

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

May 18, 2017

The meeting was called to order by President, Rick Crump at 6:45pm in the Crown Colony Clubhouse.

Present:

Mr. Rick Crump, President, Ms. Rose Barrios, Treasurer, Ms. Alaina Difuntorum, Secretary and Mr. James Henry, Member

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Absent:

Mr. Patrick Conway, Vice President

Open Forum:

Mr. Dave Matthews addressed the Board with concerns about the carpet cleaning notices that were posted on doors, the surplus balance and the upcoming asphalt repairs on Half Moon Lane. The Board answered his concerns accordingly.

Mr. Eric Christensen and Mr. Wayne Walker addressed the Board with suggested parking rule changes and expressed their concern with the current visitor parking situation and that they would like to see changes made to alleviate the current parking problem. Discussion ensued and the Board thanked them for their ideas and said more information regarding the new proposed parking structure would be coming soon and any revisions to the parking rules will also be looked into.

Executive Session:

The Board discussed violations and authorization to record Notice of Default and made its decisions accordingly.

Reading, Correcting and Approving Minutes:

The minutes of April 20, 2017 and Joint Board & Budget Meeting of April 20, 2017 were approved as written.

Giving and Acceptance of Reports:

Managing Agent's Report: The Board acknowledged receipt of the report, which they previously received.

Financial Statement Ending April 30, 2017: The Board acknowledged receipt of the financial statement ending April 30, 2017 as prepared by Bautista & Co., which reflects a monthly surplus of \$24,928, an ending cash balance of \$1,693,697 and total investments of \$1,483,051, which is designated to reserves.

The Board acknowledged receipt and its review of the bank reconciliations and the delinquency reports as prepared by Bautista & Co. and Sunrise Assessment Services (Delinquency Report only).

Unfinished Business:

Ratification of Proposal from Master Plumbing for 2 Back Flow Installations - Line #9913 - Master Plumbing: Mr. Crump said the Board needs to ratify the proposal from Master Plumbing to replace 2 back flow valves that failed during the annual back flow inspection for a total cost of \$4,400. Ms. Barrios made a motion that was seconded by Ms. Difuntorum and unanimously carried to ratify the proposal for a cost of \$4,400 to be funded from line #9913.

Ratification of Proposal from Cagwin & Dorward - Line #9913: Mr. Crump said the Board needs to ratify the proposal from Cagwin & Dorward to replace the malfunctioning irrigation equipment for a cost of \$5,664.

Ms. Difuntorum made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposal from Cagwin & Dorward for a cost of \$5,664 to be funded from line #9913.

New Business:

Management Company Renewal Proposal - Common Interest Management Services - Line #5030: Mr. Crump said Common Interest Management Services submitted the management company renewal proposal for a cost of \$16,689 per month or \$200,268 annually which represents a 2% increase from last year's cost.

Ms. Difuntorum made a motion that was seconded by Ms. Barrios and unanimously carried to approve the renewal proposal from Common Interest Management Services for an annual cost of \$200,268 annually to be funded from line #5030.

Building & Maintenance Transmittal #1 - Janitorial Service - Custom Maintenance - Line #5192: The Committee recommends approval of the proposal from Custom Maintenance to perform the janitorial services for a cost of \$14,200 per month or \$170,400 annually which reflects a \$560 per month increase over last year's contract.

Ms. Difuntorum made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Custom Maintenance for an annual cost of \$170,400 to be funded from line #5192.

Building & Maintenance Transmittal #2 - Compactor Service - Case Compactor - Line #5420: The Committee recommends approval of the proposal from Case Compactors to perform the garbage compacting service 3 days a week (excludes Saturday) for a monthly cost of \$13,550 or an annual cost of \$162,600 plus 7 billed holidays at \$1,021 each for a total of \$7,147 for an annual cost of \$169,747 effective July 1, 2017.

Ms. Barrios made a motion that was seconded by Ms. Difuntorum and unanimously carried to approve the renewal proposal from Case Compactors for an annual cost of \$169,747 for 2017-18 to be funded from line #5420.

Building & Maintenance Transmittal #3 - Elevator Service - Line 5110: The Committee recommends approval of the proposal from Transbay Elevator Corp. to provide inspection and lubrication service on 14 elevators for a cost of \$1,260 per month or \$15,120 annually for July 1, 2017 through June 30, 2018 which represents no increase from last year's contract.

