

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

April 17, 2019

To be approved at the next regularly scheduled meeting

The meeting was called to order by President, Rick Crump at 6:10pm in the Clubhouse.

Present:

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

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Absent:

Ms. Sharon Singletary, Member

Executive Session:

The Board reviewed and made its decisions accordingly for a request to approve an emotional support dog, a request to approve a Jacuzzi tub installation, Violations, and the Authorization to Proceed with Recording a Notice of Default by Sunrise Assessment Services.

Reading, Correcting and Approving Minutes:

The minutes of February 20, 2019 and the 39th Annual Meeting of March 23, 2019 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, 2019: The Board acknowledged receipt of the financial statement ending March 31, 2019 as prepared by Bautista & Co., which reflects a monthly deficit of \$59,753, an ending cash balance of \$1,608,718 and total investments of \$1,383,115, 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 2019-2020 term.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried 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 397 Imperial Way #338, 361 Half Moon Lane #314, 397 Imperial Way #346.

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

Ratification of Proposal from Transbay Elevator Co. to Replace Hydraulic Pumping Unit, Motor, Drive Belts, Control Valve and Muffler at Bldg. 17 - Line #9905: Mr. Crump said the Board needs to ratify the proposal from Transbay Elevator Co. to make the necessary repairs to the

elevator at bldg. 17 for a cost of \$26,240.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from Transbay Elevator Co. for a total cost of \$26,240 to be funded from line #9905.

Ratification of Proposal from PRS Restoration to Clean the Hallway Fan Vents at Bldgs. 12, 13, 17 & 25 - Line #9947: Mr. Crump said the Board needs to ratify the proposal from PRS Restoration for \$3,184 to clean the fan vents in the hallways of bldgs. 12, 13, 17 & 25 for a cost of \$3,184.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposal from PRS Restoration for a total cost of \$3,184 to be funded from line #9947.

New Business:

Approval of 2019-2020 Budget and Reserve Study: Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the 2019-2020 Budget and Reserve Study for a total of \$4,375,804 which represents a 1.31% increase from last year's budget and that the reserve contribution decreased from \$1,350,000 to \$1,339,591.

Management Company Renewal Proposal - Line #5030: Mr. Crump said Common Interest Management Services submitted a proposal for the management services renewal for a cost of \$17,023 per month or \$204,276 annually which represents no increase from last year's cost.

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

Security Service Contract Renewal - First Security Services - Line #5191: Mr. Crump said First Security submitted a renewal proposal for security services for July 1, 2019 through June 30, 2020 for a cost of \$488,968 per year.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal proposal from First Security Services for a total cost of \$488,968 per year to be funded from line #5191.

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 \$47.90 per hour which reflects a \$9.90 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 \$47.90 per hour to be funded from line #5375

Proposal from Olympic Iron Works to Install Iron Railing Between bldgs. 14 & 17 due to the New Planting - Line #9908: Mr. Crump said Olympic Iron Works submitted a proposal for \$5,250 to install iron railing between bldgs. 14 & 17 due to the next phase of planting which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to approve the proposal from Olympic Iron Works for a cost of \$5,250 to be funded from line #9908.

Proposal for Shingle Replacement at bldg. 9 - D.C. Taylor Co. - Line #9946: Mr. Crump said D. C. Taylor submitted a proposal for \$26,927 to replace half of the shingles at bldg. 9 due to storm damage 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 D. C Taylor for a cost of \$26,927 to be funded from line #9946.

Authorization to Proceed with Recording Notice of Delinquent Assessments for APN# 101-220-580: 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 # listed.

Announcement of Decisions Made in Executive Session at the February 20, 2019 meeting:

Request to Install a Washer/Dryer - 397 Imperial Way: Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to approve the installation of a washer and dryer at this unit contingent upon the owner following the washer and dryer installation guidelines.

Parking Space Violation - 377 Mandarin Dr.: Ms. Bevis made a motion that was seconded by Ms. Barrios 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.

Window Violation - 383 Mandarin Dr.: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$50 for the window violation since it is an infraction of the Architectural Do's and Don'ts.

Balcony Violation - 396 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.

Window Violation - 368 Imperial Way: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$50 for the window violation since it is an infraction of the Architectural Do's and Don'ts.

Window Violation - 377 Mandarin Dr.: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$50 for the window violation since it is an infraction of the Architectural Do's and Don'ts.

Window Violation - 377 Mandarin Dr.: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$50 for the window violation since it is an infraction of the Architectural Do's and Don'ts.

Storage Locker Violation - 377 Mandarin Dr.: Ms. Bevis made a motion that was seconded by Ms. Barrios 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.

Authorization to Proceed with Recording Notice of Defaults for TS#s 20385, 20386: Ms. Singletary made a motion that was seconded by Ms. Slade 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 Wednesday, May 15, 2019 at 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.

Alaina Bevis, Secretary

Date

