

COWELL HOMEOWNERS ASSOCIATION, INC.
Open Session Board of Directors Meeting • Thursday, July 25th, 2024

BOARD MEETING MINUTES

Board Members Present	Ken Dixon Edward Baluta Brian Beckon Rebecca D’Lima	Vice President Treasurer Secretary Director at Large
Board Members Absent	Mike Kindorf Jason Moore Sandeep Singh	President 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 7:00pm. 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 June 27th, 2024 Board of Directors meeting. **The motion carried.** Director Baluta abstained as he was not present for this June meeting.

COMMITTEE REPORTS

The Board was provided with the General Manager’s report detailing ongoing projects and noteworthy property updates. The Board also reviewed minutes from the Events Committee’s July 17th, 2024 meeting.

TREASURER’S REPORT & FINANCIAL REVIEW

Item: Treasurer’s Report

The Treasurer’s Report was provided to the Board.

Item: Financials as of June 2024

The Board received and reviewed the Association’s financials dated June 30th, 2024.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: Clubhouse Community Game Night Request

A motion was made and seconded to approve the request from homeowner Janine Wilson to host a game night at the Clubhouse for CHOA residents on the first Friday of each month starting this August 2nd from 6pm to 9pm, through the end of the year so long as there is sufficient interest. **The motion carried unanimously.**

Item: Main Pool Rehabilitation Project Update

Directors Dixon and D’Lima provided the Board with an update on the Main Pool rehabilitation project following a meeting on site with Avelar. In summary, Avelar believes all phases of this project should be completed simultaneously over a single winter season. The Board had previously discussed the possibility of breaking this project up into multiple phases (for example, rebuilding the pump room in 2025, then completing the exterior pool and deck repairs at a later date). Avelar recommends shooting for a start date of fall 2026. The Board directed management to confirm the next required steps with Avelar to get the project underway.

Item: Greenbelt Concrete Repair Work Discussion

The Board discussed its options for concrete repair work throughout the greenbelt. A motion was made and seconded to delegate a spending authority of \$25,000.00 to Director Baluta for urgent and emergent concrete repair and trip hazard removal work throughout the greenbelt, to be completed this year. **The motion carried unanimously.**

The Board directed management to endeavor to keep total expenses for this work under Director Baluta's approved spending authority to whatever extent is practicable, and to only focus on truly urgent and high priority areas at this time.

Item: Clubhouse Reservation Policy Discussion

The Board discussed a situation where residents appeared to be renting the Clubhouse for private events on behalf of non-residents, who were either friends or relatives. The Board directed management to have a report of any alleged incident like this documented and sent to the Board for review.

Item: Greenbelt Light Pole Replacement Discussion

The Board discussed the schedule for replacing its existing light poles, which are nearing the end of their estimated lifespan per the most recent reserve study. In 2022, an ultrasonic inspection was completed for all steel light poles, and any poles found to be rated marginal or below acceptable standards were replaced in 2023. Given that the remaining steel poles were all deemed acceptable per this ultrasonic inspection, the discussion item was tabled and no action was taken at this time.

STANDING ITEMS

Item: Rental Requests

No action taken.

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 8:30pm.

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 July 25th, 2024. The Board discussed a member still in violation of the governing documents after a disciplinary hearing, hired a new Clubhouse Attendant scheduled to start at the end of the month, and discussed employee bonuses. The Board also discussed an issue with a resident who has been seen riding a motorized bicycle through the common area.

