

COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, July 24th, 2025

BOARD MEETING MINUTES

Board Members Present	Mike Kindorf Ken Dixon Brian Beckon Edward Baluta	President Vice President Secretary Treasurer
Board Members Absent	Rebecca D'Lima	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 7:03pm. 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 of the June 26th, 2025 Board of Directors meeting provided two typos are corrected. **The motion carried.** Director Baluta abstained as he was not present at this June meeting.

COMMITTEE REPORTS

The Board was provided with the Architectural Committee report and the General Manager's report detailing ongoing projects and noteworthy property updates, and Events Chairperson Birch provided the Events Committee report following the recent Summer Concert.

TREASURER'S REPORT & FINANCIAL REVIEW

Item: Treasurer's Report

The Treasurer's Report was provided to the Board.

Item: Financials as of June 2025

The Board received and reviewed the Association's financials dated June 30th, 2025.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: Filling Board Vacancies

As there are currently two vacant seats, the Board discussed options for recruiting candidates and potentially making an appointment to fill these vacancies. A motion was made and seconded to solicit potential candidates for the Board through the e-Signal, August *Signal* newsletter, and HOA website, to be interviewed at the August Board of Directors meeting. **The motion carried unanimously.**

Item: Events Petty Cash Transfer Request

A motion was made and seconded to approve the transfer of \$10,000.00 from the Association's operating account into the petty cash account for Events Committee spending per the Association's approved annual budget. **The motion carried unanimously.**

Item: High School Volunteers at CHOA Events

The Board discussed the possibility of enlisting the assistance of local high school student volunteers at CHOA events, given how hard it has been to ensure there are sufficient resident volunteers for a particular event. Chairperson Birch confirmed that Clayton Valley Charter High School has a student volunteer program and they would be willing to work with CHOA.

A motion was made and seconded to approve utilizing student volunteers from Clayton Valley Charter High School and to have the Association's attorney draft a volunteer waiver, unless Clayton Valley Charter High School already requires its students to sign a waiver when volunteering. **The motion carried unanimously.**

Item: Pickleball Courts Noise Reduction Discussion (Continued)

The Board continued its discussion regarding Pickleball court noise mitigation from the previous meeting. The Board directed management to install signage around the practice court/tennis backboard indicating that it is to be used for tennis only, and that other activities such as baseball, lacrosse, volleyball, etc., are not permitted and will damage the wall.

The Board discussed the option of removing the grass along the north end of the lower courts and replacing it with high-density vegetation to potentially act as a sound barrier, and directed management to begin drafting a scope of work for the landscapers to bid.

A motion was made to approve the proposal from PSM Consulting LLC to provide a sound analysis and recommendation report for noise mitigation at the Pickleball courts. The motion died as there was no second.

The Board directed management to continue researching sound mitigation panel options, especially ones that have been installed locally and can be inspected in person. The Board indicated that it would like to see proposals for the installation of different types of sound mitigation panels that might be available, to get a better sense of how much a project like this might cost. The Board also directed management to see if there are any local acoustical engineers or consultants who might be able to assist with providing options for the CHOA pickleball courts.

Item: East Pool UV System Replacement Discussion

The existing UV sanitation system at the East Pool is damaged the vendor is recommending it be either repaired or replaced with an upgraded, commercial-grade UV system (the current UV is residential-grade and only intended to be run for about 8 hours daily, per Picture Perfect Pools).

A motion was made and seconded to approve the proposal from Picture Perfect Pool Services to replace the existing UV sanitizing system at the East Pool with a commercial-grade Pentair Bioshield Pro UV Sanitization unit in the amount of \$16,787.22. **The motion carried.** Director Dixon opposed.

Item: Picture Perfect Pool Services 2026 Rate Increase

A motion was made and seconded to approve the 2026 rate increase for Picture Perfect Pool Services Inc. **The motion carried unanimously.**

Starting January 1st, 2026, the monthly rate for regular service of the three pools will increase from \$2,625 per month to \$2,717 per month.

Item: Smartwebs (Violation Management Software) 2026 Rate Increase

The Board discussed an upcoming rate increase for Smartwebs, the software used for to manage property violations and architectural applications. Smartwebs is increasing the rate from \$.12/door per month to \$.45/door per month, but is offering a two-year promotional rate of \$.25/door per month for 2026 and 2027. No action was taken at this time. The Board directed management to begin researching alternative options for managing violations and architectural applications.

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 8:47pm.

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 July 24th, 2025 and discussed an outstanding violation that was recently sent a request for Alternate Dispute Resolution (mediation) and approved having the Association's attorney send a Final Demand for Compliance along with a draft complaint should the mediation request not be received by its deadline; discussed the option of placing a lien against an owner's property for unpaid violation fines; and approved initiating non-judicial foreclosure for two properties that are currently in collections for non-payment of assessments – this resolution will be recorded in the August open session meeting minutes as required by Civil Code section 5705(c).

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.

MICHAEL KINDERT

Director's Name

M. Kindert

Signature

BOARD PRESIDENT

Office / Position

8.28.2025

Date