

COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, February 22nd, 2024

BOARD MEETING MINUTES

Board Members Present	Mike Kindorf Ken Dixon Brian Beckon Edward Baluta Rebecca D'Lima	President Vice President Secretary Treasurer Director at Large
Board Members Absent	Jason Moore Sandeep Singh	Director at Large 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 94521	

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 January 25th, 2024 Board of Directors meeting. **The motion carried.** Director D'Lima abstained as she 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 January 2024

The Board received and reviewed the Association's financials dated January 31st, 2024.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: Memorial Bench Request

The Board discussed an owner's request to sponsor one of the newly installed common area benches with a plaque in memory of her late husband. The Board directed management to work on a draft policy that would permit homeowners to sponsor a common area bench with a plaque by paying for either a new or existing metal bench with concrete pad, to be reviewed at the next regular Board meeting. The Board also directed management to look into options for embedding plaques into concrete pads in a manner that ensures they do not create any trip hazards.

Item: North Slope Disking

A motion was made and seconded to approve proposal #919 from TraxTrax Inc. to disk the entire North Slope in the amount of \$4,625.00. **The motion carried unanimously.** This work will be scheduled for Monday, May 13th, 2024.

Item: Irrigation Inspection & Repairs Proposal

The Board reviewed a proposal from Mike McCall Landscape, Inc. for recommended irrigation repairs following an inspection of the entire common area irrigation system. A motion was made and

seconded to approve proposal #2831 from Mike McCall Landscape, Inc. for common area irrigation repairs in the amount of \$7,132.00. **The motion carried unanimously.**

Item: Revised USTA Team Policy

The Board reviewed an updated draft to the USTA Team Policy that included one minor change, now clearly requiring USTA Captains to be active players on the team that they are registering for. **The motion carried unanimously.** A full copy of the updated policy has been appended to these minutes.

Item: Clubhouse Roof

The Board reviewed two inspection reports and repair proposals for the Clubhouse roof from local roofing contractors. A motion was made and seconded to approve a Not-to-Exceed (NTE) of \$12,000.00 to have recommended Clubhouse roof repairs completed, to be selected by the General Manager once revised bids that share the same scope of work have been received. **The motion carried unanimously.**

Item: Drinking Fountain

The Board discussed replacing the concrete aggregate drinking fountain near tennis court #3. Several residents have requested a bottle filler option, and sand from the nearby playground has caused some drainage issues with the current fountain.

A motion was made and seconded to delegate approval authority to remove and replace the drinking fountain at tennis court #3 with a Not-to-Exceed (NTE) of \$14,000.00 to Directors Baluta and D'Lima. **The motion carried unanimously.**

The Board directed management to look into options with and without water filters, and to further discuss how to deal with sand and drainage issues with vendors.

Item: Preschool Fence

The Board reviewed a request from the Walnut Country Preschool director to install a small metal fence atop the existing stucco wall that surrounds a portion of the Preschool playground. Because the stucco wall is only about 3.5' tall, residents and children typically hop over to use the playground equipment outside of Preschool hours. One bid was reviewed to install a 4' metal fence on top of the existing wall in the amount of \$13,000.00 for the Board to review.

Due to the high costs of the additional fence, the Board directed management to begin to address this issue by first installing signage on the existing wall indicating that the playground was for Preschool use only.

STANDING ITEMS

Item: Rental Requests

No action taken.

Item: Association Committees

A motion was made and seconded to appoint Emily Thalin to the Events Committee. **The motion carried unanimously.**

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 8:55pm.

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 February 22nd, 2024 where it discussed an employee benefits repayment request from Common Interest Management Services, scheduled an Executive Session disciplinary hearing for three residents alleged to have vandalized the Main Pool restroom, and discussed feedback from the 2023 Winter Fest with the CHOA Events Coordinator as well as expectations for 2024's Winter Fest.

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 M. Kindorf Signature

BOARD PRESIDENT Office / Position 17 APR 2024 Date

USTA Team Policy

Last updated at the February 22nd, 2024 Board of Directors Meeting

BACKGROUND

Historically, Cowell Homeowners Association, Inc. (“CHOA”) has hosted numerous United States Tennis Association (“USTA”) teams on site for both residents and guests. Past USTA agreements or understandings were largely communicated verbally or through email between the interested parties, and as a result the Association is in need of a document fully encompassing all Association USTA requirements. The intent of this policy is to establish the Board’s standards and expectations for local USTA teams and to provide guidance regarding the use of CHOA tennis courts for USTA team practices and matches.

USTA TEAM APPLICATION PROCESS

CHOA will permit a maximum of four (4) USTA teams per USTA season. In the event that more than four teams wish to utilize the CHOA tennis courts, approval will be granted based on the order of applications received.

USTA team captains must be current CHOA residents, and in Good Standing with the Association, meaning they are current in their payment of Assessments and have no outstanding or unresolved violations. If the team captain is a tenant, the owner of the property must be a member in Good Standing. The team captain must be registered as an active player on the team roster for the entire duration of the league’s season.

