

COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, September 28th, 2023

BOARD MEETING MINUTES

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

CALL TO ORDER

The meeting was called to order at 7:23pm. 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 August 24th, 2023 Board of Directors Meeting with a correction to two minor misspellings. **The motion carried.** Director Moore abstained as he was not present for this meeting.

A motion was made and seconded to approve the minutes from the September 7th, 2023 Board of Directors Meeting. **The motion carried.** Director Singh abstained as he was not present for this meeting.

COMMITTEE REPORTS

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

TREASURER'S REPORT & FINANCIAL REVIEW

Item: Treasurer's Report

The Treasurer's Report was provided to the Board.

Item: Financials as of August 2023

The Board received and reviewed the Association's financials dated August 31st, 2023.

Item: Delinquent Accounts

Per the Association's current Delinquency Policy, the Board reviewed two accounts that were more than six months delinquent. A motion was made and seconded to approve sending the following delinquent accounts to collections for non-payment of assessments should the accounts not be brought current by November 1st, 2023:

- Account #075445375
- Account #075429714

The motion carried unanimously.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: IRS Revenue Ruling 70-604 Resolution

Because a quorum of the Membership was not met during the Annual Meeting of the Members, no motion could be made by the Members regarding IRS Revenue Ruling 70-604. As such, the Board indicated that this item would then be discussed at the subsequent Open Meeting.

A motion was made and seconded to approve rolling over any excess member income (as defined by the IRS) from the current tax year to the next tax year per IRS Revenue Ruling 70-604. **The motion carried unanimously.**

Item: Director Positions

A motion was made and seconded to approve the appointment of the following Director positions:

- **President:** *Mike Kindorf*
- **Vice President:** *Ken Dixon*
- **Treasurer:** *Edward Baluta*
- **Secretary:** *Brian Beckon*

The motion carried unanimously.

Item: Pool Heating Schedule

A motion was made and seconded to turn off the heaters at the East and West Pools on November 1st, to turn off the heaters at the Main Pool no later than December 1st, and to delegate the authority to turn off the Main Pool heaters early if necessary to the General Manager, based on weather and pool usage in the 2nd half of November (but no earlier than November 16th). **The motion carried unanimously.**

The current water aerobics class held on Monday mornings at the East Pool will move to the Main Pool once the East Pool heaters are turned off, and may continue on as long as the Main Pool is heated.

Item: Fall Festival Check Request

A motion was made and seconded to approve the check request for Gloria Birch, the Events Committee Chairperson, in the amount of \$2,000.00 for expenses related to the upcoming Fall Festival. **The motion carried unanimously.**

Item: Additional Pickleball Courts Discussion

Following feedback from homeowners during the August Board meeting as well as the recent Membership Survey, the Board discussed the possibility of adding more Pickleball courts or replacing an existing tennis court with up to two additional Pickleball courts. The Board indicated that it would like to revisit this discussion in 12 to 18 months, closer to when the lower tennis/Pickleball courts are scheduled for resurfacing, as there is little additional cost in converting a tennis court to a Pickleball court during the regularly scheduled court resurfacing.

Item: Greenbelt Stage Project Discussion

The Board reviewed estimated pricing and comments for the greenbelt stage project from several vendors in the area and directed management to work with these vendors to come up with ideas to reduce the overall cost.

Item: Signal Advertising Rates

A motion was made and seconded to increase the advertising rates for the *Signal* newsletter as follows:

- **1/4 Page Advertisement:** \$125.00
- **1/2 Page Advertisement:** \$150.00
- **Full Page Advertisement (Single-Sided):** \$300.00

- **Full Page Advertisement (Double-Sided):** \$400.00

The motion carried unanimously. This increase will take effect for the November *Signal*.

Item: Security Service Contract Discussion

The Board discussed the current security patrol schedule and options available, including the possibility of transitioning from vehicle patrols to foot patrols, featuring a guard onsite for a number of hours per night. The Board directed management to include this item on the agenda for a Board meeting early next year and indicated that this transition would be more ideally be suited for the spring and summer months.

Item: Yoga & Meditation Classes Proposal

The Board reviewed a proposal from Christine Boschen to provide gravity meditation classes for the Association's residents at the Association Clubhouse. A motion was made and seconded to approve the use of the Clubhouse for Ms. Boschen's gravity meditation class for up to one hour, once per week on a weekday, to be coordinated with the General Manager. **The motion carried unanimously.**

The Board also reviewed a request from Pam Hall to provide yoga classes for the Association's residents. A motion was made and seconded to approve the use of the Clubhouse for Ms. Hall's yoga classes for up to one hour, once per week on a weekday, to be coordinated with the General Manager. **The motion carried unanimously.**

Item: Light Maintenance Contract

A motion was made and seconded to approve the light maintenance contract with Horizon Lighting in the amount of \$189.00 per month. **The motion carried unanimously.** The Board indicated that it would like to revisit this contract at the January meeting.

STANDING ITEMS

Item: Rental Requests

The following rental requests were approved by the General Manager per the Association's current *Lot Rental Policy*:

- 4487 Sheepberry Ct
- 4487 Deerberry Ct

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 9:12pm.

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 September 6th, 2023 and held three homeowner disciplinary hearings. Recurring monthly disciplinary fines were approved for two of the units until they can be brought into compliance.

The Board of Directors met in Executive Session on September 7th, 2023 and discussed the contract with Common Interest Management Services.

The Board of Directors met in Executive Session on September 28th, 2023 and discussed the creation of a paid position for organizing and putting on Association events as well as an update from a homeowner whose lot is currently in violation and had previously been called to a disciplinary hearing.

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. KINDRE
Director's Name

M. Kindre
Signature

BOARD PRESIDENT
Office / Position

01 JAN 2024
Date