

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, October 26<sup>th</sup>, 2023

## BOARD MEETING MINUTES

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<b>Board Members Present</b>	Mike Kindorf	President
	Ken Dixon	Vice President
	Brian Beckon	Secretary
	Edward Baluta	Treasurer
	Rebecca D'Lima	Director at Large
	Jason Moore	Director at Large
	Sandeep Singh	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

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### CALL TO ORDER

The meeting was called to order at 7:01pm. 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 September 28<sup>th</sup>, 2023 Annual Meeting of the Members. **The motion carried.** Director D'Lima abstained as she was not present at this meeting.

A motion was made and seconded to approve the minutes from the September 28<sup>th</sup>, 2023 Board of Directors meeting with a correction to one misspelling. **The motion carried.** Director D'Lima abstained as she was not present at this meeting.

A motion was made and seconded to approve the minutes from the September 28<sup>th</sup>, 2023 Executive Session Board of Directors meeting. **The motion carried.** Director D'Lima abstained as she was not present at this meeting.

A motion was made and seconded to approve the minutes from the October 9<sup>th</sup>, 2023 Executive Session Board of Directors meeting. **The motion carried.** Director Singh abstained as he was not present at this meeting.

### COMMITTEE REPORTS

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

The Events Committee Chair provided the Board with a summary and feedback from the recent CHOA Blood Drive and Fall festival, as well as plans for the upcoming Winter Festival.

### TREASURER'S REPORT & FINANCIAL REVIEW

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

The Treasurer's Report was provided to the Board.

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

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

## NEW BUSINESS / ACTION & DISCUSSION ITEMS

### **Item: Grass Removal Project Behind Small Dog Park**

The Board reviewed a proposal to remove the non-recreational turf from the area behind the small dog park and replace it with low-water use shrubs and trees. The discussion was tabled and the Board indicated that it would like to revisit this proposal at the January 2024 regular meeting, as it would like to take time to consider additional options or uses for this area.

### **Item: Cul-De-Sac Metal Post Replacement Project**

The Board reviewed several proposals to remove and replace a total of 35 damaged metal posts at the end of several cul-de-sacs within the community. A motion was made and seconded to approve the proposal from Tri Valley Fenceworks to replace 21 standard galvanized posts set in cement and 14 galvanized posts with sleeves and locking tabs set in concrete in the amount of \$12,600.00. **The motion carried unanimously.**

### **Item: Clubhouse Beehive Removal**

A motion was made and seconded to approve the use of a large lift to remove a beehive located in the central entryway tower of the Clubhouse with a total Not To Exceed (NTE) of \$2,500.00 for the project. **The motion carried.** Director Beckon opposed.

### **Item: Insurance Renewal & Agent/Broker**

Because the Association's insurance policies all expire on December 31<sup>st</sup> and renewal quotes and proposals are typically not provided by carriers more than a few weeks before the end of the policy's term, the Board discussed its options for ensuring that there was no lapse in insurance coverage.

A motion was made and seconded to delegate the authority to approve the Association's 2024 insurance policies to Director Kindorf. **The motion carried unanimously.**

The Board also discussed its relationship with current insurance agent or representative NBS Insurance. The Board directed management to look into alternative options, agents, and carriers that might be available or a better fit for the Association.

### **Item: Violation Notice Process**

The Board discussed the current procedures related to governing document violations and infractions, as well as the role of the Architectural Committee, to ensure that the violation process is consistent, equitable, and reasonable. The Board indicated that it would like to be involved in the review process of violation notices to some extent before they are mailed out to homeowners.

Moving forward, management will send an email to the Board with all queued violation letters for the month before they are scheduled to go out. The Board will then have several business days to call out any violation letters it believes merit further discussion. Those letters will remain in the queue and the alleged violation will be discussed at the next regularly scheduled Executive Session meeting.

## STANDING ITEMS

### **Item: Rental Requests**

No action taken.

### **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 8:35pm.

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 October 9<sup>th</sup>, 2023 and resolved to hire a part-time *Events Coordinator* to help organize and oversee all Association events.

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. KINDORF  
Director's Name

BOARD PRESIDENT  
Office / Position

M. Kindorf  
Signature

01 JAN 2024  
Date