

# CROWN COLONY HOMEOWNERS' ASSOCIATION

## BOARD OF DIRECTORS' MEETING

May 15, 2019

The meeting was called to order by President, Rick Crump at 6:15pm 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:**

Two Residents from 373 Half Moon Lane inquired about the status of the pool/spa and gym opening. Mr. Crump said the pool and spa may need to be re-plastered and that the proposal is still being Reviewed by the insurance company. He said the gyms may be opening soon and that the HOA is waiting to hear back from the adjuster regarding the pool and spa to see if the gyms can be opened as soon as the locks are all secured. The residents also inquired about the elevator and they were told it was repaired today and we are hopeful it stays running. Mr. Crump thanked the residents 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 17, 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 April 30, 2019:** The Board acknowledged receipt of the financial statement ending April 30, 2019 as prepared by Bautista & Co., which reflects a monthly surplus of \$13,400.62, an ending cash balance of \$1,684,455 and total investments of \$1,455,008, 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 Window and Door installations:** Mr. Crump said the Board needs to ratify the installation of a new window and slider at 357 Half Moon Lane #14.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the installation of a new window and slider at the unit listed.

**Ratification of Window and Door installations:** Mr. Crump said the Board needs to ratify the installation of a new window and slider at 357 Half Moon Lane #14.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the installation of a new window and slider at the unit listed.

**Ratification of Proposal from Cagwin & Dorward for Pre-Approved Irrigation Repairs - Line #9913:** Mr. Crump said the Board needs to ratify the proposal from Cagwin & Dorward for any possible repairs to the irrigation system for a cost of 5,000.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to ratify the proposal from Cagwin & Dorward for a cost of \$5,000 to be funded from line #9915.

## **New Business:**

**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 \$14,900 per month or \$178,800 annually which reflects a 5% increase over last year's contract.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Custom Maintenance for an annual cost of \$178,800 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 for a monthly cost of \$13,821 or an annual cost of \$165,852 plus 7 billed holidays at \$1,063 each for a total of \$7,441 for an annual cost of \$173,293 effective July 1, 2019.

Ms. Singletary made a motion that was seconded by Ms. Barrios and unanimously carried to approve the renewal proposal from Case Industries for an annual cost of \$173,293 for 2019-20 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, 2019 through June 30, 2020 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 \$640 per month or \$7,680 annually which reflects a \$40 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 proposal from Alert Pest Control for an annual cost of \$7,680 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, 2019 through June 30, 2020 for a cost of \$3,850 per month or \$46,200 annually which represents a \$100 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 renewal proposal from Bautista & Co. to provide the accounting services for a cost of \$3,850 per month or \$46,200 annually for 2019-2020 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 4 times a week on the pools and spas and to make adjustments to equipment for a monthly cost of \$1,040 per month or \$12,480 per year. He said 3 additional days were added to make sure chemicals are kept in balance as there has been an issue with the chemistry.

Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to approve the proposal from Azure Pool Service for a cost of \$1,040 per month or \$12,480 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, 2019.

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, 2019.

**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.

**Semi-Annual Carpet Cleaning Proposal - PRS Restoration - Line #5190:** Mr. Crump said that PRS Restoration submitted a proposal to clean the carpets in the hallways and elevators for a cost of \$10,559.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from PRS Restoration for a cost of \$190,559 to be funded from line #5190.

**Proposal for Construction Package #22 - PRG Construction - Line #9707:** Mr. Crump said PRG Construction submitted a proposal for the deck reconstruction for 2019-2020 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.

**Architectural Services for 2019-2020 for Package #23:** Mr. Crump said that Norman Hooks, Architect submitted a proposal to provide the architectural services for deck stack package #23 for a cost of \$15,920 to be funded from line #9722.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Norman Hooks for a cost of \$15,920 to be funded from line #9722

**Proposals from Cagwin & Dorward - Phase 8A, 8B and In-Fill - Line #9915:** Mr. Crump said Cagwin & Dorward submitted 3 proposals for the phase 8 planting which include 8A for a cost of \$111,802, 8B for a cost of \$76,211 and the In-fill planting for a cost of \$4,744 for a total cost of \$192,757 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 3 proposals from Cagwin & Dorward as presented for a total cost of \$192,757 to be funded from line #9915.

**Phase 8 and In-Fill Plant Lists - Mission Blue and Pacifica Nurseries - Line #9915:** Mr. Crump said plant list costs were received from Mission Blue for a cost not to exceed \$3,000 and from Pacifica Nurseries for a cost not to exceed \$17,500. These costs need to be approved by the Board.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve a not to exceed cost of \$3,000 for Mission Blue and a not to exceed cost of \$17,500 for Pacifica Nurseries to be funded from Line #9915.

**Proposal from Station 1 Fire Protection for 5 - Year Standpipe Repairs - Line #9973:** Mr. Crump said Station 1 Fire Protection submitted a proposal for \$13,616.67 to make the standpipe repairs from the 5-year standpipe inspection.

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.

***Proposal from Transbay Elevator Services for Pumping Unit Parts for Storage - Line #9905:***

Mr. Crump said Transbay submitted a proposal to furnish pumping unit parts to keep in storage for a future failure for a cost of \$5,950.

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 \$5,950 to be funded from line #9905.

***Authorization for Sunrise to Proceed with Recording Notice of Delinquent Assessments for***

***APN# 101-200-450:*** Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to authorize Sunrise Assessment Services to record Notice of Delinquent Assessments for APN# listed.

**Announcement of Decisions Made in Executive Session at the April 17, 2019 meeting:**

***Request for Approval of a Support Animal - 393 Mandarin Dr.:*** 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 Approval of Jacuzzi Installation at 355 Half Moon Lane:*** Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously approve the Jacuzzi installation at this unit.

***Balcony Violation - 375 Mandarin Dr.:*** 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 - 375 Mandarin Dr.:*** 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 - 372 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.

***Authorization for Sunrise to Publish Notice of Defaults for TS# 20441:*** Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to authorize Sunrise Assessment Services to Publish Notice of Default for the TS# listed.

**Adjournment:**

There being no further business to come before the Board, the Regular Meeting adjourned at 7:30pm.