

# CROWN COLONY HOMEOWNERS' ASSOCIATION

## BOARD OF DIRECTORS' MEETING

February 15, 2018

The Meeting was called to order by Mr. Crump at 6:15pm

### **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 the Violations and Authorization Forms from Sunrise Assessment Services and made its decisions accordingly.

### **Reading, Correcting and Approving Minutes:**

The minutes of January 18, 2018 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 January 31, 2018:** The Board acknowledged receipt of the financial statement ending January 31, 2018 as prepared by Bautista & Co. which reflects a monthly surplus of \$4,778, an ending cash balance of \$1,594,881 and total investments of \$1,447,267 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 Proposals from Ideal Landscaping for Asphalt Repairs - Line #9925 & #9927:** Mr. Crump said the Board needs to ratify the proposals from Ideal Landscape to repair the asphalt in Bldg. 3's garage for a cost of \$7,800 and to repair the asphalt on imperial Way for a cost of \$3,950 for a total cost of \$11,750.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposals from Ideal Landscape for a total cost of \$11,750 to be funded from lines #9925 & #9927.

### **New Business:**

**Proposals from Cagwin & Dorward Regarding Irrigation System - Lines #9913 & #9915:** Mr. Crump said Ideal Cagwin & Dorward submitted 3 proposals for the installation of drip line irrigation for Phases 1-3 of the landscape improvement plan for a cost of \$134,738, Installation of 4 fertigation systems for a cost of \$16,233 and an irrigation tune up for a cost of \$5,000 that need to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to approve the proposals from Cagwin & Dorward as presented to be funded from lines #9913 & #9915.

**Jettering of 2", 3" and 4" Lines - Line #5195:** Mr. Crump said Van Go Plumbing submitted a proposal for \$12,320 to rooter and jetter the 2", 3", & 4" lines in the garages of the 3-story buildings which 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 Van Go Plumbing for a cost of \$12,320 to be funded from line #5195.

**Proposal for Pine Beetle Treatment and Pest Management (IPM) - Line #9914:** Mr. Crump said Arborwell submitted 2 proposals for the pine beetle treatment for a cost of \$5,760.72 and pest management for a cost of \$4,120. He said Arborwell's proposals total \$9,880.72 which needs to be approved by the Board.

Ms. Singletary made a motion that was seconded by Ms. Bevis and unanimously carried to approve the proposals from Arborwell for \$9,880.72 to be funded from line #9914.

**Audit & Tax Preparation - John Takemoto & Co. - Line #5002:** Mr. Crump said John Takemoto & Co. submitted a proposal to prepare the audit and taxes for the Association year ending June 30, 2018 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 John Takemoto & Co. for a cost of \$4,850.

**Request to Add Contractor to Window and Door Installation Packets:** Mr. Crump said an owner is asking that a company called Window Station, Inc. be added to the Window and Door Installation Packet as he is looking to have them replace his window and door in his unit and they said they would like to be added to our contractor list.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to approve adding Window Station, Inc. to the contractors list for the door and window installation packets.

**Adoption of Resolution of IRS Ruling 70-604:** Mr. Crump said the Board needs to adopt the resolution for IRS Revenue Ruling 70-604. He said it is not necessary to put the revenue ruling on the ballot for the annual meeting this year.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the adoption of IRS Revenue Ruling 70-604 regarding excess income.

**Authorization for Sunrise Assessment Services to Proceed with Filing Notice of Delinquent Assessments:** Ms. Singletary made a motion that was seconded by Ms. Bevis and unanimously carried to authorize Sunrise to proceed with filing Notice of Delinquent assessments for APN#s 101-030-240, 101-080-490, 101-200-330.

## **Announcement of Decisions Made in Executive Session at the January 18, 2018 meeting:**

**Reimbursable Assessment Request: 361 Half Moon Lane:** Mr. Crump said Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to deny the request of a waiver of the reimbursable assessment for sheetrock repairs as these repairs were made satisfactorily.

**Request for Approval of Service Dog - 365 Half Moon Lane:** Mr. Crump said Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to grant the owner's request to approve her emotional support dog Luna contingent upon the owner following the pet rules and agreeing to the stipulations in the approval letter which will be sent to her. This approval is for Luna and if Luna is removed from the property, the owner must resubmit a request for approval of any future service dogs.

**Wrong-Way Driving Violation 371 Imperial Way:** Mr. Crump said 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.

as this is a violation of the parking rules.

**Patio Violation - 355 Half Moon Lane:** Mr. Crump said Ms. Bevis 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 - 373 Half Moon Lane - repeat:** Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to assess this unit \$100 for the repeat balcony violation since it is an infraction of the Architectural Do's and Don'ts.

**Patio Violation - 355 Half Moon Lane:** Mr. Crump said Ms. Difuntorum 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.

**Authorization for Sunrise to Proceed with Recording Notice of Defaults for TS#s 19948, 19949, 19950, 19966:** Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Bevis 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, April 19, 2018 at 5:45pm for Pre-Board Session, 6:15pm for Executive Session, 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 7:10pm.