

# COWELL HOMEOWNERS ASSOCIATION, INC.

Open Session Board of Directors Meeting • Thursday, January 22<sup>nd</sup>, 2026

## BOARD MEETING MINUTES

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<b>Board Members Present</b>	Mike Kindorf Ken Dixon Brian Beckon Edward Baluta Alap Dave Rebecca D'Lima Mike Liebe	President Vice President Secretary Treasurer Director at Large Director at Large 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 7:05pm. 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 December 4<sup>th</sup>, 2025 Board of Directors meeting. **The motion carried.** Director Dave 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 and Events Committee meeting and upcoming events preparations.

### TREASURER'S REPORT & FINANCIAL REVIEW

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

The Treasurer's Report was provided to the Board.

#### **Item: Financials as of December 2025**

The Board received and reviewed the Association's financials dated December 31<sup>st</sup>, 2025.

### NEW BUSINESS / ACTION & DISCUSSION ITEMS

#### **Item: 2026 Events Petty Cash Funds Transfer**

A motion was made and seconded to approve a transfer in the amount of \$5,000.00 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: 4412 Water Oak Ct (Partial Roof Replacement) Architectural Application Appeal**

The owner of 4412 Water Oak Ct replaced a portion of their roof without obtaining approval from the Association. After an initial hearing, they submitted an architectural application for this work, which was denied because the shingles were not HOA approved and two different roofing materials would be visible on the residence. The owner then submitted a revised architectural application proposing to cover the unapproved shingles with steel tiles intended to match the existing roof as closely as possible (the existing tile is no longer being manufactured, so the owner would not be able to obtain a perfect match). This application was denied by the Architectural Committee as they preferred that the Board make a final decision, so the application was appealed to the Board of Directors for reconsideration.

A motion was made and seconded to approve the architectural application for 4412 Water Oak Ct, proposing to cover the exposed asphalt shingles with steel tiles intended to match the existing roof tiles as closely as possible. **The motion carried unanimously.**

The Board indicated to the General Manager that this particular steel tile is not to be added to the Association's list of pre-approved roofing materials at this time.

**Item: 2026 Pool Heating Schedule**

A motion was made and seconded to fire up the Main Pool heaters no later than Friday, February 27<sup>th</sup>, 2026 in preparation for the Swim Team's Spring Clinic scheduled to start on Monday, March 2<sup>nd</sup>, and to authorize the General Manager to turn on the East and West Pool heaters in April, no later than April 17<sup>th</sup>, pending weather. **The motion carried unanimously.**

**Item: Water Aerobics / Aquafit 2026 Schedule**

A motion was made and seconded to approve the weekly Water Aerobics classes (currently taking place on Monday, Wednesday, Friday, and Saturday mornings) to use the Main Pool beginning March 2<sup>nd</sup>, 2026 and then to return to the East Pool when that heater is turned on for the 2026 swim season. **The motion carried unanimously.**

**Item: 4411 Weeping Spruce Ct Architectural Application Appeal (Painted Driveway)**

The owner of 4411 Weeping Spruce Ct painted over their concrete driveway using a light blue color without first obtaining approval from the Association. After being issued a violation letter for this infraction, the owner submitted an architectural application proposing to repaint over the driveway in a neutral color similar to untreated concrete, matching several other driveways on their street. This application was denied by the Architectural Committee because the HOA's rules prohibit painted concrete for use in driveways, and the application was appealed to the Board of Directors for reconsideration.

When submitting this application for review, the owner had mentioned that removal of the paint would be difficult, even with a pressure washer. He submitted a picture of his attempt using a pressure washer for a small section of the driveway, showing it was unsuccessful in removing all of the paint. Completely restoring the driveway back to its original condition would likely mean removing and replacing all concrete in the front yard.

In reviewing this appeal, the Board also discussed the Association's current rule prohibiting painted driveways. When originally discussing this application, the Architectural Committee unanimously agreed that it had no issue with painted driveways so long as a standard, neutral "concrete" color was used. The Board also discussed the fact that there were likely many unapproved painted driveways throughout the Association, most going unnoticed due to neutral coloring, and that denying this application and requiring the owner to restore the driveway might then mean having to take action against numerous other homeowners who have performed a similar modification without first obtaining approval, which would be costly for both the Association and the impacted homeowners.

After careful consideration of all information available, a motion was made and seconded to approve the architectural application for 4411 Weeping Spruce Ct, proposing to paint over their light-blue painted driveway with a neutral concrete color. **The motion carried unanimously.**

The Board indicated that approval of this application is not changing any official Association policy at this time, but that it would like to modify the rules to permit neutral-colored painted driveways when the HOA rules revision project is underway.

**Item: Main Pool Rebuild Project – Main Entry Ramp & Pine Tree Removal**

A significant portion of the upcoming Main Pool rebuild project will include ADA upgrades required for code compliance. One large part of that is the entry ramp from Lawson Ct, which will need to be rebuilt to allow for ADA access. A mature Aleppo Pine tree (tag #295) is currently located right where this new ramp would need to be installed.

A motion was made and seconded to remove the Aleppo Pine tree (tag #295) as part of the Main Pool rebuild project, to allow for the new ADA-compliant ramp that will be required for entry onto the

pool deck. **The motion carried unanimously.**

**Item: Main Pool Rebuild Project – Wading Pool ADA Modifications**

The small wading pool will need to be modified for ADA-compliance, and due to its size, a sloped entry is the only feasible design option. Avelar presented the Board with drawings for reconfiguring the wading pool into a 10' x 10' square, with a 8' sloped entry ramp on the south side of the pool.

