

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

November 16, 2017

The meeting was called to order by President, Rick Crump at 6:10pm in the Clubhouse. He announced that Patrick Conway, Vice President, resigned from the Board of Directors due to work related reasons.

Present:

Mr. Rick Crump, President, Ms. Alaina Bevis, Secretary, Ms. Rose Barrios, Treasurer and Ms. Mary Slade, Member.

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Executive Session:

The Board reviewed and discussed a request for approval of a support dog, request to install a washer and dryer and violations and made its decisions accordingly.

Open Forum:

Mr. Joel Weddington of Bldg. 20 addressed the Board regarding converting the loft in his unit to a bedroom and asked if there were any requirements for him to do prior to doing this. Mr. Crump said that there wasn't any, but that he should submit the plans for this work to the HOA for review prior to doing any renovation. Mr. Crump thanked Mr. Weddington for attending.

Mr. Dave Matthews addressed the Board regarding the Board considering adding earthquake insurance to its HOA policy rather than building a parking garage. He also asked if there were any invoices relating to the fire and that he requested copies of anything the HOA had. Mr. Crump advised Mr. Matthews that the HOA was only required to pay the \$5,000 deductible and that any other proposals relating to the renovation of the clubhouse was being sent from the contractor directly to the insurance company. Mr. Matthews also commented that the HOA office should not be working in the clubhouse due to the smoke still lingering. Mr. Crump said the office has been cleared to be able to continue working in there. Mr. Crump thanked Mr. Matthews for attending.

Reading, Correcting and Approving Minutes:

The minutes of October 5, 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 September 30, 2017: Mr. Crump acknowledged receipt of the Financial Statement ending September 30, 2017 as prepared by Bautista & Co. which reflects a monthly surplus of \$570, an ending cash balance of \$1,825,791 and total investments of \$1,618,969 which is designated to reserves.

Financial Statement Ending October 31, 2017: The Board acknowledged receipt of the financial statement ending October 31, 2017 as prepared by Bautista & Co. which reflects a monthly surplus of \$30,628, an ending cash balance of \$1,711,264 and total investments of \$1,482,613 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 Installation: Mr. Crump said the Board needs to ratify the installation of windows and doors at 397 Imperial Way #305, 397 Imperial Way #109 and 368 Imperial Way #137.

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

Ratification of Proposal from PRG Construction for Dry Rot Repairs at Bldg. 14 - Line #9703:

Mr. Crump said the Board needs to ratify the proposal from PRG Construction for \$6,400 to make repairs to the dry rot at bldg. 14 after the painting was completed.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from PRS Construction for a cost of \$6,400 to be funded from line #9703.

Ratification of Proposal for Tree Removal - Arborwell - Line #9914: Mr. Crump said Arborwell submitted a proposal for \$2,700 to remove the tree behind bldg. 3 due to safety reasons which needs to be ratified by the Board.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposal from Arborwell for a cost of \$2,700 to be funded from line #9914.

Ratification of Proposal from Smith & Associates to Prepare Parking Space Appraisal - Line #9705:

Mr. Crump said Smith & Associates submitted a proposal for \$7,500 to prepare a parking space appraisal for the proposed parking garage project which needs to be ratified by the Board.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal for a cost of \$7,500 to be funded from line #9705.

Ratification of Change Order #5 & #6 from Cagwin & Dorward - Lines #9913 & #9915:

Mr. Crump said Cagwin & Dorward submitted change orders #5 and #6 for \$3,165 and \$6,182 for additional work during the phase 6 planting which needs to be ratified by the Board.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to ratify the Change Orders from Cagwin & Dorward for a cost of \$3,165 and \$6,182 to be funded from lines #9913 & #9915.

Ratification of Proposal from Cagwin & Dorward to Replace Malfunctioning Weathertrak

Controller near Bldg. 20 - Line #9913: Mr. Crump said Cagwin & Dorward submitted a proposal for \$4,895 to replace the malfunctioning Weather Trak Controller near bldg. 20 which needs to be ratified by the Board.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from Cagwin & Dorward for a cost of \$4,895 to be funded from line #9913.

