

# CROWN COLONY HOMEOWNERS' ASSOCIATION

## BOARD OF DIRECTORS' MEETING

September 19, 2018

The meeting was called to order by President, Rick Crump at 5:45pm in the Clubhouse and Mr. John Takemoto, Auditor, met with the Board to discuss the 2017-2018 audit.

### **Present:**

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

### **Also Present:**

Ms. Rita Nicolas of Common Interest Management Services

### **Executive Session:**

The Board reviewed and discussed two requests to install a washer and dryer, Violations and Authorization Forms from Sunrise Collection Services and made its decisions accordingly.

### **Open Forum:**

Mr. David Matthews inquired about the road easement outside of the Crown Colony property and stated he requested info from the HOA office about the easement for the gas stations and he stated that he was instructed to go to the City of Daly City to obtain the information he was requesting and stated that the info is in the CC&R's. He also expressed his concern for the large trucks that are allowed to park on the property and that these are commercial trucks and they shouldn't be allowed. Mr. Crump advised Mr. Matthews that if residents are using these larger vehicles due to them being their only vehicle, this would then be allowed.

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

The minutes of August 15, 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 August 31, 2018:** The Board acknowledged receipt of the financial statement ending August 31, 2018 as prepared by Bautista & Co. which reflects a monthly deficit of \$171,575, an ending cash balance of \$1,603,818 and total investments of \$1,324,015 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 Proposal to Replace Damaged Asphalt on Half Moon Lane - Ideal Landscape & Concrete - Line #9925:** Mr. Crump said the Board needs to ratify the proposal for \$3,950 from Ideal Landscape & Concrete to replace the damaged asphalt on Half Moon Lane.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from Ideal Landscape & Concrete for a cost of \$3,950 to be funded from line #9925.

**Ratification of Roof Joist Replacement/Asbestos Abatement at Bldg. 1 - Mark Scott Construction - Line #9998:** Mr. Crump said the Board needs to ratify the proposal from Mark Scott Construction to replace the roof joist and do the asbestos abatement at bldg. 1 for a cost of

\$107,855.23

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposal from Mark Scott Construction for a cost of \$107,855.23 to be funded from line #9998.

**Ratification of Proposal from D.C. Taylor for roof replacement at bldg. 1 - Line #9948:** Mr. Crump said the Board needs to ratify the proposal for \$39,594 from D. C. Taylor to replace the roof at bldg. 1 after roof joist replacement.

Ms. Singletary made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal for \$39,594 to be funded from line #9948.

**Ratification of Change Order #4 - Cagwin & Dorward - Line #991:** Mr. Crump said the Board needs to ratify the Change Order #4 from Cagwin & Dorward for repairs and retaining wall work at Bldg. 7 and additional in-fill planting for a cost of \$14,744.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposal from Cagwin & Dorward to be funded from line #9915.

### **New Business:**

**Approval of 2017-2018 Audit - John Takemoto & Co.:** Mr. Crump said the Board needs to approve the Audit that was prepared by John Takemoto & Co and reviewed with him during the pre-Board session.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to approve the 2017-2018 audit as presented by John Takemoto & Co.

**Proposal from Ideal Landscape & Concrete - Line #9998:** Mr. Crump said that Ideal Landscape & Concrete submitted a proposal for \$19,950 to replace the rotted retaining wall near the upper pond with a Versa-Lok retaining wall and install French drainage 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 for a cost of \$19,950 to be funded from line #9998.

**Reserve Study Update Proposal - John D. Beatty & Co. - Line #9983:** Mr. Crump said John D. Beatty & Co. submitted a proposal for \$1,900 to prepare the reserve study inspection and update 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 John D. Beatty & Co. for a cost of \$1,900 to be funded from line #9983.

**Fire Alarm Testing Renewal Proposal - Pacific Signaling - Line #5120:** Mr. Crump said Pacific Signaling submitted a proposal for the fire alarm testing for a cost of \$730 per month (\$8,760 per year) which represents a \$65 per month increase from last years cost and is their first increase in many years and needs to be approved by the Board.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal proposal for an annual cost of \$8,760 to be funded from line #5120.

**Window Washing Renewal Proposal - Excellent Window Co. - Line #5180:** Mr. Crump said Excellent Window Company submitted a proposal for the window cleaning for an annual cost of \$7,134 which represents a small increase from last year's cost which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to approve the proposal from Excellent Window Co. for an annual cost of \$7,134 to be funded from line #5180.

**Proposal from Cagwin & Dorward to Install a Sub Surface Drain near the Dog Park - Line #9915:** Mr. Crump said that Cagwin & Dorward submitted a proposal for \$2,146 to install a Sub Surface Drain near the dog park that needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to approved the proposal for \$2,146 to install a sub surface drain near the dog park to be funded from line #9915.

**Approval of Funds for New Shuttle Bus Lease:** Mr. Crump said Schetky Bus Sales submitted a proposal for a new shuttle bus for a cost of \$63,506 to be leased for 60 months for a cost of \$930.17 per month which needs to be approved by the Board

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the lease of a new bus for a monthly lease payment of \$1,129.55 for 60 months.

**Authorization for Sunrise to Record a Lien for APN#s 101-140-060 and 101-140-260:** Mr. Crump said the Board needs to approve the authorization forms from Sunrise to proceed with recording liens for APN#s 101-140-060 and 101-140-260.

Ms. Singletary made a motion that was seconded by Ms. Bevis and unanimously carried to authorize Sunrise Assessment Services to proceed with recording a lien for the APN#s listed.

### **Announcement of Decisions Made in Executive Session at the August 15, 2018 meeting:**

**Balcony Violation - 397 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 - 397 Imperial Way:** Ms. Bevis made a motion that was seconded by Ms. Singletary 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.

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

**Parking Space Violation - 375 Mandarin Dr.:** Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to assess this unit \$100 for the repeat parking space violation since it is an infraction of the Architectural Do's and Don'ts.

**Storage Locker Violation - 375 Mandarin Dr.:** Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to assess this unit \$100 for the repeat storage locker violation since it is an infraction of the Architectural Do's and Don'ts.

**Storage Locker Violation - 377 Mandarin Dr.:** Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to assess this unit \$100 for the repeat storage locker violation since it is an infraction of the Architectural Do's and Don'ts.

### **Time, Date and Place of Next Regularly Scheduled Meeting:**

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, November 28, 2018 (one week later due to Thanksgiving Holiday) at 6:45pm for Open Forum and 7:00pm for the Regular Meeting and that no meeting will be held in October.

### **Adjournment:**

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