A motion was made and seconded to approve reconfiguring the wading pool into a 10' x 10' square with an 8' sloped entry, provided that the entire pool and entry ramp are moved several feet closer to the east pool fence. **The motion carried unanimously.**

The Board also discussed the possibility of removing the wading pool entirely, and directed the GM to discuss this option with Avelar and to obtain a rough estimate of cost savings were the wading pool to be removed and the area paved over.

**Item: Main Pool Rebuild Project – Pump Room Storage Waterproofing**

A motion was made and seconded to approve a proposal from Avelar to design and prepare additional Construction Documents for the waterproofing of the storage room below the wood deck, adjacent to the pool equipment room in the amount of \$6,500.00. **The motion carried unanimously.**

**Item: Main Pool Rebuild Project – Planter Box/WCST Scoreboard Area**

The Board discussed options for better utilizing the planter box located near the retaining wall and steps leading to the elevated pool deck area along Lawson Ct. Currently its only practical use is to mount the Swim Team's new scoreboard system. In preparation for this meeting, the GM and the Swim Team President met and discussed options for this space that would allow it to be better utilized by CHOA residents while also still permitting the Swim Team scoreboard to be mounted in the same general manner. Coming out of this meeting, the GM created a proposed design for the Board to consider which includes leveling the dirt in the planter box flush with the adjacent elevated concrete deck area and raising the height of the walls surrounding the planter box to match the height of the retaining wall; the idea being this area can be turned into an extension of the elevated concrete portion of the pool deck.

A motion was made and seconded to approve the proposed design for reconfiguring the planter box as presented by the General Manager (and detailed above). **The motion carried unanimously.**

**Item: Main Pool Rebuild Project – Trellis/Shade Structure & Solar Panels**

The Board discussed an option for installing a trellis or shade structure over the elevated concrete portion of the pool deck (along Lawson Ct) and installing solar panels on top. This project would also require replacing all concrete in this elevated area and installing footings for the shade structure. Earlier in the month, Avelar had provided the Board with a rough order of magnitude pricing for this work.

The Board indicated that it is generally in favor of this project – especially given potential electricity bill savings with the solar panels offsetting the Clubhouse and pump room electrical use – but that due to the cost of the trellis, it might not be feasible to incorporate it as a part of the project this year. The Board confirmed it would like to move forward with the design process and to plan for, at a minimum, replacing the concrete in the elevated area and installing footings to prep for a trellis, but to make the final decision about the trellis (and solar panels) at a future date.

A motion was made and seconded to approve a proposal from Avelar to design and prepare additional Construction Documents for the trellis shade structure to support solar panels and the renovation of the associated concrete decking in the elevated pool deck area in the amount of \$9,250.00. **The motion carried unanimously.**

**Item: Main Pool Rebuild Project – Pool Deck Lights & Light Poles**

The Board discussed the light poles located within the pool deck, as this project would be the ideal time to move, replace, or remove any light poles in the area. A motion was made and seconded to delegate approval authority to move, replace, or remove any lights located on the pool deck as a part

of the Main Pool rebuild project to Directors Kindorf and Dixon. **The motion carried unanimously.**

**Item: Outstanding 2025 Reserve Account Transfers**

The November and December 2025 reserve transfers were not completed due to low funds in the Association's operating account. The Board discussed options for completing these transfers in a timely manner. A motion was made and seconded to approve a 12-month repayment plan for these two outstanding transfers (totaling \$96,319.66). **The motion carried unanimously.**

**Item: Winter 2026 Tree Care**

The Board reviewed proposals from two vendors for Winter 2026 tree care, based on a scope of work created by the Association's contracted arborist. A motion was made and seconded to approve the following proposals for Winter 2026 tree care:

- Tree West proposal #1211990 for greenbelt pruning in the amount of \$29,530.00
- Tree West proposal #1211987 for south slope pruning and removals in the amount of \$8,605.00
- Atlas Tree service proposal #1219822 for special pruning projects in the amount of \$1,560.00

**The motion carried unanimously.**

**Item: Lower Practice Court Chain Link Fence Repairs**

A motion was made and seconded to approve proposal #570101 from R&S Erection to replace damaged chain link fencing and hardware surrounding the lower basketball court and practice board in the amount of \$2,997.00. **The motion carried unanimously.**

**Item: Security Patrol Contract Discussion**

The Board discussed its current contract for security patrol services, considering its effectiveness and perceived benefits. The Board directed the GM to look into alternative options, including actively monitored security camera and alarm systems to be installed throughout the common area facilities and buildings.

**Item: Rules Enforcement & Violation Inspections Discussion (Continued)**

The Board directed the GM to explore options for having CHOA staff perform violation inspections, rather than a third-party vendor, and to present to the Board at a future meeting.

**Item: E-Bikes – Identification and Reward Discussion**

No action was taken on this item.

STANDING ITEMS

**Item: Rental Requests**

The following rental applications were approved by the General Manager per the Association's *Lot Rental Policy*, as we are currently under the 25% rental cap:

- 4410 Sugar Maple Ct
- 4413 Sugarland Ct

**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 9:57pm.


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 January 22<sup>nd</sup>, 2026 and held a disciplinary hearing for Common Area rules violations and behavioral issues at the Clubhouse; and discussed concerns with two tree care vendors who have performed work for the Association in the past, and who, moving forward, will no longer be involved in the bidding process.

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.

<u>M. KINDORF</u>	<u></u>
Director's Name	Signature
<u>BOARD PRESIDENT</u>	<u>2.26.26</u>
Office / Position	Date