

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, June 27<sup>th</sup>, 2024

## BOARD MEETING MINUTES

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<b>Board Members Present</b>	Mike Kindorf Ken Dixon Brian Beckon Rebecca D’Lima Sandeep Singh	President Vice President Secretary Director at Large Director at Large
<b>Board Members Absent</b>	Edward Baluta Jason Moore	Treasurer 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 7:01pm. 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 May 23<sup>rd</sup>, 2024 Board of Directors meeting. **The motion carried.** Director Dixon abstained as he was not present for this May 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 May 2024**

The Board received and reviewed the Association’s financials dated May 31<sup>st</sup>, 2024.

### NEW BUSINESS / ACTION & DISCUSSION ITEMS

#### **Item: Winter Fest 2024 – Entry Fee Discussion**

The Board discussed possibly charging an entry fee to Winter Fest participants as a means of ensuring those who RSVP ahead of time are incentivized to attend, as the RSVP list for this event fills up quickly. After a discussion with the Events Coordinator Gloria Birch, no action was taken at this time and there is currently no plan to charge an entry fee for the Winter Fest event later this year.

#### **Item: CHOA Events Committee Merch/Design**

Events Coordinator Gloria Birch presented multiple logos and designs for use on merchandise like t-shirts and sweatshirts that the Association could sell during HOA events. The Board confirmed it had no problem with the designs presented. The Board also confirmed that all proceeds from the sale of merchandise like this are to be made available to the Events Committee for purchases of supplies and events-related expenses.

#### **Item: 2024 Board Election – Acclamation**

The deadline for nominations for the 2024 Board election was June 22<sup>nd</sup>, 2024. Because the number of qualified candidates was not more than the number of seats up for election, a motion was made

and seconded to declare this year's Board of Directors election an election by acclamation and to approve to elect the following candidates to the Board as set forth in Civil Code 5103:

- Mike Kindorf
- Jason Moore

**The motion carried unanimously.** The two-year term for these directors will begin at the conclusion of the 2024 Annual Meeting of the Members in September. At that time there will be one vacant Board seat.

**Item: Request for Clubhouse Use – Councilwoman Laura Nakamura Q&A**

The Board reviewed a request from homeowner Ian Wetherell to host a Q&A session with current Concord Councilwoman Laura Nakamura on Wednesday, August 14<sup>th</sup> starting at 5:30pm. The intent for this Q&A would be to allow homeowners to ask the Councilwoman questions about upcoming or ongoing city issues or policies that might impact CHOA residents, such as the upcoming Fair Housing Rezoning Project, rent stabilization, and the Concord Naval Weapons Depot project status.

A motion was made and seconded to approve the request for a Q&A session with Councilwoman Laura Nakamura on August 14<sup>th</sup>, 2024 at the Clubhouse. **The motion carried unanimously.**

**Item: Petty Cash Bank Account for CHOA Events**

A motion was made and seconded to establish a separate bank account with a debit card and checkbook to be managed by CHOA Events Coordinator Gloria Birch for the purpose of funding, organizing, and overseeing Association-sponsored events and activities. The initial deposit will be \$5,000.00. Gloria Birch has the authority to approve purchases using a debit card and/or check and to request replenishment of funds into the separate bank account for a given fiscal year not to exceed the annual amount budgeted in the *Association Activities & Events* budget line item (GL #58300).

**The motion carried unanimously.**

Common Interest Management (CIMS) recommends against providing debit cards and checkbooks for Associations to pay bills directly or to be used by volunteers. In doing this, accounting controls cannot be fully implemented for fraud prevention.

The Board of Directors takes full responsibility for monitoring and ensuring the accuracy of all expenses paid. Any fraud or misuse of funds is the responsibility of the Association.

**Item: Main Pool Rehabilitation Project**

The Board reviewed a preliminary rough order of magnitude cost report and an overall repair plan from Avelar, the construction management firm hired to assist with the Main Pool rehabilitation project. The Board discussed the scope of this project and the multiple options available, such as breaking the project into multiple phases over the next few years (and the associated pros and cons of that approach).

A motion was made and seconded to delegate the authority to meet with Avelar, gather information, and discuss potential options for this Main Pool rehabilitation project to Directors Dixon, D'Lima, and Kindorf. **The motion carried unanimously.** This group will then report its findings back to the Board at the next regular Board meeting.

**Item: Main Pool Heaters Replacement**

A motion was made and seconded to approve the proposal from Picture Perfect Pool Services, Inc. to replace the two existing Main Pool heaters with Pentair ETI 400k BTU heaters in the amount of \$34,308.00. **The motion carried unanimously.**

**Item: Pool Showers – Ongoing Maintenance Issues**

The Board discussed the continued maintenance issues with the outdoor showers at all three pools. The slow-close valves (which regulate how long the water will stay on before automatically shutting off) have not been working consistently since the summer of 2023, when the push-button components were replaced at every shower. Additionally, sometimes the water does not reach the desired temperature. Management discussed several potential options, including showers with no

slow-close valves (meaning the water would need to be turned manually off by the user once finished using the shower). The Board indicated that it would like all future components or redesigns of the pool showers to include a slow-close valve. Management will continue looking into this issue and present any promising solutions to the Board for consideration.

**Item: Upper Tennis Court Lights LED Conversion**

The Board reviewed multiple proposals for an LED conversion of the upper tennis court lights. A motion was made and seconded to approve the proposal from Top Pro Electric & Lighting LLC to replace the existing lights with 400w LED light fixtures through the PG&E On Bill Financing (OBF) Program in the amount of \$37,720.00, contingent upon PG&E's approval. If approved, PG&E would pay the full cost of the project up front; CHOA would then pay a fixed rate over 10 years to PG&E. **The motion carried unanimously.**

**Item: Blueberry Ct / Pickleball Parking**

The Board discussed an issue with parking at the end of Blueberry Ct by CHOA residents and guests using the pickleball courts. Many individuals are parking illegally, frequently in a head- or nose-in manner, or blocking driveways. The Board directed management to post a "No Head-In Parking Sign" on Common Area near the Blueberry Ct cul-de-sac.

**Item: 2024 Pool Schedule**

The Board discussed the possibility of keeping the East Pool heated throughout the winter. No action was taken at this time.

STANDING ITEMS

**Item: Rental Requests**

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

- 4401 Smoke Tree Ct

**Item: Association Committees**

No action taken.

**Item: Late Fee Waiver Requests**

No action taken.

**Item: Tennis Pro Clinic 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 9:08pm.

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 June 27<sup>th</sup>, 2024. The Board held two disciplinary hearings for owners found to be in violation of the governing documents. It also approved several changes to the Association's Employment Handbook and benefits, approved a salary increase for a staff member, and hired a new *Facilities Attendant* to help with enforcing badges and other tasks as needed.

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

8.26.2024

Date