

COWELL HOMEOWNERS ASSOCIATION, INC.

Executive Session Board of Directors Meeting • Thursday, August 28th, 2025

BOARD MEETING MINUTES

Board Members Present	Mike Kindorf	President
	Ken Dixon	Vice President
	Brian Beckon	Secretary
	Edward Baluta	Treasurer
	Rebecca D'Lima	Director at Large
Others in Attendance	Bill Mazza of Common Interest Management Services Marnie Collier 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 5:48pm. It was determined that a quorum was present.

APPROVAL OF MINUTES

A motion was made and seconded to approve the minutes from the July 24th, 2025 Board of Directors Executive Session meeting. **The motion carried.** Director D'Lima abstained as she was not present at this meeting.

NEW BUSINESS / ACTION & DISCUSSION ITEMS

Item: CIMS 2026 Management Fee Discussion/Meeting with Marnie Collier

The Board met with Marnie Collier, Executive Vice President with Common Interest Management Services, to discuss the 2026 management fee. Common Interest is requesting a 5% increase from 2025. The Board indicated that the 2026 management fee would be confirmed at the upcoming 2026 budget meeting scheduled for September 4th, 2025.

Item: Disciplinary Hearing – 4394 N. Water Oak Ct (Paid Swim Lessons)

The owner of 4394 N. Water Oak Ct was called to a disciplinary hearing for the following violation:

- Offering private paid swimming lessons at the Association pools, including to non-residents

The owner, Anna Levin, was present, along with her daughter (who assisted with translating). Ms. Levin stated that she regularly provides unpaid lessons at the West Pool to family and friends, and denied that these were paid lessons to individuals she does not know. She also stated that her husband, Oleg, had recently provided unpaid lessons to students of the nearby Terrapins Swim Team at the Main Pool when their team was on break this summer. Mrs. Levin acknowledged that she understands and is aware that the Association's rules expressly prohibit paid swim lessons at the pools unless otherwise approved by the Board.

After deliberation and consideration of all evidence and documentation available, a motion was made and seconded to direct management to issue a letter to the owners of 4394 N. Water Oak Ct reiterating the Association's rules regarding paid lessons at the pools, reminding the owners that they acknowledged understanding of this rule, and warning that any future infraction will result in a hearing, fine, and a temporary loss of common area access. **The motion carried unanimously.**

Item: Disciplinary Hearing – 4400 Shellbark Ct (Front Yard Landscaping)

The owner of 4400 Shellbark Ct was called to a disciplinary hearing for the following violation:

- Weeds visible in front yard and side yard landscaping (along N. Lawin Ave)

The owner was not present for this meeting.

After deliberation and consideration of all evidence and documentation available, a motion was made

and seconded to impose a fine of \$50.00 effective immediately, and to schedule a follow-up hearing at the September Executive Session meeting where a fine of \$100.00 may be imposed if the violation remains uncorrected. **The motion carried unanimously.** The Board indicated that it would like this hearing results letter to advise the owner that if the landscaping issue is not corrected in a timely manner, the Board will engage legal counsel for assistance in obtaining compliance and that the owner will be responsible for any legal fees incurred as a result of their non-compliance.

Item: Disciplinary Hearing – 4400 Weeping Spruce Ct (Motorized bikes/E-Bikes)

The owner of 4400 Weeping Spruce Ct was called to a disciplinary hearing for the following violation:

- Resident riding a motorized or electronic bike through the Common Areas

The owner was not present for this meeting.

After deliberation and consideration of all evidence and documentation available, a motion was made and seconded to impose a fine of \$50.00 effective immediately, and to revoke the owner's common area access privileges through September 30th, 2025. **The motion carried unanimously.** Management will disable all key fobs associated with this unit until October 1st, 2025.

Item: 2025 & 2026 Working hours for Events Coordinator

Previously the Board had approved 300 working hours for HOA Events Coordinator, Gloria Birch, for 2025. Events Coordinator Birch is requesting an additional 50 hours for 2025. A motion was made and seconded to increase the total approved Events Coordinator working hours to 350 for 2025. **The motion carried unanimously.**

MOTION TO ADJOURN

There being no further business and no objections, a motion was unanimously carried to adjourn the meeting at 6:58pm.

BOARD CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners Association, Inc. Executive Session Board of Directors meeting as approved by the attending Directors.

M. KINDORF
Director's Name

M. Kindorf
Signature

BOARD PRESIDENT
Office / Position

B. 9.25.2025
Date