

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

May 20, 2020

The meeting was called to order via Zoom by President, Rick Crump at 1:10pm and the Board appointed Officers. It was agreed by consensus that the officers will remain as is which is reflected below. Mr. Crump announced that Ms. Singletary has sold her unit and is resigning from the Board after today. The Board and management thanked her for serving on the Board of Directors and wished her well.

Present:

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

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Open Forum:

No questions presented

Executive Session:

The Board reviewed a violation and the Authorization to Proceed with Recording Notices of Default by Sunrise Assessment Services and made its decisions accordingly.

Reading, Correcting and Approving Minutes:

The minutes of February 19, 2020 were approved and since there was no March Annual Meeting or April monthly meeting, no minutes are available.

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, 2020: The Board acknowledged receipt of the financial statement ending April 30, 2020 as prepared by Bautista & Co., which reflects a monthly surplus of \$44,138, an ending cash balance of \$1,829,350 and total investments of \$1,733,377, 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 Cagwin & Dorward for Vegetation Management Work - Line #9915: Mr. Crump said the Board needs to ratify the proposal from Cagwin Dorward for \$5,081 for vegetation management work.

Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to ratify the proposal from Cagwin & Dorward for a cost of \$5,082 to be funded from line #9915.

Ratification of Proposal from Cagwin & Dorward for the Monument Landscape Work - Line #9915: Mr. Crump said the Board needs to ratify the proposal from Cagwin & Dorward for \$5,561 for the entry monument landscape work.

Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to ratify the proposal from Cagwin & Dorward for a cost of \$5,561 to be funded from line #9915.

Ratification of Commercial Energy Agreement: Mr. Crump said the Board needs to ratify the new

agreement from Commercial Energy for the purchase of natural gas and that Commercial Energy is recommending the HOA stay with the collard price.

Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to ratify the renewal agreement with Commercial Energy for the collared price effective July 1, 2020.

Ratification of Proposal from Master Plumbing to Install a Pressure Regulator at Bldgs. 10 & 11 - Line #9954: Mr. Crump said the Board needs to ratify the proposal from Master Plumbing for \$5,650 to install a regulator valve.

Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to ratify the proposal from Master Plumbing for a cost of \$5,650 to be funded from line #9954.

Ratification of Proposal from Master Plumbing to Replace 2 Back Flow Valves Near Bldgs. 8 & 13 - Line #9913: Mr. Crump said the Board needs to ratify the proposal frm Master Plumbing for \$5,696 to replace two back flow valves near bldgs. 8 & 13.

Ms. Slade made a motion that was seconded by Ms. Singletary and unanimously carried to ratify the proposal from Master Plumbing for a cost of \$5,696 to be funded from line #9913.

Ratification of Window and Door Installations: Mr. Crump said that the Board needs to ratify the installation of doors and windows at 370 Imperial Way #213, 359 Half Moon Lane #312, 355 Half Moon Lane #12 and 395 Imperial Way #227.

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

New Business:

Approval of 2020-2021 Budget and Reserve Study Update: Mr. Crump said the Board needs to approve the budget for 2020-2021. Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to approve the 2020-2021 Budget and Reserve Study for a total of \$4,639,478 which represents a 6.5% increase from last year's budget and that the annual reserve contribution will stay the same at \$1,339,591.

Accounting Services Renewal Proposal from Bautista & Co. - Line #5001: Mr. Crump said Bautista & Co. submitted their renewal proposal for the accounting services for a cost of \$3,950 per month or \$47,400 per year which reflects a \$100 per month increase from last year's cost 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 2020-2021 budget and reserve expenditures and funding as presented.

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 \$17,363,50 per month or \$208,362 annually which represents a 2% increase from last year's cost.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Common Interest Management Services for an annual cost of \$208,362 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, 2020 through June 30, 2021 for a cost of \$495,295.98 per year with the hourly billing rate at \$27.65 for the guards and \$30.95 for the supervisor.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the renewal proposal from First Security Services for a total cost of \$495,295.98 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 no increase over last year's cost.

Ms. Bevis made a motion that was seconded by Ms. Slade 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 Van Go Plumbing for Annual Jetting of 2", 3" & 4" plumbing lines and Floor Drains in the garages and Manholes on Half Moon Lane and Imperial Way - Lines #5195 and #9952: Mr. Crump said Van Go Plumbing submitted a proposal for \$14,547 to perform the annual jetting of the 2, 3 and 4 inch lines plus the floor drains in the garages of the 3-story buildings plus the man holes in the street on Imperial Way and Half Moon Lane 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 from Van Go Plumbing for a cost of \$14,547 to be funded from lines #5195 and #9908.

Proposal from Cagwin & Dorward for Phase 9 Planting and Drip Installation - Line #9915: Mr. Crump said Cagwin & Dorward submitted a proposal for \$132,403 for the Phase 9 planting and drip installation 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 from Cagwin & Dorward for a cost of \$132-403 to be funded from line #9915.

Proposal from Sitelogic for Quarterly Clubhouse HVAC Service - Line #5130: Mr. Crump said Sitelogic submitted a proposal for \$887.25 or \$3,549 annually to service the new heater in the clubhouse on a quarterly basis 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 from Sitelogic for an annual cost of \$3,549 to be funded from line #5130.

Semi Annual Carpet Cleaning for 3-Story Buildings, Elevator Cabs and Clubhouse - Line #5190: Mr. Crump said PRS Restoration submitted a proposal for the semi-annual carpet cleaning for the 3-story buildings, elevator cabs and clubhouse for a cost of \$12,997 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 from PRS Restoration for a cost of \$12,997 to be funded from Line #5190.

Authorization to Proceed with Recording Notice of Delinquent Assessments for APN #s 101-080-340, 101-130-120, 101,150-280: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to authorize Sunrise Assessment Services to record Notice of Delinquent Assessments for the APN #s listed.

Announcement of Decisions Made in Executive Session at the February 19, 2020 meeting:

Request for Reimbursement for Plumbing/Drywall Repair Costs - 397 Half Moon Lane: Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to deny the reimbursement costs of \$1,200 for plumbing and drywall costs because the plumbing located inside the wall which connects the owner's fixtures to the main line is the owner's responsibility to maintain.

Parking 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 parking space violation since it is an infraction of the Architectural Do's and Don'ts.

Wrong-Way Driving Violation Balcony - 368 Imperial Way: Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to assess this unit \$100 for the wrong-way driving violation due to the safety hazard involved.

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

Authorization to Proceed with Recording Notice of Defaults for TS#s 20669, 20670: Ms. Bevis 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, June 17, 2020 and time and place to be determined.

Adjournment:

There being no further business to come before the Board, the regular meeting adjourned at 1:30pm.