

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

August 21, 2019

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

Present:

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

Also Present:

Ms. Rita Nicolas of Common Interest Management Services

Open Forum:

A resident from 397 Imperial Way expressed her concern regarding the parking garage and when does it get cleaned. She also inquired as to when do the exterior windows of the units get cleaned. Ms. Nicolas advised the new owner that the individual parking spaces are the residents' responsibility to keep clean and that the garages are swept and a blower is used frequently. The resident was also advised to call the HOA office to obtain the contact information for the window company that cleans the clubhouse windows to schedule cleaning her exterior windows.

A resident from 355 Half Moon Lane inquired about the clubhouse men's bathroom, CC&R verbiage and about the status of the proposed parking garage. The Board reiterated the same answer as the past couple of months regarding the men's bathroom and also that the parking and the parking garage committee will be reinstated as soon as the clubhouse heater is completed.

Executive Session:

The Board reviewed and discussed violations presented and made its decisions accordingly.

Reading, Correcting and Approving Minutes:

The minutes of June 19, 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 June 30, 2019: The Board acknowledged receipt of the financial statement ending June 30, 2019 as prepared by Bautista & Co. Which reflects a monthly surplus of \$46,307.62, and ending cash balance of \$2,088,134 and total investments of \$1,539,532 which is designated to reserves.

Financial Statement Ending July 31, 2019: The Board acknowledged receipt of the financial statement ending July 31, 2019 as prepared by Bautista & Co. which reflects a monthly deficit of \$81,739 an ending cash balance of \$1,722,449 and total investments of \$1,430,892 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 window and door at 397 Imperial Way #103.

Ms. Singletary made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the installation of a window and sliding glass door at the unit listed.

Ratification of Legal Services Plan Renewal Proposal - Berding & Weil- Line #5025: Mr. Crump said Berding & Weil submitted a proposal for the legal services plan renewal for a cost of \$1,500 which reflects the same cost as last year and is half the normal cost of \$3,000. Since this expired on July 31, 2019 and since there was no Board meeting in July, the proposal was approved and needs to be ratified by the Board.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from Berding & Weil for \$1,500 to be funded from line #5025.

Ratification of Stream Pump Replacement Proposals - Pacific Water Art - Line #9910: Mr. Crump said Pacific Water Art submitted two proposals to replace the defective pump in the stream including re-plumbing the existing plumbing for a total cost of \$6,508 which needs to be ratified by the Board.

Ms. Singletary made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from Pacific Water Art for a total cost of \$6,508 to be funded from line #9910.

Ratification of Proposal from Van Go Plumbing - Line #9953: Mr. Crump said the Board needs to ratify the proposal from Van Go Plumbing for \$5,399 to make the necessary repairs to the underground sewer pipe at bldg. 14 that has backed up 6 times in 3 weeks.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the proposal from Van Go Plumbing for a cost of \$5,399 to be funded from line #9953.

New Business:

Insurance Package Renewal for 2019-2020 - Risk Strategies: Mr. Crump said this matter will be deferred to the September 18, 2019 meeting.

Adoption of Code of Conduct and Ethics Policy for Board Members: Mr. Crump said a Code of Conduct and Ethics Policy for Board Members has been prepared and the following needs to be adopted: All Members of the Board of Directors must sign a copy of the Code of Conduct and Ethics Policy prior to beginning their Board service.

Ms. Bevis made a motion that was seconded by Ms. Singletary and unanimously carried to adopt the Code of Conduct and Ethics Policy as presented.

Proposal for Clubhouse Spa Leak Repairs - Adams Pool Solutions - line #9956: Mr. Crump said Adams Pool Solutions submitted a proposal for \$6,250 to repair 3 underground leaks that were discovered at the clubhouse spa. He said this work will be done in conjunction with the spa pre-plastering in November of this year and 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 Adams Pool Solutions for a cost of \$6,250 to be funded from line #9956.

Announcement of Decisions Made in Executive Session at the July 19, 2018 meeting:

Request to Install a Washer & Dryer - 370 Imperial Way: Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the request to install a washer and dryer in this unit contingent upon the owner following the Washer and Dryer Installation Agreement.

Request to Install a Washer and Dryer - 397 Imperial Way: Mr. Crump said Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to approve the request to install a washer and dryer in this unit contingent upon the owner following the Washer and Dryer Installation Agreement.

Request for Approval to Install a Walk-in Tub at 370 Imperial Way: Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Singletary and unanimously carried to approve the installation of a walk in tub at this unit.

Storage Locker Violation - 397 Imperial Way: Mr. Crump said Ms. Slade 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.

Storage Locker Violation - 395 Imperial Way: Mr. Crump said Ms. Slade 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.

Patio Violation - 365 Half Moon Lane: Mr. Crump said Ms. Slade made a motion that was seconded by Ms. Barrios 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 - 370 Imperial Way: Mr. Crump said Ms. Slade 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.

Authorization to Publish Notice of Defaults for TS#s 20491, 20492: Mr. Crump said Ms. Singletary made a motion that was seconded by Ms. Slade and unanimously carried to authorize Sunrise Assessment Services to publish Notice of Delinquent Assessments 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, September 18, 2019 at 6:30pm for Open Forum and 6:45pm for the Regular Meeting.

Adjournment:

There being no further business to come before the Board, the Regular Meeting adjourned at 7:00pm.