

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

June 17, 2020

The meeting was called to order by President, Rick Crump via Zoom at 12:30pm.

Present:

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

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Absent:

Alaina Bevis, Secretary

Executive Session:

The Board discussed authorizations for Sunrise to record Notices of Default and made its decisions accordingly.

Reading, Correcting and Approving Minutes:

The Minutes of May 20, 2020 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 May 31, 2020: The Board acknowledged receipt of the financial statement ending April 30, 2019 as prepared by Bautista & Co., which reflects a monthly surplus of \$99,500, an ending cash balance of \$1,803,505 and total investments of \$1,716,072 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 windows and sliders at 391 Mandarin Dr. #106 and 397 Imperial Way #249.

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

Ratification of Electric Fireplace Installation: Mr. Crump said the Board needs to ratify the installation of an electric fireplace at 365 Half Moon Lane #10.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to ratify the electric fireplace installation at 365 Half Moon Lane #10.

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 \$15,200 per month or \$182,400 annually which reflects a 2% increase over last year's contract.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Custom Maintenance for an annual cost of \$182,400 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, 2020. They also are including the next two years at a cost of \$14,097 per month each year with 7 holidays at \$1,084 each for a total cost for years 2 & 3 of \$176,752 each year. Years 2 & 3 will be reviewed and approved annually with the locked in costs.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the renewal proposal from Case Industries for an annual cost of \$173,293 for 2020-21 and \$176,752 annually for years 2 & 3 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, 2020 through June 30, 2021 which represents no increase from last year's contract.

Ms. Barrios 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 \$660 per month or \$7,920 annually which reflects a \$20 per month increase from last year's cost.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Alert Pest Control for an annual cost of \$7,920 to be funded from line #5160.

Landscape Service Contract - Cagwin & Dorward - Line #5140: Mr. Crump said Cagwin & Dorward submitted a renewal proposal for the landscaping services effective July 1, 2020 through June 30, 2021 for a cost of \$9,129 per month or \$109,548 annually which represents no increase from last year's cost.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the renewal proposal from Cagwin & Dorward for a cost of \$9,129 per month or \$109,548 annually for 2020-2021 to be funded from line #5140.

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 \$1,100 per month or \$13,200 per year which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Azure Pool Service for a cost of \$1,100 per month or \$13,200 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, 2020.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the renewal agreement from Crown Colony Properties as presented, effective for one year starting July 1, 2020.

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 which represents no increase from last year's cost which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Pro-Sweep for a cost of \$672 per month to be funded from line #5145.

Proposal from Cagwin & Dorward - Phase 9 In-Fill Planting Cost - Line #9915: Mr. Crump said Cagwin & Dorward submitted a proposal for the phase 9 In Fill Planting for a cost of \$9,632 which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Cagwin & Dorward for the in-fill planting for a cost of \$9,632 to be funded from line #9915.

Phase 9 Plant Cost Quote - Pacific Nursery - Line #9915: Mr. Crump said that Pacific Nursery submitted a quote for the Phase 9 Plant cost for a total of \$24,969.88 that needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the quote from Pacific Nursery for a cost of \$24,969.88 to be funded from line #9915.

In-Fill Plant Cost Quote for Phase 9 - Pacific Nursery - Line #9915: Mr. Crump said Pacific Nursery submitted a quote for \$5,423.96 for the in-fill plant costs for phase 9 which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the quote for \$5,423.96 from Pacific Nursery to be funded from line #9915.

Proposal from Mission Blue for Phase 9 Plant Cost - Line #9915: Mr. Crump said that Mission Blue submitted a plant cost proposal to provide plants for the phase 9 planting for a cost not to exceed \$3,300 to be funded from line #9915.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Mission Blue for a cost not to exceed \$3,300 to be funded from line #9915.

Authorization for Sunrise to Proceed with Recording Notice of Delinquent Assessments for APN#s 101-170-020, 101-270-190, 101-220-390, 101-160-060, 101-120-070: Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to authorize Sunrise Assessment Services to record Notice of Delinquent Assessments for APN#s listed.

Announcement of Decisions Made in Executive Session at the May 20, 2020 meeting:

Wrong-Way Driving Violation - 368 Imperial Way #133: Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$100 for the wrong-way driving violation due to the safety hazard

Authorization for Sunrise to Publish Notice of Defaults for TS#s 20750, 20758: 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 1:15pm.