

# CROWN COLONY HOMEOWNERS' ASSOCIATION

## BOARD OF DIRECTORS' MEETING

September 23, 2020

The meeting was called to order by President Rick Crump via zoom at 1:06pm.

### **Present:**

Mr. Rick Crump, President, Ms. Rose Barrios, Treasurer, Ms. Mary Slade, Vice President and Ms. Alaina Bevis, Secretary. Mr. Crump said Ms. Emily Newell accepted the vacant Board Of Directors seat and she was appointed by consensus of the Board.

### **Also Present:**

Ms. Rita Nicolas of Common Interest Management Services

### **Executive Session:**

No Business.

### **Open Forum:**

Mr. Crump said an owner asked if a moratorium can be made regarding the increase in HOA dues due to the Covid 19 pandemic and what the surplus was for year ending June 30, 2019. Mr. Crump responded and said the dues increase was mainly due to the increase in utility and insurance rates and that a moratorium for the increase in dues will not be implemented. He also said the year ending surplus for June 30, 2019 was \$24,648 which was included in the June 30, 2019 audit prepared by John Takemoto.

### **Reading, Correcting and Approving Minutes:**

The minutes of July 15, 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 August 31, 2020:** The Board acknowledged receipt of the financial statement ending August 31, 2020 as prepared by Bautista & Co. which reflects a monthly surplus of \$5,923, an ending cash balance of \$1,986,821 and total investments of \$1,748,138 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 windows and doors at 396 Imperial Way #309, 370 Imperial Way #327, 361 Half Moon Lane #309, 375 Mandarin Dr. #8 and 371 Imperial Way #306.

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

**Ratification of Proposal from Transbay Elevator Co. - Line #9905:** Mr. Crump said the Board needs to ratify the proposal from Transbay Elevator Co. to make the necessary repairs at bldg. 12 elevator for a cost of \$2,640.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from Transbay Elevator Co. for a cost of \$2,640 to be funded from line #9905.

**Ratification of Proposals for Change Orders #2, #3 & #4 from Cagwin & Dorward - Line #9915:**

Mr. Crump said the Board needs to ratify 3 change orders from Cagwin & Dorward for the phase 9 planting work. He said change order #2 is \$2,435 for river cobble and relocate existing boulders, Change order #3 is \$4,146 to install jut netting at steep slopes, install boulders and additional drip lines and change order #4 for \$2,681 to install a header board for a total of \$9,262

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to ratify the three change orders from Cagwin & Dorward for a cost of \$9,262 to be funded from line #9915.

## **New Business:**

**Renewal of Insurance Coverage for 2020-2021 - Line #5020:** Mr. Crump said Risk Strategies submitted a proposal for \$439,255 for the insurance renewal for 2020-2021 which needs to be approved by the Board. Ms. Nicolas added that the flood insurance premiums totaling \$4,544 for the 4 buildings with flood insurance need to be added to the premium total for a total cost of \$443,799.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the insurance renewal from Risk Strategies for a total cost of \$443,799 to be funded from line #5020.

**Approval of 2019-2020 Audit - John Takemoto & Co.:** Mr. Crump said the Board needs to approve the Audit that was prepared by John Takemoto & Co.

Ms. Barrios made a motion that was seconded by Ms. Newell and unanimously carried to approve the 2019-2020 audit as presented by John Takemoto & Co.

**Proposals for Asphalt Repairs at 361 Half Moon Lane - Line #9925:** Mr. Crump said two proposals were received for asphalt repairs near 361 Half Moon Lane. One is from Black Diamond for \$28,367 and the other one is from Ideal Landscape & Concrete for \$32,200. One of these proposals needs to be approved by the Board.

Ms. Newell made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Black Diamond for \$28,367 since it was the lessor of the two to be funded from line #9925.

**Proposal for Curb Repairs near Bldg. 20 - Ideal Landscape & Concrete - Line #5370:** Mr. Crump said Ideal Landscape & Concrete submitted a proposal for \$2,998 to replace the damaged curb near bldg. 20 that needs to be approved by the Board.

Ms. Slade made a motion that was seconded by Ms. Newell and unanimously carried to approve the proposal from Ideal Landscape & Concrete for a cost of \$2,998 to be funded from line #5370.

**Proposal for 5-Year Elevator Load Test - Transbay Elevator Co. - Line #9906:** Mr. Crump said Transbay Elevator Co. submitted a proposal for \$9,750 to perform the 5-year elevator load test on 14 elevators that needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approved the proposal from Transbay Elevator Co. for a cost of \$9,750 to be funded from line #9906.

## **Announcement of Decisions Made in Executive Session at the July 15, 2020 Meeting:**

**Excessive Noise Violation - 368 Imperial Way #245:** Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to request that the residents make every attempt to refrain from engaging in excessively loud arguments and work on changing sleeping habits of child to keep her awake more during the day so she will sleep at night and not cause disturbances that are affecting others in the building and to seek assistance from child's pediatrician. At this time, no fine has been levied contingent that the loud disturbance issue improves and that no more complaints are received or violating party will be invited to another hearing where fines can be levied.

**Authorization for Sunrise to Record Notice of Default for TS# 20803:** Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to authorize Sunrise Assessment Services to record a Notice of Default for TS# 20803.**Excessive Noise Violation - 368 Imperial Way #245:** Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to request that

the residents make every attempt to refrain from engaging in excessively loud arguments and work on changing sleeping habits of child to keep her awake more during the day so she will sleep at night and not cause disturbances that are affecting others in the building and to seek assistance from child's pediatrician. At this time, no fine has been levied contingent that the loud disturbance issue improves and that no more complaints are received or violating party will be invited to another hearing where fines can be levied.

**Authorization for Sunrise to Record Notice of Default for TS# 20803:** Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to authorize Sunrise Assessment Services to record a Notice of Default for TS# 20803.

**Excessive Noise Violation - 368 Imperial Way #245:** Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to request that the residents make every attempt to refrain from engaging in excessively loud arguments and work on changing sleeping habits of child to keep her awake more during the day so she will sleep at night and not cause disturbances that are affecting others in the building and to seek assistance from child's pediatrician. At this time, no fine has been levied contingent that the loud disturbance issue improves and that no more complaints are received or violating party will be invited to another hearing where fines can be levied.

**Authorization for Sunrise to Record Notice of Default for TS# 20803:** Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to authorize Sunrise Assessment Services to record a Notice of Default for TS# 20803.

**Time, Date and Place of Next Regularly Scheduled Meeting:**

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, October 21, 2020 with time and place to be determined.

**Adjournment:**

There being no further business to come before the Board, the Regular Meeting adjourned at 1:15pm.

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Rick Crump, President

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Date