

# CROWN COLONY HOMEOWNERS' ASSOCIATION

## BOARD OF DIRECTORS' MEETING

May 17, 2018

The meeting was called to order by President, Rick Crump at 6:20pm in the Crown Colony Clubhouse.

### **Present:**

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

### **Also Present:**

Ms. Rita Nicolas of Common Interest Management Services.

### **Open Forum:**

Mr. Matthews of bldg. 27 addressed the Board regarding educational material he copied from the ECHO magazine and felt the Board would benefit from having it. He also inquired about paving the roads and the proposed parking structure. The Board thanked him for attending.

### **Executive Session:**

The Board discussed violations and authorizations for Sunrise to record Notice of Default and made its decisions accordingly.

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

The minutes of April 19, 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 April 30, 2018:** The Board acknowledged receipt of the financial statement ending April 30, 2017 as prepared by Bautista & Co., which reflects a monthly surplus of \$11,591, an ending cash balance of \$1,969,647 and total investments of \$1,477,185, 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:**

#### **New Business:**

**Management Company Renewal Proposal - Common Interest Management Services - Line #5030:** Mr. Crump said Common Interest Management Services submitted the management company renewal proposal for a cost of \$17,023 per month or \$204,276 annually which represents a 2% increase from last year's cost.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the renewal proposal from Common Interest Management Services for an annual cost of \$204,276 annually to be funded from line #5030.

**Janitorial Service Contract Renewal - Custom Maintenance - Line #5192:** Mr. Crump said

Custom Maintenance submitted a renewal proposal for the janitorial services for a cost of \$14,200 per month or \$170,400 annually which reflects no increase over last year's contract.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Custom Maintenance for an annual cost of \$170,400 to be funded from line #5192.

**Compactor Service Contract Renewal - Case Industries - Line #5420:** Mr. Crump said Case Industries submitted a renewal proposal to perform the garbage compacting service 3 days a week (excludes Saturday) for a monthly cost of \$13,550 or an annual cost of \$162,600 plus 7 billed holidays at \$1,021 each for a total of \$7,147 for an annual cost of \$169,747 effective July 1, 2018.

Ms. Singletary made a motion that was seconded by Ms. Slade and unanimously carried to approve the renewal proposal from Case Industries for an annual cost of \$169,747 for 2018-19 to be funded from line #5420.

**Elevator Service Contract Renewal - Transbay Elevator Services - Line 5110:** Mr. Crump said Transbay Elevator Services submitted a renewal proposal to provide inspection and lubrication service on 14 elevators for a cost of \$1,260 per month or \$15,120 annually for July 1, 2018 through June 30, 2019 which represents no increase from last year's contract.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Transbay Elevator Corp. for an annual cost of \$15,120 to be funded from line #5110.

**Pest Control Contract Renewal:** Mr. Crump said Alert Pest Control submitted a renewal proposal for the pest control services with Alert Pest Control for a cost of \$600 per month or \$7,200 annually which reflects a \$20 per month increase from last year's cost.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the proposal from Alert Pest Control for an annual cost of \$7,200 to be funded from line #5160.

**Accounting Services Contract Renewal - Bautista & Co. - Line #5001:** Mr. Crump said Bautista & Co. submitted a renewal proposal for the accounting services effective July 1, 2018 through June 30, 2019 for a cost of \$3,750 per month or \$45,000 annually which represents a \$75 per month increase from last year's cost.

Ms. Singletary made a motion that was seconded by Ms. Barrios and unanimously carried to approve the renewal proposal from Bautista & Co. to provide the accounting services for a cost of \$3,750 per month or \$45,000 annually for 2018-2019 to be funded from line #5001.

**Pool/Spa Contract - Azure Pool Service - Line #5170:** Mr. Crump said Azure Pool Service submitted a renewal proposal to do a complete chemical test and equipment inspection one day a week on the pools and spas and to make adjustments to equipment for a monthly cost of \$240 per month or \$2,880 per year which represents a \$20 per month increase from last year's cost.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Azure Pool Service for a cost of \$240 per month or \$2,880 annually to be funded from line #5170.

**Sales & Leasing Office Renewal Contract - Crown Colony Properties:** Mr. Crump said Crown Colony Properties submitted their renewal agreement for the sales and rental office which reflects a commission of \$200 for the Association for each closed sale side and \$100 for each rental effective for one year beginning July 1, 2018.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal agreement from Crown Colony Properties as presented, effective for one year starting July 1, 2018.

**Renewal Proposal from Pro-Sweep - Line #5145:** Mr. Crump said Pro-Sweep submitted a proposal to provide sweeping services on the roads twice a month for a cost of \$672 per month.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to approve the proposal from Pro-Sweep for a cost of \$672 per month to be funded from line #5145.

**Change Order #001 for Phase 7 Drip Irrigation Repairs - Cagwin & Dorward - Line #9915:** Mr. Crump said Cagwin & Dorward submitted a proposal for drip irrigation installation for phase 7 near bldgs. 23, 24 & 25 for a cost of \$24,854.

Ms. Bevis made a motion that was seconded by Ms. Singletary and unanimously carried to approve the proposal from Cagwin & Dorward for a cost of \$24,854 to be funded from line #9915.

**Proposal for Construction Package #22 - PRG Construction - Line #9707:** Mr. Crump said PRG Construction submitted a proposal for the deck reconstruction for 2018-2019 for a total cost of \$175,000.

Ms. Singletary made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from PRG Construction for a cost of \$175,000 to be funded from line #9707.

**Proposal from Transbay Elevator Services to Replace Elevator Controller at bldg. 17 - Line #9905:** Mr. Crump said Transbay submitted a proposal to replace the controller at bldg. 17 for a cost of \$64,950.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Transbay Elevator Co. for a cost of \$64,950 to be funded from line #9905.

**Proposal from Pacific Signaling to Replace Smoke Detectors and Relays at Bldg. 17 - Line #9905:** Mr. Crump said Pacific Signaling submitted a proposal for \$19,567 to replace the smoke detectors and relays at bldg. 17 when the new elevator controller is installed.

Ms. Singletary made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal for Pacific Signaling to replace the smoke detectors and relays at bldg. 17 when the new elevator controller is installed for a cost of \$19,567 to be funded from line #9905.

**Authorization for Sunrise to Proceed with Recording Notice of Delinquent Assessments for APN#s 101-030-240, 101-210-510, 101-180-070, 101-080-090, 101-260-220:** Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to authorize Sunrise Assessment Services to record Notice of Delinquent Assessments for APN#s listed.

### **Announcement of Decisions Made in Executive Session at the April 20, 2017 meeting:**

**Request for Approval of a Support Animal - 357 Half Moon Lane:** Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to approve the request for an emotional 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 Appeal Reimbursable Assessment - 368 Imperial Way:** Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to deny the request from the unit owner and to uphold the reimbursable assessment and that it be paid within 15 days of the date of this letter.

**Wrong-Way Driving Violation - 395 Imperial Way:** Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$100 for the wrong-way driving violation due to the safety hazard involved.

**Patio Violation - 389 Half Moon Lane:** Ms. Barrios made a motion that was seconded by Ms. Slade 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:** Ms. Barrios made a motion that was seconded by Ms. Slade 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.

**Parking Space Violation - 387 Imperial Way:** Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to assess this unit \$50 for the parking space violation since it is an infraction of the Architectural Do's and Don'ts.

***Storage Locker Violation - 396 Imperial Way:*** Ms. Barrios made a motion that was seconded by Ms. Slade 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.

**Adjournment:**

There being no further business to come before the Board, the Regular Meeting adjourned at 7:10pm.