

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

November 28, 2018

The meeting was called to order by President, Rick Crump at 5:45pm in the Clubhouse.

Present:

Mr. Rick Crump, President, Ms. Rose Barrios, Treasurer, and Ms. Mary Slade, Vice President

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Absent:

Ms. Alaina Bevis, Secretary and Ms. Sharon Singletary, Member

Executive Session:

The Board reviewed and discussed violations and Authorization Forms for Sunrise Assessment Services and made its decisions accordingly.

Open Forum:

Ms. Anita Green addressed the Board with questions about recycling and the Board answered her. She also mentioned that some other owners were inquiring about a lawsuit that the HOA had pending and the Board advised her that it was the recent lawsuit with Cal Trans where the HOA recently prevailed and was awarded costs for repairs and attorney's fees. She also asked about the status of the proposed parking structure and the Board replied that this matter will be back in place after the clubhouse is completed.

Reading, Correcting and Approving Minutes:

The minutes of September 19, 2018, Executive Session Minutes and Board Resolution of October 3, 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 September 30, 2018: Mr. Crump acknowledged receipt of the Financial Statement ending September 30, 2018 as prepared by Bautista & Co. which reflects a monthly deficit of \$10,585, an ending cash balance of \$1,574,830 and total investments of \$1,308,334 which is designated to reserves.

Financial Statement Ending October 31, 2018: The Board acknowledged receipt of the financial statement ending October 31, 2018 as prepared by Bautista & Co. which reflects a monthly surplus of \$605,781, an ending cash balance of \$1,577,299 and total investments of \$905,250 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 from Heavenly Greens Proposal - Line #9998: Mr. Crump said the Board needs to ratify the proposal from Heavenly Greens to install a lawn in the dog park for a cost of \$15,149.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the

proposal from Heavenly Greens for a cost of \$15,149 to be funded from line #9998.

Ratification of Proposal from Ideal Landscape & Concrete to Replace Damage Asphalt in Roadway at Bldg. 16 - Line #9925: Mr. Crump said Ideal Landscape & Concrete submitted a proposal for \$4,950 to replace the damaged asphalt in the roadway near bldg. 16 which needs to be ratified by the Board.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposal from Ideal Landscape & Concrete for a cost of \$4,950 to be funded from line #9925.

Ratification of Carpet Cleaning Proposal from PRS for 3-Story Corridor Carpets and Elevator Cabs - Line #5190: Mr. Crump said PRS submitted a proposal for \$10,559 for the semi annual carpet cleaning in the 3-story buildings and the inside walls and floors of the elevator cabs.

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

New Business:

Phase 8 Planting Proposal - Simmonds & Associates - Line #9915: Mr. Crump said Simmonds & Associates submitted a proposal for the phase 8 planting for a total cost of \$37,750.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Simmonds & Associates for a cost of \$37,750 to be funded from line #9915.

Proposal for 5 year Standpipe Inspection from Station 1 - Line #9974: Mr. Crump said Station 1 submitted a proposal for 7,145 to perform the 5 year standpipe inspection at all 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 Station 1 for a cost of \$7,145 to be funded from line #9974.

Approval of Election Inspector for the 39th Annual Meeting: Mr. Crump said the Board needs to adopt a resolution appointing an Election Inspector for the 39th Annual Meeting. He said Rita Nicolas, an employee of the Management Company can be appointed as the Election Inspector. He said the inspector can designate someone believed to be equally qualified and without a conflict of interest in the event the inspector is unable to attend. The person appointed shall have the same duties as the inspector. The inspector may utilize the assistance of others to assist in the performance of their duties.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to adopt the resolution appointing Rita Nicolas the Election Inspector for the 39th Annual Meeting.

Approval of the 39th Annual Meeting Date, Time and Place and Approval of Deadline Date for Accepting Nominations: Mr. Crump said the 39th Annual Meeting is scheduled for Saturday, March 23, 2019 at the Crown Colony Clubhouse at 379 Imperial Way beginning at 11:00am.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the date, time and place of the 39th Annual Meeting as presented.

Deadline date for Accepting Nominations for the 39th Annual Meeting and 150 Word Limit for Candidate Statement for Newsletter. Mr. Crump said the deadline date of Thursday January 24, 2019 at 5:00pm has been set for nominations to be submitted for candidates for the Board of Directors and that a limit of 150 words will be accepted for the candidate's statement for the newsletter and that both of these need to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the deadline date for nominations for January 24, 2019 and the 150 word limit for the candidate's statement for the newsletter.

Set Date of Record for Voting: Mr. Crump said the Board needs to set a Date of Record for owners to vote at the 39th Annual Meeting. The date that is suggested is February 14, 2019 and packets will be mailed by the 15th of February.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to set the Record Date for owners to vote for February 14, 2019.

Authorization to Proceed with Recording Notice of Delinquent Assessments for APN#s 101-280-150, 101-180-070, 101-080-270, 101-090-420.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to authorize Sunrise Assessment Service to record Notice of Delinquent Assessments for the APN#s listed.

Announcement of Decisions Made in Executive Session at the September 19, 2018 Meeting:

Request from Homeowner to Install a Washer & Dryer in their unit - 393 Mandarin Dr. Mr. Crump said Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the installation of a washer and dryer contingent upon the owner following the washer and dryer guidelines.

Request from Homeowner to Install a washer and dryer in their unit - 397 Half Moon Lane: Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to approve the installation of the washer and dryer contingent upon the owner following the washer and dryer guidelines.

Excessive Noise Violation - 377 Mandarin Dr. Mr. Crump said Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to not assess this unit for the excessive noise violation contingent upon the tenants moving out by the end of September as the owner has stated. If this does not happen, then a fine of \$50 will be levied and the owner will be invited back to a hearing in November where additional fines can be levied.

Authorization to Proceed with Recording Notice of Defaults for TS#s 20226 & #20227: Mr. Crump said Ms. Bevis made a motion that was seconded by Ms. Barrios 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 Wednesday, January 16, 2019 at 6:45pm for Open Forum and 7:00pm for the Regular Meeting. He said there is no regular meeting scheduled for December 2018.

Adjournment:

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