

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

January 18, 2018

The meeting was called to order by President, Rick Crump at 7:10pm. Mr. Crump announced that Ms. Sharon Singletary was appointed to the Board to fill the vacant seat.

Present:

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

Also Present:

Ms. Rita Nicolas of Common Interest Management Services

Executive Session:

The Board reviewed and discussed a reimbursable assessment appeal, a request for approval of a service dog, violations and authorization forms from Sunrise Assessment Services and made its decisions accordingly.

Open Forum:

Mr. Matthews expressed his concern regarding cats urinating under his front porch and if anything can be done to deter this. Ms. Nicolas said she sent a work order to the landscape company and is waiting for their response. Mr. Crump said they can most likely apply some type of deterrent to possibly stop this from happening but it would probably not be done until after the rains stop.

Reading, Correcting and Approving Minutes:

The minutes of November 16, 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 December 31, 2017: The Board acknowledged receipt of the financial statement ending December 31, 2017 as prepared by Bautista & Co. which reflects a monthly surplus of \$17,125, an ending cash balance of \$1,655,440 and total investments of \$1,425,555 which is designated to reserves.

Financial Statement Ending November 30, 2017: The Board acknowledged receipt of the financial statement ending November 30, 2017 as prepared by Bautista & Co. which reflects a monthly deficit of \$34,264, an ending cash balance of \$1,578,764 and total investments of \$1,384,458, 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. Crump said the Board needs to ratify the installation of windows and doors at 396 Imperial Way #109 and 399 Imperial Way #3.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the window and door installations at the units listed.

Ratification of Electric Fireplace Installation: Mr. Crump said the Board needs to ratify the electric fireplace installation at 371 Imperial Way #309.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to ratify the electric fireplace installation at the unit listed.

Ratification of Proposal from PRG Construction for Dry Rot Repairs at Bldg. 7 - Line #9703:

Mr. Crump said the Board needs to ratify the proposal from PRG Construction for dry rot Repairs at Bldg. 7 for a cost of \$33,850.

Ms. Singletary made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from PRG Construction for a cost of \$33,850 to be funded from line #9703.

Ratification of Proposal from PRS to Clean Hallway Fan Vents at bldgs. 7 & 14 - Line #9924:

Mr. Crump said the Board needs to ratify the proposal from PRS to clean the hallway vents at bldgs. 7 & 14 for a total cost of \$3,254 to be funded from lin #9924.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposal from PRS for a total cost of \$3,254 to be funded from line #9924.

Ratification of Tree Work Proposal from Arborwell for Tree Work Behind Bldgs. 26 & 27 - Line #9914:

Mr. Crump said the Board needs to ratify the proposal from Arborwell for tree work behind bldgs. 26 & 27 for a cost of \$13,050 that needs to be ratified by the Board.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to ratify the proposal from Arborwell for a cost of \$13,050 to be funded from line #9972.

Ratification of Proposals from Van Go Plumbing to Make the Necessary Repairs to the

Underground Sewer Pipe at Bldg. 13 - Line #9953: Mr. Crump said the Board needs to ratify the two proposals from Van Go plumbing to make the necessary sewer pipe repairs at bldg. 13 for a total cost of \$39,660.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposals from Van Go Plumbing for a total cost of \$39,660.

New Business:

Approval of Revision of Employee Handbook: Mr. Crump said the Board needs to approve the revised Employee Handbook that was prepared by MyOHR which is a part of the human resource and benefits departments for the employees at Crown Colony.

Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to approve the revised Employee Handbook as presented.

Authorization to Proceed with Recording Notice of Delinquent Assessments: Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to authorize Sunrise Assessment Services to record a Notice of Delinquent Assessments for APN#s 101-070-650, 101-140-060, 101-160-060, 101-210-510.

Announcement of Decisions Made in Executive Session at the November 16, 2017 meeting:

Request for Approval of Support Animal - 373 Half Moon Lane: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to approve the request for a support animal at this unit and that the resident must comply with all pet rules and that if the rules are not followed, the Board may rescind its decision.

Request to Install a Washer/Dryer - 372 Imperial Way: 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 following the washer and dryer installation guidelines.

Pet Behavior/Owner Control Violation: Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to not assess this unit since the dog barking issue has been resolved.

Wrong-Way Driving Violation - 374 Imperial Way: Mr. Crump said that Ms. Barrios made a motion

that was seconded by Ms. Bevis and unanimously carried to assess this unit \$100 for the wrong-way driving violation due to the safety hazard involved.

Balcony Violation - 395 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.

Balcony Violation - 376 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.

Balcony Violation - 373 Half Moon Lane: 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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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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Balcony Violation - 355 Half Moon Lane: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to table this violation until the January 18, 2018 meeting so a legal opinion can be obtained from the HOA's attorney since the owner of this unit is deceased.

Storage Locker Violation - 376 Imperial Way: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$50 for the storage locker violation since it is an infraction of the Architectural Do's and Don'ts.

Storage Locker 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 storage locker violation since it is an infraction of the Architectural Do's and Don'ts.

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Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Thursday, February 15, 2018 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 7:30pm.