

COWELL HOMEOWNERS ASSOCIATION, INC.

Architectural Committee Meeting • Thursday, August 19th, 2021

COMMITTEE MEETING MINUTES

Members Present	Ken Dixon Stephen Bath Tim Delony Koki Ichiroku Dave Stelter	Committee Chairman Committee Member Committee Member Committee Member Committee Member
Others in Attendance	Bill Mazza of Common Interest Management Services	
Meeting Location	Teleconference	

CALL TO ORDER

The meeting was called to order at 6:08pm. 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 July 15th, 2021 Architectural Committee meeting. **The motion carried unanimously.**

OPEN APPLICATIONS

4394 N. Striped Maple Ct: Concrete Replacement

A motion was made and seconded to approve the Architectural Application for 4394 N. Striped Maple Ct. **The motion carried unanimously.**

Committee Member Stelter joined at this point in the meeting.

4407 Sweetbriar Ct: Front Yard Hardscape

A motion was made and seconded to approve the Architectural Application for 4407 Sweetbriar Ct. **The motion carried.** Committee Member Dixon abstained as he had submitted this application for review.

4407 Sweetbriar Ct: Roof Modification

A motion was made and seconded to approve the Architectural Application for 4407 Sweetbriar Ct. **The motion carried.** Committee Member Dixon abstained as he had submitted this application for review.

4420 Marsh Elder Ct: Backyard Hot Tub

A motion was made and seconded to approve the Architectural Application for 4420 Marsh Elder Ct. **The motion carried.** Committee Member Stelter abstained.

4474 River Ash Ct: Front Yard Hardscape

A motion was made and seconded to approve the Architectural Application for 4474 River Ash Ct. **The motion carried unanimously.**

PRE-APPROVED APPLICATIONS

4405 Marsh Elder Ct: Exterior Paint

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

4423 Striped Maple Ct: Exterior Paint

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

4474 River Ash Ct: Exterior Paint

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

4476 Clear Creek Ct: Solar Panels

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

4486 Buckthorn Ct: Exterior Paint

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

4489 Silverberry Ct: Roof Replacement

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

4493 Deerberry Ct: Exterior Paint

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

DISCUSSION ITEMS

Architectural Committee Policies – Hot Tubs & Mailboxes

The Architectural Committee reviewed two draft policies presented by management, for hot tubs and mailboxes.

A motion was made and seconded to approve the *Architectural Committee Policy: Above-Ground Hot Tubs & Spas* as presented. **The motion carried unanimously.** The full policy has been appended to these minutes.

A motion was made and seconded to approve the *Architectural Committee Policy: Mailboxes* with two minor modifications:

- Move the final “USPS requirement” bullet point to the top, so it is displayed first
- Add the word “installation” to this bullet point, so that it readds “Mailbox and post installation must comply with all USPS requirements”

The motion carried unanimously. The full 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 7:16pm.

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

Chairman
 Position / Title

10-29-21
 Date

Architectural Committee Policy: Above-Ground Hot Tubs & Spas

Last updated August 19th, 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 an above-ground portable hot tub or spa in their backyard.

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 an above-ground portable hot tub or spa.

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

Any application proposing to install an above ground portable hot tub in the backyard may be approved by the General Manager upon receipt on behalf of the Architectural Committee **so long as it falls within the following guidelines:**

- Installation must adhere to all city and/or governmental setback requirements, which should be detailed on the application
- Hot tub or spa must be fully self-contained and located entirely within the backyard
- Hot tub or spa may not exceed four feet (4') in height or dimensions of 8' x 8'

If any part of the proposed installation falls outside of the above guidelines, the application will need to be reviewed by the Architectural Committee at their next regularly scheduled meeting.

Please note that applications proposing the installation of an above ground spa or hot tub set into permanent decking or other deck-like material must be approved by the Architectural Committee. Approval by the General Manager is limited to standalone above-ground hot tubs or spas only. Additionally, any in-ground hot tub, spa, or pool requires approval by the Architectural Committee.

Proposed installations of a portable, above-ground hot tub or spa within a side yard or easement area (such as lots with zero lot lines or dominant/servient tenements) must be approved by the Architectural Committee.

A copy of an Architectural Application can be found on the Association's website at 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 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: Mailboxes

Last updated August 19th, 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 replace or upgrade their existing mailboxes.

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 or upgrade their mailboxes.

CONSIDERATION FOR APPROVAL

Owners who wish to replace their existing mailbox may do so **without requiring approval from the Association** so long as the proposed installation complies with all of the following guidelines:

- Mailbox and post installation must comply with all USPS requirements
- Mailbox shape and design must be standard and customary, and can be either locking or non-locking (locking mailboxes are encouraged as a criminal deterrent)
- Mailbox color must be a shade of white, grey, black, or brown
- Mailbox must be made of a rust-proof metal
- Mailbox must be attached to a standard sized post made of a rust-proof metal or wood material of a neutral color

The installation of any mailbox that complies with **all** guidelines listed above does not require Association approval.

Any non-standard mailbox (for example, one made of ceramic, tile, or plastic materials), or a proposed installation which deviates from any one of the guidelines above will require approval from the Association prior to installation.

Please contact the General Manager if you are unsure as to whether your mailbox installation requires Association approval. The intent of this language is to only require Association approval for mailboxes which fall outside the definition of normal, customary, or usual. For example, a mailbox which is made to match the materials and colors of a house's roof is not normal and customary and would therefore require approval from the Association.

The Association (including its General Manager) may, at its sole discretion, make a determination as to whether the proposed installation of a mailbox falls outside of the above guidelines and will require approval from the Association.

It is the owner's responsibility to ensure that any mailbox installation fully complies with all USPS guidelines. This policy is in no way a substitute for compliance with all local and federal laws and requirements.

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