USTA team captains must complete a *USTA Team Application* form and provide it to the Association for approval prior to being able to utilize the CHOA tennis courts for any USTA-related activity. A *USTA Team Application* form is required for every team, every USTA season. They will not carry-over to a subsequent season, even if there are no changes to the team members.

USTA FEES AND REQUIREMENTS OF INDIVIDUAL PLAYERS

There is no charge for current CHOA residents to join a USTA team and participate in USTA team practices and matches. Non-CHOA residents who wish to join a CHOA USTA team are required to pay a fee of \$40 per season to the Association. Non-CHOA residents who join multiple USTA teams are only required to pay the \$40 fee once per season, regardless of how many teams they are a member of during that given season.

Payment must be by check, made out to *Cowell Homeowners Association, Inc.* Payments from individual players shall be collected by the team captain and provided to the Association prior to the end of the USTA season. Failure to collect or provide the Association with the appropriate payment may result in USTA team captains no longer being able to utilize the CHOA tennis courts in future seasons.

All USTA players who will be utilizing the CHOA tennis courts must fill out a *USTA Tennis Facility Waiver & Release of Liability* and provide it to the Association prior to the first regularly scheduled match. This form will only need to be filled out once by each individual, and will be stored by the Association for use on future seasons.

USTA ROSTERS

Once approved, and prior to the start of the USTA season, team captains are required to provide the Association with a team roster, which at a minimum is to include the following information:

- Player name
- Confirmation of CHOA resident or non-resident status
- Contact phone number and email address
- Confirmation of completion of *USTA Tennis Facility Waiver & Release of Liability*

COWELL HOMEOWNERS ASSOCIATION, INC.

4498 Lawson Ct • 925-687-9961 • businessoffice@walnutcountry.com • www.walnutcountry.com

Rosters must be typed; handwritten rosters will not be accepted. The Association will provide all team captains with a roster template that should be utilized.

USE OF COURTS AND SCHEDULING

USTA teams are permitted to schedule practices one day per week, Monday through Thursday, between the hours of 6pm and 8:30pm. Only courts #3 and #4 may be used for weekday practices.

USTA teams may schedule home matches at the CHOA tennis courts as required. For USTA home matches, only courts #2, #3, and #4 may be used. If additional courts are required due to the size of the league, courts #5 and #6 may be used as needed, but USTA team captains will need to obtain written approval from the Association prior to the start of the season should their league require more than three courts at a time for matches. At no time may all four upper courts (#1-4) be used simultaneously for USTA matches. Overflow matches must take place on one of the lower courts. Court #5 must be used if four courts are required, and courts #5 and #6 must be used if five courts are required.

USTA captains are required to notify the Association of all scheduled home matches no later than one week prior to the date of the scheduled match. Match and practice schedules will be maintained by the Association on the website www.walnutcountry.com, as well as posted at the bulletin boards at each entrance to the upper tennis courts. It is recommended that the match schedule for a given season be provided to the Association prior to the season's start, if practicable. When multiple USTA teams are participating in a season, team captains must work together to ensure that there are no conflicts and that all parties are in agreement before providing the Association with the team practice and match schedule. It is ultimately the responsibility of the team captains to resolve any conflicts that may arise when developing the schedule for a given season.

In the event of any scheduling change during the season, whether due to scheduling issues or an unforeseen event (such as weather), the affected team captain must coordinate directly with all other active USTA team captains to ensure that there are no conflicts. Once all USTA captains have been notified and given a reasonable opportunity to approve the proposed scheduling change, the Association must be made aware.

CHOA understands that sometimes scheduling changes are last minute, usually for reasons outside of the captain's control. Impacted captains must first make every effort to alert all active USTA teams when a scheduling change is necessary, then (time permitting) notify the Association. Generally, should all USTA captains agree on a scheduling change, the Association will not oppose the change.

BATHROOM ACCESS

USTA league matches require bathroom access for all participants. The Association will provide each team captain with one deadbolt key and one key fob for the Main Pool entrance gate and bathroom doors at the beginning of each season.

When the Main Pool is open to residents, USTA players will only need to use the key fob for access. During winter or on days when the Main Pool is otherwise closed, USTA players will need to unlock the deadbolt at the entrance gate as well as the bathroom doors using the key provided. **It is imperative that the pool entrance gate then be locked immediately afterwards. Failure to ensure that the pool gates remain locked may result in the denial of future USTA Team Application requests by the infringing team captain!**

Captains are not permitted to make copies of these keys, nor are they permitted to use these keys outside of previously scheduled USTA matches. **Any team captain found in violation of these guidelines may be disqualified from participating on future CHOA USTA teams.**

COWELL HOMEOWNERS ASSOCIATION, INC.

4498 Lawson Ct • 925-687-9961 • businessoffice@walnutcountry.com • www.walnutcountry.com

SCORECARDS

The Association will make available five scorecards that may be checked out by USTA captains for use during USTA matches. If more than five scorecards are required for a match, the team captain, at their sole expense, will be responsible to provide.

Captains should contact the Association to confirm when and where these scorecards can be picked up.