

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

October 5, 2017

The meeting was called to order by President, Rick Crump at 5:50pm. Mr. Crump said that due to the fire in the clubhouse, the meeting date was postponed from the September 21, 2017 meeting date to October 5, 2017. He said the Board needs to appoint Mary Slade to the vacant seat on the Board, but that she could not be present at this meeting. The Board agreed by consensus to appoint Ms. Slade to the vacant seat.

Present:

Mr. Rick Crump, President, Ms. Rose Barrios, Treasurer, Mr. Patrick Conway, Vice President and Ms. Alain Bevis, Secretary

Also Present:

Ms. Rita Nicolas of Common Interest Management Services

Executive Session:

The Board reviewed and discussed A Request to Address the Board by an Owner, a Towing Charge Appeal, Violations and Authorization Forms from Sunrise Collection Services and made its decisions accordingly.

Open Forum:

Mr. Fairchild, of bldg. 23 addressed the Board regarding people parking in the red zones late at night which can cause a problem if an emergency occurs and he is very concerned. Mr. Fairchild was advised to contact the front gate when he observes this as red zone violators are automatic tow outs. The Board thanked Mr. Fairchild for attending the Open Forum.

Mr. Joel Weddington, of bldg. 20 addressed the Board regarding the assigned parking spaces and how many residents are not using their assigned spaces which can create a problem with the short amount of visitor parking spaces and said he would like to see residents asked to use their parking spaces rather than leaving their space open in the garages. Mr. Crump thanked Mr. Weddington for attending the Open Forum.

Ms. Heidi Hapin, of bldg. 6 addressed the Board regarding the issue of barking dogs and how she experienced several hours of listening to a dog bark across from her building and asked what are the steps to take to stop this from happening. Ms. Hapin was advised of the Grievance process and that a letter will be sent to the owner and if this continues, fines will be levied and those fines can increase. Mr. Crump thanked Mr. Hapin for attending the meeting.

Ms. Portocarrero addressed the Board of a problem with mold that she is experiencing in her unit and she asked why exhaust fans are not installed in the units. Mr. Crump explained the reasons and she was also advised to call PRS Restoration to inquire how they might be able to help her with her mold problem. Mr. Crump thank Ms. Portocarrero for attending the meeting.

Mr. Matthews of bldg. 5 inquired to the Board the status of the parking garage. Mr. Crump said information is still being gathered and once everything is obtained, it will go out to the owners. Mr. Crump thanked Mr. Matthews for attending the meeting.

Reading, Correcting and Approving Minutes:

The minutes of August 17, 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 August 31, 2016: The Board acknowledged receipt of the financial statement ending August 31, 2017 as prepared by Bautista & Co. which reflects a monthly deficit of \$6,752, an ending cash balance of \$1,847,110 and total investments of \$1,625,853 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 Sliding Door Installations: Mr. Crump said the Board needs to ratify the installation of windows and sliding doors at 391 Mandarin Dr. #109, 397 Imperial Way #237, 376 Imperial Way #107, 397 Imperial Way #107, 397 Imperial Way #207 and 368 Imperial Way #207.

Ms. Barrios 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 Change Order from Urban Bros. for Exterior Painting Proposal - Line #9930: Mr. Crump said the Board needs to ratify the Change Order from Urban Bros. Painting for the Exterior Painting Proposal for a cost of \$14,500 over a 4 year period for the revision of the paint specifications from Saylor, Inc.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the change order from Urban Bros. Painting for a total cost of \$14,500 to be funded from line #9930.

Ratification of Proposal from Transbay Elevator Co. for Elevator 5 Year Load Test on the Elevators at Bldg. 2 & 17 - Line #9906: Mr. Crump said the Board needs to ratify the proposal from Transbay Elevator Co. for \$2,960 to perform the 5 year load test at the elevators in bldg. 2 & 17.

Mr. Conway made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal for \$2,960 to be funded from line #9906.

New Business:

Approval of 2015-2016 Audit - John Takemoto & Co.: Mr. Crump said the Board needs to approve the Audit that was prepared by John Takemoto & Co.

Mr. Conway made a motion that was seconded by Ms. Barrios and unanimously carried to approve the 2016-2017 audit as presented by John Takemoto & Co.

Reserve Study Update Proposal - John D. Beatty & Co. - Line #9983 & #9984: Mr. Crump said John D. Beatty & Co. submitted a proposal for \$2,960 to prepare the reserve study inspection and update which needs to be approved by the Board.

Mr. Conway made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from John D. Beatty & Co. for a cost of \$2,960 to be funded from line #9983 & #9984.

Fire Alarm Testing Renewal Proposal - Pacific Signaling - Line #5120: Mr. Crump said Pacific Signaling submitted a proposal for the fire alarm testing for a cost of \$665 per month which represents no increase from last years cost and needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal proposal for an annual cost of \$7,980 to be funded from line #5120.

Window Washing Renewal Proposal - CityWide Building Services - Line #5180: Mr. Crump said Excellent Window Company submitted a proposal for the window cleaning for an annual cost of \$6,800 which represents no increase from last year's cost 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 Excellent Window Co. for an annual cost of \$6,800 to be funded from line #5180.

Authorization for Sunrise to Record a Lien for APN#s 101-140-060 and 101-160-060: Mr. Crump

said the Board needs to approve the authorization forms from Sunrise to proceed with recording liens for APN#s 101-140-060 and 101-160-060.

Mr. Conway made a motion that was seconded by Ms. Barrios 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 August 17, 2016 meeting:

Request to Install a Washer/Dryer - 375 Mandarin Dr.: Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to approve the installation of a washer and dryer at this unit contingent upon the owner using a licensed contractor, having the adequate liability insurance and providing the HOA a signed copy of the Washer and Dryer Installation Agreement.

Oversized Pet Violation - 391 Mandarin Dr.: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to grant the owner's request to approve his emotional support dog Lilly, contingent upon the owner following the pet rules and agreeing to the stipulations in the approval letter which will be sent to him.

Balcony Violation - 375 Mandarin Dr.: 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.

Balcony Violation - 377 Mandarin Dr.: 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.

Authorization for Sunrise to Publish Notice of Defaults for TS# 19827, 19828: Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to authorize Sunrise Assessment Services to publish a Notice of Default for the TS#s listed.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Thursday, November 16, 2017 at 6:45pm for Open Forum and 7:00pm for the Regular Meeting and that no meeting will be held in October.

Adjournment:

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