

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

October 16, 2019

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, 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 violations and authorization forms from Sunrise Collection Services and made its decisions accordingly.

Open Forum:

Mr. David Matthews addressed the Board regarding opening the lower gate during the commute hours and also the use of the kitchen appliances for a private function. The Board responded to these items accordingly.

Reading, Correcting and Approving Minutes:

The minutes of September 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 September 30, 2109: The Board acknowledged receipt of the financial statement ending September 30, 2019 as prepared by Bautista & Co. which reflects a monthly deficit of \$19,731, an ending cash balance of \$1,692.850 and total investments of \$1,441,440 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 Sliding Door Installations: Mr. Crump said the Board needs to ratify the installation of new sliding doors and windows at 391 Mandarin Dr. #215, 376 Imperial Way #306 and 355 Half Moon Lane #11.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the installation of new sliding doors and windows at the units listed.

Ratification of an Electric Fireplace Installation:: Mr. Crump said the Board needs to ratify the electric fireplace installation at 377 Mandarin Dr. #104.

Ms. Singletary made a motion that was seconded by Ms. Slade and unanimously carried to ratify the installation of an electric fireplace at the unit listed.

Ratification of Proposals from Cagwin & Dorward - Line #9998: Mr. Crump said the Board needs to ratify 2 proposals from Cagwin & Dorward for an additional path to the dog park for a cost of \$4,639 and erosion control near the pond behind the clubhouse for a cost of \$3,454 for a total of \$8,093 to be funded from line #9998.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposals from Cagwin & Dorward to be funded from line #9998.

New Business:

Proposal for Semi-Annual Carpet Cleaning - PRS Restoration - Line #5190: Mr. Crump said that PRS Restoration submitted a proposal for \$11,509 for the semi annual carpet cleaning in the 3-story buildings and the clubhouse which needs to be approved by the Board.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal for a cost of \$11,509 to be funded from line #5190.

Proposal for Upholstery Cleaning in the Clubhouse - PRS Restoration - Line #5391: Mr. Crump said PRS Restoration submitted a proposal for \$1,835 to clean the upholstery/leather furniture in the clubhouse 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 \$1,835 to be funded from line #5391.

Change Order from Urban Bros. Painting for Garage Painting - Line #9933: Mr. Crump said Urban Bros. submitted a change order for a difference in the original proposal of \$14,950 over a 6 year period for the revision in the painting schedule for the garage painting. He said it was originally scheduled over a 2 year period and now it is spread over 6 years and there will be an increase that needs to be approved by the Board.

Ms. Singletary made a motion that was seconded by Ms. Barrios and unanimously carried to approve the change order for a cost of \$14,950 to be spread over a 6 year period.

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 update 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 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 \$745 per month (\$8,940 per year) which represents a \$15 per month increase from last years cost plus 5 cellular monitoring fees for a cost of \$5,700 annually for a total cost of \$14,640 which needs to be approved by the Board.

Ms. Singletary made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal proposal for an annual cost of \$14,640 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 \$7,280 which represents a small increase from last year's cost 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 Excellent Window Co. for an annual cost of \$7,280 to be funded from line #5180.

Proposals from Ideal Landscape & Concrete for Asphalt Repairs - Line #9925: Mr. Crump said Ideal Landscape & Concrete submitted 2 proposals for \$4,140 to repair asphalt on Imperial Way near Bldg. 19 and \$7,250 to repair asphalt on Half Moon Lane near bldg. 13 for a total cost of \$11,400 which needs to be approved by the Board.

Ms. Singletary made a motion that was seconded by Ms. Barrios and unanimously carried to approved the proposals for a total cost of \$11,400 to be funded from line #9925.

Proposal from Urban Bros. For Townhouse Gutter Cleaning - Line #9947: Mr. Crump said Urban Bros. submitted a proposal for \$4,959 to clean the gutters at all of the townhouse buildings and the gutters over 4 laundry rooms at bldgs. 7 & 20 which needs to be approved by the Board.

Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to approve the proposal from Urban Bros. For a cost of \$4,959 to be funded from line #9947.

Authorization for Sunrise to Record a Lien for APN# 101-130-150: Mr. Crump said the Board needs to approve the authorization forms from Sunrise to proceed with recording liens for APN# 101-130-150.

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

Announcement of Decisions Made in Executive Session at the September 18, 2019 Meeting:

Excessive Noise Violation - 376 Imperial Way: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to not assess this unit for the noise violation contingent upon the noise level improving in the next month and for both residents being conscientious of each other by keeping the noise level down during the late evening hours and for the complaining party to be tolerable to normal living conditions. It was also added that the residents in #206 refrain from having their child ride a tricycle in the home and instead take the child to a park to ride and for the resident in the lower unit to consider getting ear plugs to help with normal living noises that are disturbing her.

Excessive Noise Violation: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to assess this unit \$50 for the excessive noise violation and to request the owner to stop make excessive noise which is disturbing the neighbors.

Wrong-way Driving Violation - 370 Imperial Way: Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to assess this unit \$100 for the wrong way driving violation due to the safety hazard involved.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, November 20, 2019 at 6:35pm 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 7:10pm.

Alaina Bevis, Secretary

Date