

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, July 27<sup>th</sup>, 2023

## BOARD MEETING MINUTES

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<b>Board Members Present</b>	Mike Kindorf Ken Dixon Brian Beckon Rebecca D'Lima Jason Moore	President Vice President Secretary Director at Large Director at Large
<b>Board Members Absent</b>	Edward Baluta Sandeep Singh	Treasurer Director at Large
<b>Others in Attendance</b>	Bill Mazza of Common Interest Management Services	
<b>Meeting Location</b>	Cowell Homeowners Association, Inc. Business Office 4498 Lawson Ct, Concord CA	

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### CALL TO ORDER

The meeting was called to order at 7:05pm. 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 June 22<sup>nd</sup>, 2023 Board of Directors Meeting. **The motion carried unanimously.**

### COMMITTEE REPORTS

The Board was provided the General Manager's report detailing ongoing projects and any noteworthy property updates.

The Events Committee Chairperson provided an update from the most recent Events Committee meeting as well as that meeting's minutes.

The Architectural Committee Chairperson provided an update from the July 20<sup>th</sup>, 2023 meeting and noted that the Committee was considering adding an additional asphalt shingle roof material to the list of pre-approved roofing materials.

### TREASURER'S REPORT & FINANCIAL REVIEW

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

The Treasurer's Report was provided to the Board.

#### **Item: Financials as of May 2023**

The Board received and reviewed the Association's financials dated June 30<sup>th</sup>, 2023.

### NEW BUSINESS / ACTION & DISCUSSION ITEMS

#### **Item: 2023 Board Election – Acclamation**

The deadline for nominations for the 2023 Board election was July 5<sup>th</sup>, 2023. Because the number of qualified candidates is not more than the number of vacancies to be elected, the Association may proceed with election by Acclamation as set forth in Civil Code 5103.

A motion was made and seconded to approve to elect the following candidates by acclamation to the Board:

- Edward Baluta
- Brian Beckon
- Rebecca D'Lima
- Ken Dixon

**The motion carried unanimously.** The two-year term for these Directors will begin at the conclusion of the upcoming 2023 Annual Meeting of the Members.

**Item: 2023 Concord Turkey Trot**

The Board reviewed a request to utilize a portion of Common Area for the upcoming city of Concord Thanksgiving 5K Turkey Trot, held on Thanksgiving morning for approximately 1-2 hours. This request is identical to the one that was previously approved for 2022's 5K Turkey Trot.

A motion was made and seconded to approve the city's request to utilize the Common Area greenbelt pathways between Weeping Spruce Ct and Leatherwood Ct for the annual 5K Turkey Trot held on Thanksgiving morning. **The motion carried unanimously.**

**Item: Pickleball Round Robin Tournament**

The Board reviewed a proposal from Pickleball instructor Patricia Strazzi to hold a round-robin tournament for residents on the Association Pickleball courts. Ms. Strazzi had previously held multiple introductory Pickleball clinics for the Association.

A motion was made and seconded to approve a round-robin Pickleball tournament to be held on the Association's courts on August 27<sup>th</sup>, 2023 organized by Patricia Strazzi and that any and all fees associated with participating in the tournament will be paid by the residents directly to Ms. Strazzi. **The motion carried unanimously.**

**Item: 2024 Reserve Study**

A motion was made and seconded to delegate the authority to finalize the 2024 Reserve Study to Directors Dixon and Kindorf. **The motion carried unanimously.** Directors Dixon and Kindorf will work with the Reserve Analyst to have a final draft ready for Board ratification at the August Board of Directors meeting.

**Item: Central Well Booster Pumps**

At the January 26<sup>th</sup>, 2023 meeting the Board approved a proposal from PumpMan Norcal to replace the two failed central well booster pumps. Following this meeting, management began working with another well and pump vendor in an attempt to obtain a second opinion. This vendor, Abbey Water Well Service, Inc. provided an alternate bid for consideration. This bid differed slightly in scope and was significantly less expensive than the bid provided by PumpMan Norcal. Because it was under the total cost previously approved by the Board, and because of the amount of time that the Association's booster pumps had been non-functional (meaning no well water was being used for irrigation), the bid from Abbey Water Well was approved by the Board President shortly following the June Board meeting.

