• <i>Sand Castle*</i></li> </ul>
<i>GAF</i>	<i>Grand Canyon</i>	<ul style="list-style-type: none"> <li>• <i>Black Oak</i></li> <li>• <i>Mission Brown</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Stonewood</i></li> <li>• <i>Stormcloud</i></li> </ul>
<i>GAF</i>	<i>Grand Sequoia</i>	<ul style="list-style-type: none"> <li>• <i>Autumn Brown</i></li> <li>• <i>Cedar</i></li> <li>• <i>Charcoal*</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Mesa Brown</i></li> <li>• <i>Weathered Wood</i></li> </ul>

\*Indicates a Title 24 compliant or "Cool Roof". Homeowners should perform their own research to determine if this type of roof is a better fit for their re-roofing projects. It is the Association's understanding that while "Cool Roof" styles might be more expensive initially, owners could potentially save money on the overall cost of the project by utilizing a Cool Roof as additional materials and work needed to comply with Title 24 may not be required with this type of a roof.

PRE-APPROVED CLAY TILES

<b>BRAND</b>	<b>MODEL</b>	<b>APPROVED COLORS</b>
<i>US Tile by Boral</i>	<i>ClayLite</i>	<ul style="list-style-type: none"> <li>• <i>Corona De Oro Blend</i></li> </ul>

PRE-APPROVED CONCRETE, BLEND TILES, & SHAKES

**BRAND**

*Eagle Roofing*

**MODEL**

*LiteTile*

**APPROVED COLORS**

- *Terra-Cotta Gold*