

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

April 19, 2018

The meeting was called to order by President, Rick Crump at 6:15pm in the Clubhouse.

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.

Open Forum:

A resident from bldg. 20 addressed the Board regarding the locations of the fire hoses in her building and that they are on the other side of the fire door and not in her corridor. The Board explained that there are several fire hose cabinets on all 3 floors and that they are spaced out in all of the hallways.

Mr. Matthews expressed his concern regarding the IRS Ruling and why the vote did not go before the owners. Mr. Crump advised Mr. Matthews that the HOA received advice from its attorney and that the vote was addressed by the Board of Directors. He addressed other issues relating to ECHO, ADA and Davis Sterling.

Executive Session:

The Board reviewed and made its decisions accordingly for a request to approve an emotional support dog, an appeal for leak damage reimbursement charges, Violations, and the Authorization to Proceed with Recording Notice of Defaults by Sunrise Assessment Services.

Reading, Correcting and Approving Minutes:

The minutes of February 15, 2018 and the 38th Annual Meeting of March 17, 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 March 31, 2018: The Board acknowledged receipt of the financial statement ending March 31, 2018 as prepared by Bautista & Co., which reflects a monthly deficit of \$59,223, an ending cash balance of \$1,699,084 and total investments of \$1,467,870, 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:

Election of Board of Directors Officers: Mr. Crump said the Board needs to elect officers for the 2018-2019 term.

The Board agreed by consensus to appoint officers as follows: Mr. Rick Crump, President, Ms. Mary Slade, Vice President, Ms. Rose Barrios, Treasurer, Ms. Alaina Difuntorum, Secretary and Ms. Sharon Singletary, Member.

Ratification of Window and Door Installations: Mr. Crump said that the Board needs to ratify the installation of doors and windows at 371 Imperial Way #115, 397 Imperial Way #209, 397 Imperial Way #307, 397 Imperial Way #109, 376 Imperial Way #212.

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

Ratification of Proposal from Van Go Plumbing to Replace Underground Sewer Pipe at Bldg. 26 - Line #9953: Mr. Crump said the Board needs to ratify the proposal from Van Go Plumbing to make the necessary repairs to the underground sewer pipe at bldg. 26 for a cost of \$35,300.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from Van Go Plumbing for a total cost of \$35,300 to be funded from line #9953.

Ratification of Gutter Repairs in Various Locations - PRG Construction - Line #9947: Mr. Crump said the Board needs to ratify the proposal from PRG Construction for \$5,650 to make the necessary gutter repairs in various locations for a cost of \$5,650.

Ms. Singletary made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from PRG Construction for a total cost of \$5,650 to be funded from line #9947.

Ratification of Proposal from Pacific Water Art - Line #9953: Mr. Crump said the Board needs to ratify the proposal from Pacific Water Art to repair the underground pipe at the stream for a cost of \$5,160.

Ms. Singletary made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from Pacific Water Art for a cost of \$5,160 to be funded from line #9953.

New Business:

Approval of 2018-2019 Budget and Reserve Study: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the 2018-2019 Budget and Reserve Study for a total of \$4,320,565 which represents a 5.04% increase from last year's budget and that the reserve contribution increased from \$1,250,000 to \$1,350,000.

Security Service Contract Renewal - First Security Services - Line #5191: Mr. Crump said First Security submitted a renewal proposal for security services for July 1, 2018 through June 30, 2019 for a cost of \$448,148.48 per year.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to approve the renewal proposal from First Security Services for a total cost of \$448,148.48 per year to be funded from line #5191.

Phase 2 Carport Roofing Proposal - DC Taylor - Line #9704: Mr. Crump said DC Taylor submitted a proposal for the phase 2 carport roofing replacement at 7 carports for a cost of \$69,685.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to approve the proposal from DC Taylor for a cost of \$69,685 to be funded from line #9704.

Renewal Agreement from MV Public Transportation for Shuttle Driver for the Crown Colony Bus - Line #5375: Mr. Crump said MV Transportation submitted a renewal proposal to provide shuttle driver services for the Crown Colony bus for a cost of \$38.00 per hour which reflects a \$9.50 per hour increase over last year's cost.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal proposal from MV Transportation for a cost of \$38 per hour to be funded from line #5375

Semi-Annual Carpet Cleaning Proposal for all 3-Story Buildings - PRS - Line #5190: Mr. Crump said PRS of Bay Area submitted a proposal for the semi-annual carpet cleaning in the 3-story buildings and the clubhouse by truck mount method for a total cost of \$10,559 which reflects no increase from the last proposal.

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

Phase 7 In Fill Planting Preparation Proposal - Simmonds & Associates - Line #9915: Mr. Crump said Simmonds & Associates submitted a proposal for \$12,400 to prepare the Phase 7 in fill plant list which needs to be approved by the Board.

Ms. Barrios made a motion which was seconded by Ms. Slade and unanimously carried to approve

the proposal from Simmonds & Associates for a cost of \$12,400 to be funded from line #9915.

Tree Work Proposal - Arborwell - Line #9914: Mr. Crump said Arborwell submitted a proposal for \$19,837.80 to do necessary tree work on several trees in various locations 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 proposal from Arborwell for a cost of \$19,837.80 to be funded from line #9914.

Proposal from Advantage Flooring to Replace the Accent Lobby Carpet in 28 elevator lobbies - Line #9966: Mr. Crump said Advantage Flooring submitted a proposal for \$53,769.31 to replace the accent carpet in 28 elevator lobbies which needs to be approved by the Board.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the proposal from Advantage Flooring for a cost of \$53,769.31 to be funded from line #9966.

Authorization to Proceed with Recording Notice of Delinquent Assessments for APN#s 101-070-350, 101-150-050: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to authorize Sunrise Assessment Services to record a Notice of Delinquent Assessments for the APN #s listed.

Announcement of Decisions Made in Executive Session at the February 15, 2018 meeting:

Wrong-Way Driving Violation - 389 Half Moon Lane: Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to assess this unit \$100 for the wrong-way driving violation since it is a safety hazard.

Excessive Noise Violation - 396 Imperial Way: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to request that the HOA set an appointment with the resident in the unit to inspect the unit to determine whether there is wall to wall carpeting or just area rugs and if there is wall to wall carpeting, to request that the resident install area rugs in the non-carpeted areas and give 30 days notice from the date of inspection to allow a period of time to determine if the noise level improves and if it does not, then the resident will be invited back to the Board at the April Board meeting for further action.

Patio Violation - 385 Mandarin Dr.: Ms. Barrios made a motion that was seconded by Ms. Singletary 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.

Patio Violation - 355 Half Moon Lane: Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to assess this unit \$100 for the repeat patio 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 19993, 19994, 19996: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to authorize Sunrise Assessment Services to proceed with Recording the 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, May 17, 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 7:20pm.