Ms. Difuntorum made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Transbay Elevator Corp. for an annual cost of \$15,120 to be funded from line #5110.

Building & Maintenance Transmittal #4 - Landscaping Service Contract: The Committee recommends approval of the proposal from Cagwin & Dorward to perform the landscaping maintenance services for a cost of \$9,129 per month or \$109,548 annually which represents no increase from last year's cost.

Ms. Barrios made a motion that was seconded by Ms. Difuntorum and unanimously carried to

approve the proposal from Cagwin & Dorward for an annual cost of \$109,548 to be funded from line #5140.

Building & Maintenance Transmittal #5 - Pest Control Contract: The Committee recommends approval of the pest control contract with Alert Pest Control for a cost of \$580 per month or \$6,960 annually which reflects a \$15 per month increase from last year's cost.

Ms. Barrios made a motion that was seconded by Ms. Difuntorum and unanimously carried to approve the proposal from Alert Pest Control for an annual cost of \$6,960 to be funded from line #5160.

Building & Maintenance Transmittal #6 - Accounting Services Contract - Bautista & Co. - Line #5001: The Committee recommends approval of the renewal proposal for the accounting services effective July 1, 2017 through June 30, 2018 for a cost of \$3,675 per month or \$44,100 annually which represents a \$75 per month increase from last year's cost.

Ms. Difuntorum made a motion that was seconded by Ms. Barrios and unanimously carried to approve the renewal proposal from Bautista & Co. to provide the accounting services for a cost of \$3,675 per month or \$44,100 annually for 2017-2018 to be funded from line #5001.

Building & Maintenance Transmittal #7 - Pool/Spa Contract - Azure Pool Service - Line #5170: The Committee recommends approval of the proposal from Azure Pool Service to do a complete chemical test and equipment inspection one day a week on the pools and spas and to make adjustments to equipment for a monthly cost of \$220 per month or \$2,640 per year which represents a \$20 per month increase from last year's cost.

Ms. Difuntorum made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Azure Pool Service for a cost of \$220 per month or \$2,640 annually to be funded from line #5170.

Sales & Leasing Office Renewal Contract - Crown Colony Properties: Mr. Crump said Crown Colony Properties submitted their renewal agreement for the sales and rental office which reflects a commission of \$200 for the Association for each closed sale side and \$100 for each rental effective for one year beginning July 1, 2017.

Ms. Difuntorum made a motion that was seconded by Ms. Barrios and unanimously carried to approve the renewal agreement from Crown Colony Properties as presented, effective for one year starting July 1, 2017.

Renewal Proposal from Pro-Sweep - Line #5145: Mr. Crump said Pro-Sweep submitted a proposal to provide sweeping services on the roads twice a month for a cost of \$672 per month.

Ms. Difuntorum made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Pro-Sweep for a cost of \$672 per month to be funded from line #5145.

Authorization to Proceed with Recording Notice of Delinquent Assessments: Ms. Difuntorum made a motion that was seconded by Ms. Barrios and unanimously carried to authorize Sunrise Assessment Services to record Notice of Delinquent Assessments for APN# 101-140-060.

Announcement of Decisions Made in Executive Session at the April 20, 2017 meeting:

Request to install Washer/Dryer - 373 Half Moon Lane: Ms. Difuntorum made a motion that was seconded by Mr. Conway and unanimously carried to approve the installation of a washer/dryer at 373 Half Moon Lane contingent upon the stipulations be followed in the washer and dryer agreement signed by all parties.

Wrong-Way Driving Violation - 370 Imperial Way: Mr. Henry made a motion that was seconded by Ms. Difuntorum and unanimously carried to assess this unit \$100 for the wrong-way driving violation since it is a safety hazard.

Balcony Violation - 395 Imperial Way: Mr. Conway made a motion that was seconded by Ms.

Difuntorum and unanimously carried to assess this unit \$50 for the balcony violation since it is an infraction of the Architectural Do's and Don'ts.

Authorization for Sunrise to Publish Notice of Defaults for TS# 19701, 19702, 19720, 19721:
Ms. Difuntorum made a motion that was seconded by Mr. Conway and unanimously carried to authorize Sunrise Assessment Services to publish Notice of Default for the TS#s listed.

Adjournment:

There being no further business to come before the Board, the Regular Meeting adjourned at 7:30pm.