

COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, December 5th, 2024

BOARD MEETING MINUTES

Board Members Present	Mike Kindorf Ken Dixon Edward Baluta Brian Beckon Rebecca D'Lima	President Vice President Treasurer Secretary Director at Large
Board Members Absent	Jason Moore	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 October 24th, 2024 Board of Directors meeting. **The motion carried.** Director Dixon abstained as he 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, 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: Financials as of October 2024

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

Item: Collections Action

Per the Association's current Delinquency Policy, the Board reviewed several accounts that were more than six months delinquent. A motion was made and seconded to send the following delinquent accounts to collections for non-payment of assessments:

- Account #075429768
- Account #075445181
- Account #0754100259

The motion carried unanimously.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: Ratify Main Playground Resurfacing Change Order

The Board had previously approved proposal #240369 from Playgrounds Unlimited to demo and resurface the Main Playground with playground safe sand and a small strip of poured-in-place rubber at the southern end. Once demo began, Playgrounds Unlimited discovered a large deposit of sand underneath the existing rubber, which allowed the scope of work to be adjusted to include only sand

throughout the entire playground area, removing the need for new poured-in-place rubber.

A motion was made and seconded to ratify the Playgrounds Unlimited Change Order #3 (which deducted the charges on lines 5, 6, and 7 of the original contract with Playgrounds Unlimited) and to approve proposal #240369 from Playgrounds Unlimited to supply and install 4430 square feet of playground sand in the amount of \$18,180.00. **The motion carried unanimously.** This change ordered reduced the total cost of the project by \$9,065.59.

Item: Greenbelt Lawn Overseeding

The Board reviewed a proposal from Mike McCall Landscape for over-seeding the greenbelt lawn in the amount of \$3,650.00. Work was proposed to take place in the spring of 2025. The discussion was tabled and this item can be revisited after the winter, if needed.

Item: CHOA Activities Review – Water Aerobics, Yoga, Arts & Crafts

The Board reviewed and discussed the current third-party activities permitted to use the CHOA facilities throughout 2024.

Water Aerobics takes place at the East Pool on Mondays and Wednesdays at 10am, and generally is a popular, successful activity. The Board agreed that it should continue into 2025.

Yoga is typically held on Thursday evenings at the Clubhouse. It is not very well attended, and we have been having issues with compliance and communication with the instructor. A motion was made and seconded to terminate the weekly yoga class put on by Pam and Nina Hall at the Clubhouse effective December 31st, 2025. **The motion carried unanimously.**

Homeowner Chelsea Faraclas hosts an arts and crafts session twice-monthly at the Clubhouse. It is not well attended; several recent sessions have not had any participants. A motion was made and seconded to terminate the monthly Arts & Crafts class put on by Chelsea Faraclas at the clubhouse effective December 31st, 2025. **The motion carried unanimously.**

Homeowner Janine Wilson currently hosts Game Night on the first Friday evening of each month at the Clubhouse. This is a newer activity and seems to be well-received thus far. The Board agreed that it should continue into 2025.

Item: Water Aerobics 2025 Schedule

A motion was made and seconded to approve the Monday and Wednesday morning Water Aerobics classes to use the Main Pool as soon as the heaters are turned on in 2025 (typically the same time the Swim Team's Spring Clinic begins) and then to return to the East Pool when that heater is turned on for the season. **The motion carried.** Director D'Lima abstained.

Item: Clubhouse Key Fob Readers Discussion

The Clubhouse staff has been dealing with groups of disruptive teenagers, most of whom are non-residents. The Board discussed the possibility of adding key fob readers to the Clubhouse entry doors, like those currently found at the pools, tennis courts, and gym. The Board would like to see a proposal for installing one key fob reader at the main entry door (facing S. Larwin Ave), with the possibility of making all other doors exit only. The Board also discussed other possible solutions such as making the Game Room doors exit only, or installing a mirror near the Clubhouse Office so that staff can see who is entering the building. This item will be discussed again at the January Board meeting.

Item: Rules & Regulations Revision Project Discussion

The Board discussed a revision project for the Association's *Rules & Regulations*, which were last updated in 2016. The Board agreed it would like to attempt this project in 2025. The General Manager will begin working on a draft revision and will present it to the Board in early 2025. The Board will then consider forming a Committee to spearhead this project, which will also seek solicit feedback and consideration from the Architectural Committee.

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 8:35pm.

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 met in Executive Session on December 5th, 2025 where it held a homeowner disciplinary hearing and approved a \$100 fine and a three month ban from the Association Clubhouse for a particular individual, considered holding a reimbursement assessment hearing for legal fees incurred as a result of continued non-compliance, and approved end-year bonuses for CHOA employees.

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

02.14.2025

Date