Ratification of Proposal from PRG Construction to Replace the Door Closures at all of the Garage Garbage Rooms per the Fire Dept. Request - Line #9971:

Mr. Crump said PRG Construction submitted a proposal for \$4,700 to install door closures on all of the garage garbage rooms doors per the fire dept. request which needs to be ratified by the Board.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposal from PRG Construction for a cost of \$4,700 to be funded from line #9971.

New Business:

Semi- Annual Carpet Cleaning Proposal - PRS Restoration - Line #5190: Mr. Crump said PRS Restoration submitted a proposal to clean the hallway carpets, inside walls and floors of the elevator cabs of the 3-story buildings including the stairs going to the roof of bldgs. 7 & 20 for a cost of \$10,559. He said the cleaning will exclude the clubhouse due to fire renovation repairs and the proposal needs to be approved by the Board.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from PRS Restoration for a cost of \$10,559 to be funded from line #5190.

Approval of Budget Committee Chairperson: Mr. Crump said he would be serving as chairperson of the Budget Committee which needs to be approved by the Board. He said that the meeting dates would be determined depending on the clubhouse renovation.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve Mr. Crump as the Budget Committee Chairperson.

Approval of Election Inspector for the 38th Annual Meeting: Mr. Crump said the Board needs to adopt a resolution appointing an Election Inspector for the 38th Annual Meeting. He said Rita Nicolas, an employee of the Management Company can be appointed as the Election Inspector. He said the inspector can designate someone believed to be equally qualified and without a conflict of interest in the event the inspector is unable to attend. The person appointed shall have the same duties as the inspector. The inspector may utilize the assistance of others to assist in the performance of their duties.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to adopt the resolution appointing Rita Nicolas the Election Inspector for the 38th Annual Meeting.

Approval of the 38th Annual Meeting Date, Time and Place and Approval of Deadline Date for Accepting Nominations: Mr. Crump said the 38th Annual Meeting is scheduled for Saturday, March 17, 2018 at the Gellert Park Clubhouse at 50 Wembley Dr., Daly City beginning at 11:00am. He also said the deadline date of Thursday January 25, 2018 has been set for nominations to be submitted for candidates for the Board of Directors and both of these need to be approved by the Board.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the date, time and place of the 38th Annual Meeting as presented and to approve the deadline date of January 25, 2018 at 5:00pm for submitting nominations.

Set Date of Record for Voting: Mr. Crump said the Board needs to set a Date of Record for owners to vote at the 38th Annual Meeting. The date that is suggested is February 15, 2018 since packets need to be mailed by the 16th of February.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to set the Record Date for owners to vote for February 15, 2018.

Announcement of Decisions Made in Executive Session at the October 5, 2017 Meeting:

Request from Homeowner to Address the Board of Directors - 397 Imperial Way: Mr. Crump said an owner addressed the Board regarding her concerns about feeling targeted with complaints about her balcony violations and her dog barking. He said she presented the Board with documentation that the Board would need to review and submit their input and that the HOA would send her the Board's response within a timely manner.

Towing Charge Appeal - 377 Mandarin Dr.: Mr. Crump said Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to deny the towing charge appeal since the Board cannot refund monies for a towing that was properly handled.

Patio Violation - 389 Half Moon Lane: Mr. Crump said Mr. Conway made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$50 for the patio violation since it is an infraction of the Architectural Do's and Don'ts.

Balcony Violation - 381 Half Moon Lane: Mr. Crump said Mr. Conway 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 to Proceed with Recording Notice of Defaults for TS#s 19856 & #19857: Mr. Crump said Ms. Bevis made a motion that was seconded by Mr. Conway and unanimously carried to authorize Sunrise Assessment Services to proceed with Recording Notice of Defaults 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, January 18, 2018 at 6:45pm for Open Forum and 7:00pm for the Regular Meeting. He said there is no regular meeting scheduled for December 2017.

Adjournment:

There being no further business to come before the Board, the Regular Meeting adjourned at 7:15 pm.