

**COWELL HOMEOWNERS ASSOCIATION, INC.**  
Open Session Board of Directors Meeting • Thursday, March 28<sup>th</sup>, 2024

**BOARD MEETING MINUTES**

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

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CALL TO ORDER

The meeting was called to order at 7:00pm. 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 February 22<sup>nd</sup>, 2024 Board of Directors meeting. **The motion carried unanimously.**

COMMITTEE REPORTS

The Board reviewed the minutes from the March 20<sup>th</sup>, 2024 Events Committee meeting.

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 February 2024**

The Board received and reviewed the Association's financials dated February 29<sup>th</sup>, 2024.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

**Item: 2023 CPA Audit & Financial Statements**

A motion was made and seconded to approve the audit and financial statements for the 2023 fiscal year provided by Levy, Erlanger & Company LLP. **The motion carried unanimously.**

**Item: Ratify Clubhouse Roof Repairs**

A motion was made and seconded to ratify the proposal for Clubhouse roof repairs from A-One Construction in the amount of \$12,983.25. **The motion carried unanimously.**

**Item: 2025 Reserve Study**

A motion was made and seconded to approve the proposal for the 2025 Reserve Study with the option for color pictures from Reserve Analysis Consulting, LLC in the amount of \$2,900.00. **The motion carried unanimously.**

**Item: 2024 Board Election – Inspector of Elections**

A motion was made and seconded to select O'Toole Rogers, LLP as the Inspector of Elections for the 2024 Board Election for a base fee of \$3,700.00. **The motion carried unanimously.**

**Item: Signal Advertising Rates and Print Options**

The printer used for the monthly *Signal* newsletter recently increased their printing rates. A motion was made and seconded to adjust the *Singal* advertising rates as follows effective immediately:

- **Quarter Page Ad:** \$125.00
- **Half Page Ad:** Option removed
- **Full Page Ad:** \$200.00 + printer fees

**The motion carried unanimously.**

**Item: 2024 Water Aerobics Classes**

The Board discussed resuming water aerobics classes at the CHOA pools. Last year classes were held on Monday mornings at 10am at the East Pool, put on by instructor Elena Summers. The Board also discussed the possibility of adding another class on Wednesday mornings, taught by the substitute teacher from last year. The Board directed management to inquire as to whether the 2<sup>nd</sup> class could be held at the West Pool, or if there was a particular reason the East Pool was used last year.

A motion was made and seconded to approve water aerobics classes at the East Pool on Monday and Wednesday mornings at 10am, put on by instructors Elena Summers and Stacey Madesen, respectively. **The motion carried unanimously.** Management will look into the possibility of holding the Wednesday class at the West Pool.

**Item: Clubhouse Furniture & Painting**

A motion was made and seconded to approve hiring an Interior Designer to assist with replacing the Clubhouse furniture and creating a design or palette for repainting the Clubhouse interior with a Not-to-Exceed (NTE) of \$1,500.00. **The motion carried unanimously.** The Board directed management to continue working on the furniture replacement project and confirmed that repainting the interior of the Clubhouse should also be incorporated into the scope.

**Item: 2024 Winter Festival Discussion**

The Board discussed the possibility of adding a third time slot for the 2024 Winter Festival, given how quickly the RSVP list filled up for 2023 (mostly due to the capacity limitations of the Clubhouse, since it is a primarily indoor event). The Board directed management to talk to the Events Coordinator about potentially charging an entrance fee of \$5 for the 2024 Winter Festival in order to allow for an additional time slot (as a way to account for the additional expense).

**Item: ID Badge and Guest Pass Discussion**

The Board discussed resuming resident ID badges and guest passes that would be required for all residents when using the Common Area facilities. The Board directed management to draft a policy for ID Badges and Guest Passes with the following options:

- No Youth Badges; all Resident Badges are the same regardless of age
- No charge for ID Badges of the Guest Passes that each residence is allotted
- One single Guest Pass will take the place of the five individual Guest Passes that were previously provided to each residence. The Guest Pass will permit up to 5 guests for that residence
- Old ID Badges and Guest Passes are still valid and do not need to be replaced
- Small fee for lost/replacement Badges and Guest Passes – around \$5
- Incorporate single permit/pass to replace the “up to 15” individual one-day event passes

Management will draft a policy with these details to be presented at the April Board meeting. Management will also begin training the Clubhouse staff on printing and distributing ID Badges and Guest Passes.

**Item: East and West Entrance Monument Lights/Power**

Both monument entry signs at the east and west entrance to the community are currently experiencing electrical issues. The Board discussed several repair options available and considered the benefit of these entry lights when weighed against the likely considerable costs to repair. The Board directed management to first focus on options for the east entrance lights, as there is no CHOA electrical meter nearby and realistic options for repair will depend on the city of Concord and/or PG&E.

**Item: Tree Preventative Health Care Proposal**

A motion was made and seconded to approve proposal #18639 from Tree West for preventative tree healthcare services for a total of 70 Common Area trees in the amount of \$6,015.00. **The motion carried unanimously.**

**Item: Eucalyptus Tree Removal Discussion - #61, #62, & #63**

The Board discussed the possible removal of three eucalyptus trees near the end of Snowberry Ct. The Association's contracted arborist brought these trees to the Board's attention after an inspection requested by a homeowner and indicated that these trees are likely due for removal later this year or next year. However, due to past poor pruning practices along with recent rains resulting in new growth making the canopies very heavy, the arborist recommended pruning the three trees as soon as practicable, even if planning to remove them in the near future.

Given this information, and the extremely high likelihood that all three trees will be scheduled for removal in the near future even after additional pruning, a motion was made and seconded to approve proposal #20240315 from Hercules Tree Service to remove eucalyptus trees #61, #62, and #63 in the amount of \$7,500.00. **The motion carried unanimously.**

STANDING ITEMS

**Item: Rental Requests**

No action taken.

**Item: Association Committees**

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 9:09pm.

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 March 27<sup>th</sup>, 2024 where it held a disciplinary hearing for three homeowners who were involved in vandalizing the Main Pool men's restroom. Fines were issued and common area access privileges revoked.

The Board of Directors met in Executive Session on March 28<sup>th</sup>, 2024 where it discussed scheduling homeowner disciplinary hearings at the April 25<sup>th</sup>, 2024 Executive Session meeting, as well as Governing Document violation inspections.

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. KINDORE

Director's Name

M. Kindore

Signature

BOARD PRESIDENT

Office / Position

25 APR 2024

Date