A motion was made and seconded to ratify the proposal from Abbey Water Well Service, Inc. to replace the two failed central well booster pumps with a single 7.5hp pump and 15hp VFD in the amount of \$19,222.58. **The motion carried unanimously.**

**Item: Heritage Valley Oak Tree Update**

The Board reviewed the final report of the Heritage Valley Oak tree (#461) at the end of Adelia Ct from McNeil Arboriculture, the expert hired to assist with inspecting the health and condition of this tree. McNeil Arboriculture provided the Board with several options for risk management, one of which was

to reduce the tree further on the south side by pruning it back and reducing one scaffold on the north. This would in turn reduce the risk of failure from the tree from moderate to low in McNeil Arboriculture's professional opinion. McNeil Arboriculture also recommended installing screws on the underside of the south trunk at about eight feet, to enable monitoring the inclination of the tree from the base over time.

A motion was made and seconded to approve a Not To Exceed (NTE) of \$10,000.00 for trimming and maintenance of the Heritage Valley Oak as recommended by McNeil Arboriculture to reduce the risk of failure from moderate to low. **The motion carried unanimously.**

The Board also directed management to install screws on the underside of the south trunk for monitoring, as recommended by McNeil Arboriculture, and to include a line item in the 2024 Reserve Study for ongoing maintenance related to this tree.

**Item: Greenbelt Stage Project**

The Board was presented with a 3D render of the proposed greenbelt stage project near the Main Pool deck. The Board directed management to obtain bids using this render as the scope of work. Director Dixon requested that a conduit be installed underneath the concrete slab for possible future use. Management will try to incorporate this into the final design if feasible.

**Item: South Slope Fescue Removal Project**

The Board reviewed two proposals from the Association's landscaper to remove fescue grasses along the South Larwin Avenue Slope and to replace those areas with trees, mulch, and cobble, identical to the project approved in May of 2022. These bids are a natural continuation of this same design along the South Slope, with a focus on removing high-water use grasses and replacing them with trees and mulch, to reduce water needs along the South Slope.

A motion was made and seconded to approve proposal #1828 from Mike McCall Landscape to remove the fescue grass within Controller B's irrigation zone (Leatherwood Ct to Snowberry Ct) and replace it with trees, bark, and cobble in the amount of \$93,810.00. **The motion carried unanimously.**

A motion was made and seconded to approve proposal #1819 from Mike McCall Landscape to remove the fescue grass within Controller D's irrigation zone (Juneberry Ct to Camstock Ct) and replace it with trees, bark, and cobble in the amount of \$79,770.00. **The motion carried unanimously.**

The Board directed management to ask Mike McCall if any discount could be applied in exchange for approving both proposals.

**Item: Reimbursement Request – 4400 Water Oak Ct (Tenant)**

The Board reviewed a request for reimbursement from the tenant at 4400 Water Oak Ct. This resident reserved the Clubhouse the same weekend as a local Walnut Country Swim Team event, the Crossings Challenge. Because of this, the kitchen was unavailable for use during their reservation. The resident decided to cancel their reservation at the Association's Clubhouse and instead utilize another local venue. The resident indicated that they incurred significant additional expenses as a result of this change and was requesting some sort of financial compensation or assistance from the Association. No specific dollar amount was requested by the resident.

**There was no motion for approval of any kind of reimbursement or compensation.** The reimbursement request is considered denied at this time.

STANDING ITEMS

**Item: Rental Requests**

A rental request from the owner of 4314 N. Larwin Ave was approved by the General Manager per the Association's current *Lot Rental Policy*.

**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 8:53pm.

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.*

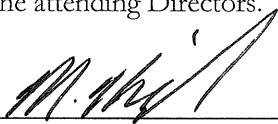
The Board of Directors met in Executive Session on July 27<sup>th</sup>, 2023 and discussed employee salaries, scheduled disciplinary hearings for the month of August, approved a request for an extension from an owner who had previously been called to a hearing for a violation related to their front yard landscaping, and terminated the CHOA Tennis Pro agreement with Thor Schreck. The Board will be revising the CHOA Tennis Pro policy at a later meeting.

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.

MICHAEL KINDORE

Director's Name



Signature

BOARD PRESIDENT

Office / Position

08-24-2023

Date