

# CROWN COLONY

HOMEOWNERS ASSOCIATION

379 IMPERIAL WAY, DALY CITY, CA 94015-2503 • (650)756-8220 • FAX: (650)756-4323

BOARD OF DIRECTORS' MEETING AGENDA

NOVEMBER 17, 2021

**VIA ZOOM CLOUD MEETING APP WHICH YOU WILL NEED TO DOWNLOAD**

**IF PLANNING TO JOIN IN - CALL THE HOA OFFICE BY 12:00PM ON 11/16/2021 TO OBTAIN LOG IN INFO**

1. **Executive Session - CLOSED MEETING (EXCEPT FOR INVITED PARTICIPANTS) . . . . . 12:30pm**
  - a. Request to Install a Washer & Dryer - 391 Mandarin Dr.
  - b. Request to Install a Washer & Dryer - 383 Mandarin Dr.
  - c. Reimbursement Assessment Levy - 391 Mandarin Dr.
  - d. Authorization to Record Notice of Default for TS #21190
  
2. **Open Forum - (Questions to be submitted to HOA Office by 12:00pm on 11/16/2021 and will be addressed by the Board at the start of the Regular Open Meeting)**
  
3. **Call to Order - Regular Open Meeting. . . . . 1:00pm**
  
4. **Introduction of Board Members and Management Company**
  
5. **Approval of Minutes of October 20, 2021**
  
6. **Acceptance of Reports**
  - a. Managing Agent's Report
  - b. Financial Report Recap/Bank Reconciliations/Delinquency Reports (Oct 2021)
  
7. **Unfinished Business**
  - a. Ratification of Window and Sliding Door Installations
  - b. Ratification of Change Order #002 - Cagwin & Dorward - Line #9915
  - c. Ratification of Proposal from Transbay Elevator Co. - Line #9905
  
8. **New Business**
  - a. Appointment of Inspector of Elections
  - b. Time, Date and Place of 42<sup>nd</sup> Annual Meeting
  - c. Deadline for Accepting Nominations and Candidate Statement Guidelines
  - d. Set Date of Record for Voting
  - e. Semi Annual Carpet Cleaning - PRS Restoration Services - Line #5190
  - f. Authorization to Record Notice of Delinquent Assessment for APN #101-080-330
  
9. **Announcement of Decisions Made in Executive Session - 10/20/2021**
  
10. **Time, Date and Place of next Regularly Scheduled Meeting - 1/19/22**
11. **Adjournment**

(Times Approximate)