

# CROWN COLONY HOMEOWNERS' ASSOCIATION

## BOARD OF DIRECTORS' MEETING

October 21, 2020

The meeting was called to order by President, Rick Crump at 1:00pm via zoom

### **Present:**

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

### **Also Present:**

Ms. Rita Nicolas of Common Interest Management Services

### **Executive Session:**

The Board reviewed and discussed a washer/dryer installation and violations and made its decisions accordingly.

### **Open Forum:**

Mr. Crump said there were no questions for Open Forum. The Board agreed by consensus that if any owner wishes to request log in info to attend the Open Meeting and/or ask a question of the Board to be answered during Open Forum, the request must be submitted by 12noon the day before the Open Meeting.

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

The minutes of September 23, 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 September 30, 2020:*** The Board acknowledged receipt of the financial statement ending September 30, 2020 as prepared by Bautista & Co. which reflects a monthly surplus of \$39,723, an ending cash balance of \$1,910,531 and total investments of \$1,664,665 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. #311 and 381 Half Moon Lane #309.

Ms. Newell 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.

### **New Business:**

***Reserve Study Update Proposal - John D. Beatty & Co. - Line #9983:*** Mr. Crump said John D. Beatty & Co. submitted a proposal for \$3,450 to prepare the reserve study update and inspection 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 \$3,450 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 \$710 per month (\$8,520 per year) plus 6 cellular monitoring fees for a cost of \$6,840 annually for a total cost of \$15,360 which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal proposal for an annual cost of \$15,360 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 \$7,458 which 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 Excellent Window Co. for an annual cost of \$7,458 to be funded from line #5180.

***Proposal from Urban Bros. For Townhouse Gutter Cleaning - Line #9947:*** Mr. Crump said Urban Bros. submitted a proposal for \$6,700 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. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Urban Bros. for a cost of \$6,700 to be funded from line #9947.

## **Announcement of Decisions Made in Executive Session at the September 23, 2020 Meeting:**

No Business/Decisions

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

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, November 18, 2020 via zoom at 12:30pm for Executive Session and 1:00pm for the Open Meeting.

## **Adjournment:**

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