

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, September 26<sup>th</sup>, 2024

## BOARD MEETING MINUTES

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<b>Board Members Present</b>	Mike Kindorf Ken Dixon Edward Baluta Rebecca D'Lima	President Vice President Treasurer Director at Large
<b>Board Members Absent</b>	Brian Beckon Jason Moore	Secretary 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 July 25<sup>th</sup>, 2024 Board of Directors meeting. **The motion carried.** Director Singh abstained as he was not present for this July meeting.

### COMMITTEE REPORTS

Events Coordinator Gloria Birch gave a summary of the recently concluded Fall Festival, as well as plans for the remaining 2024 CHOA events.

The Board was provided with the General Manager's report detailing ongoing projects and noteworthy property updates, as well as a summary of the most recent Architectural Committee meeting.

### TREASURER'S REPORT & FINANCIAL REVIEW

#### **Item: Treasurer's Report**

The Treasurer's Report was provided to the Board.

#### **Item: Collections Action**

The Board reviewed five delinquent accounts and directed management to send letters to each, warning that they are in danger of being sent to collections for non-payment of assessments.

#### **Item: Financials as of August 2024**

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

### NEW BUSINESS / ACTION & DISCUSSION ITEMS

#### **Item: IRS Revenue Ruling 70-604 Resolution**

Because a quorum of the Membership was not met during the Annual Meeting of the Members, no motion could be made by the Members regarding IRS Revenue Ruling 70-604. As such, the Board indicated that this item would then be discussed at the subsequent Open Meeting.

A motion was made and seconded to approve rolling over any excess member income (as defined by the IRS) from the current tax year to the next tax year per IRS Revenue Ruling 70-604. **The motion carried unanimously.**

**Item: Director Positions**

A motion was made and seconded to approve the appointment of the following Director positions:

- **President:** *Mike Kindorf*
- **Vice-President:** *Ken Dixon*
- **Treasurer:** *Edward Baluta*
- **Secretary:** *Brian Beckon*

**The motion carried unanimously.**

**Item: Pool Heating Schedule**

A motion was made and seconded to turn off the heaters for the Main Pool on Monday, November 18<sup>th</sup>, and to delegate the authority to turn off the heaters for the East and West Pools to the General Manager, with the intent being to turn off the East and West Pool heaters sometime around mid-October, when appropriate, based on weather and pool usage during the month. **The motion carried unanimously.**

The current water aerobics classes held on Monday and Wednesday mornings at the East Pool will move to the Main Pool once the East Pool heaters are turned off, and may continue as long as the Main Pool is heated.

**Item: Main Playground Resurfacing Project**

The Board reviewed several options and proposals for renovating and resurfacing the main playground safety surface materials. A motion was made and seconded to approve the following proposals for the main playground resurfacing project based on the scope of work previously approved by the Board:

- Proposal #240369 from Playgrounds Unlimited to complete every aspect of the playground resurfacing project *except* for the installation of playground safe wood fiber chips in the amount of \$36,400.31.
- Proposal #24942-OL from JetMulch, Inc. to provide and install approximately 75 cubic yards of playground safe engineered wood fiber chips in the amount of \$7,815.83.

**The motion carried unanimously.**

**Item: Landscape/Pesticides Consulting Services**

The Board reviewed a proposal from Dave Phelps, a Bay Area landscape consultant, to assist the Board with several potential landscaping projects, including pesticide/herbicide reduction, the development of an Integrated Pest Management program, turf reduction, and water use reduction.

A motion was made and seconded to approve the contract for landscape consulting services at a rate of \$175.00/hr with Dave Phelps, and for Director Beckon to work with the General Manager to develop a proposed scope of work for Mr. Phelps, to be approved by the Board at a future meeting. **The motion carried unanimously.**

**Item: Landscape Committee Discussion & Application**

The Board reviewed an application from a homeowner to join the currently inactive Landscape Committee. The item was tabled pending the scope of work created for Mr. Phelps, the agenda item discussed previously. This application and the Landscape Committee in general may be revisited if deemed necessary, depending on what assistance might be needed with projects involving Mr. Phelps.

**Item: Clubhouse Reservation Hours Discussion**

A motion was made and seconded to revise the Clubhouse Rental Agreement to state that all rentals must be concluded no later than 11pm (the current agreement states 12am), and to delegate the authority to approve the updated Clubhouse Rental Agreement to Director Kindorf. **The motion carried unanimously.**

**Item: Clubhouse Business Hours / Schedule**

The Board discussed adjusting the Clubhouse business hours to potentially allow for better scheduling and employee coverage. Several options were discussed. No action was taken at this time; the Board will continue to think over its options and may resume this discussion at a later date.

**Item: Main Pool Repair Project**

The Board directed management to reach out to Avelar to obtain additional information regarding the start date for Phase 2 (construction drawings and specifications). It is currently scheduled for November 2025. The Board would like to see if that can be started sooner, or why Avelar is recommending that date.

**Item: 2025 Reserve Study**

No action taken.

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 has not met in Executive Session since the last meeting noted in the August 22<sup>nd</sup>, 2024 Open Session meeting minutes.

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

*10.24.2024*

Date