

COWELL HOMEOWNERS ASSOCIATION, INC.

Architectural Committee Meeting • Thursday, August 17th, 2023

COMMITTEE MEETING MINUTES

Members Present	Jason Moore Tim Delony Koki Ichiroku Michael Liebe Stephen Bath	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 6:03pm. 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 20th, 2023 Architectural Committee meeting with a correction to the Members Present. **The motion carried unanimously.**

OPEN APPLICATIONS

4484 River Ash Ct: Walkway Banisters

A motion was made and seconded to approve the Architectural Application for 4484 River Ash Ct. **The motion carried unanimously.**

PRE-APPROVED APPLICATIONS

4373 Arrowwood Cir: Roof Replacement

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

4664 Sugarland Cir: Solar Panels

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

DISCUSSION ITEMS

Item: Inspection Sectors

The Committee discussed the current inspection sectors and inspection frequency and agreed on an updated allocation that will be confirmed by the General Manager via email.

Item: Updated Roofing Materials Policy

A motion was made and seconded to approve the updated *Roofing Materials* Architectural Committee policy. **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 6:15pm.

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:

JASON MOORE

Member's Name



Signature

CHAIRMAN

Position / Title

4/25/2024

Date

Architectural Committee Policy: Roofing Materials

Last updated August 17th, 2023 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

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

*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.

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PRE-APPROVED CLAY TILES

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

PRE-APPROVED CONCRETE, BLEND TILES, & SHAKES

BRAND	MODEL	APPROVED COLORS
<i>Eagle Roofing</i>	<i>LiteTile</i>	<ul style="list-style-type: none">• <i>Terra-Cotta Gold</i>