

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

August 17, 2017

The meeting was called to order by Vice President, Patrick Conway at 5:50pm in the Clubhouse and Mr. John Uhl and Mr. Chris Palmer of Risk Strategies met with the Board to discuss the insurance renewal for 2017-2018.

Present:

Ms. Rose Barrios, Treasurer, Mr. Patrick Conway, Vice President and Ms. Alaina Bevis, Secretary

Also Present:

Ms. Rita Nicolas of Common Interest Management Services

Absent:

Mr. Rick Crump, President

Open Forum:

An owner from 391 Mandarin Dr. expressed her concern to the Board regarding people jumping over lower gate, many people at the pool that appeared to not live here and the reason that the guards do not stop people walking in and why has the visitor's gate arm been up for so long. Ms. Nicolas replied to all of the owner's concerns and suggested to the owner to call the front gate when she observes suspicious activity. The Board thanked her for attending.

Executive Session:

The Board reviewed and discussed a request to install a washer and dryer, violations and authorization forms from Sunrise Collection Services and made its decisions accordingly.

Reading, Correcting and Approving Minutes:

The minutes of July 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 July 31, 2017: The Board acknowledged receipt of the financial statement ending July 31, 2017 as prepared by Bautista & Co. which reflects a monthly surplus of \$9,483 an ending cash balance of \$1,802,471 and total investments of \$1,607,227 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 Window and Door Installations: Mr. Conway said the Board needs to ratify the installation windows and doors at 391 Mandarin Dr. #209, 381 Half Moon Lane #315 and 397 Imperial Way #303.

Mr. Conway made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the installation of windows and sliding glass doors at the units listed.

Ratification of Washer/Dryer Installation at 368 Imperial Way #327: Mr. Conway said the Board needs to ratify the washer and dryer installation at 368 Imperial Way #327.

Mr. Conway made a motion that was seconded by Ms. Barrios and unanimously carried to ratify

the washer and dryer installation at 368 Imperial Way #327 contingent upon the owner submitting the agreement and following the guidelines.

Ratification of Proposals from Ideal Landscaping - Line #9998 and #9711: Mr. Conway said the Board needs to ratify the proposals from Ideal Landscaping to replace the concrete and wood enclosure around the spa pump at the clubhouse for a cost of \$6,815 and to replace the concrete steps and reroute the clean out pipe at the entrance to bldg. 6 unit #11 for a cost of \$5,845.

Mr. Conway made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposals from Ideal Landscape to be funded from line #9998 and #9711.

New Business:

Insurance Package Renewal for 2017-2018 - Risk Strategies: Mr. Conway said John Uhl and Chris Palmer, of UPA Insurance Brokers, met with the Board during its pre-Board work study session this evening and explained the proposal for the insurance quotes for 2017-2018. He said Risk Strategies is recommending the 2017-2018 proposal for a total package cost of \$275,864 which represents a small increase from the previous year.

Mr. Conway made a motion that was seconded by Ms. Bevis and unanimously carried to approve the insurance proposal for a total cost of \$275,864 effective September 27, 2017 to be funded from line #5020.

Proposal from Pacific Nursery for In-fill Plants - Line #9915: Mr. Conway said Pacific Nursery submitted a proposal for \$8371.97 for the in-fill planting costs which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Mr. Conway and unanimously carried to approve the proposal from Pacific Nursery for a cost of \$8,371.97 to be funded from line #9915.

Proposal from Cagwin & Dorward for the Additional In-fill Planting Labor Costs - Line #9915: Mr. Conway said Cagwin & Dorward submitted a proposal for the labor for the additional in-fill planting for a cost of \$2,400 which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Mr. Conway and unanimously carried to approve the proposal for a cost of \$2,400 to be funded from line #9915.

Proposal from Cagwin & Dorward to Replace the Weather-Trak Controller at Bldg. 17 - Line #9912: Mr. Conway said Cagwin & Dorward submitted a proposal for \$3,595 to replace the Weather-Trak at bldg. 17 which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Mr. Conway and unanimously carried to approve the proposal from Cagwin & Dorward for a total cost of \$3,595 to be funded from line #9912.

Proposal from Cagwin & Dorward for a Walkway Near the Pond at Bldg. 7 - Line #9998: Mr. Conway said Cagwin & Dorward submitted a proposal for \$4,930 to put in a walkway near the pond at bldg. 7 going towards the dog park which needs to be approved by the Board.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Cagwin & Dorward for a cost of \$4,930 to be funded from line #9998.

Authorization for Sunrise to Record a Lien for APN#s 101-080-330, 101-090-420: Mr. Conway said the Board needs to approve the authorization forms for Sunrise to proceed with recording a lien for APN#s 101-080-330, 101-090-420.

Mr. Conway made a motion that was seconded by Ms. Bevis and unanimously carried to authorize Sunrise Assessment Services to proceed with recording a lien for the APN#s listed.

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

Request for Approval of a Service Dog - 368 Imperial Way: Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to approve the service dog request contingent upon

the owner following the current pet rules.

Balcony Violation - 371 Imperial Way: Ms. Bevis made a motion that was seconded by Ms. Barrios 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.

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Parking Space Violation - 355 Half Moon Lane: Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to not assess this unit \$50 for the parking space violation contingent that the violation has been corrected.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Conway announced the next Regularly Scheduled Meeting will be held on Thursday, September 21, 2017 at 6:45pm for Open Forum and 7:00pm for the Regular Meeting.

Adjournment:

There being no further business to come before the Board, the Regular Meeting adjourned at 7:25pm.