

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

November 18, 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. Alaina Bevis, Secretary, Ms. Mary Slade, Vice President and Ms. Emily Newell, Member

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Executive Session:

The Board reviewed and discussed a step in tub request, two washer and dryer installations and a request for waiver of the pet size rule for an emotional support dog and made its decisions accordingly.

Open Forum:

A resident from Building 20 submitted some questions for the Board relating to considering opening the Clubhouse facilities and if not, what is the criteria for reopening all or part of the Clubhouse and has the Board conferred with the County Health Officer as to the safety of reopening the Clubhouse.

Mr. Crump said the clubhouse and facilities will remain closed due to increased cases and several counties and state reverting back to the red and purple stages. He said opening the clubhouse could put the employees and the community at risk. He said when the Association's attorney agrees that facilities can open and when the State and Local Officials lift active monitoring and cleaning requirements, then consideration of reopening will be discussed. He added that Management reaches out to the County on a frequent basis via the website and email and that they require masks, social distancing and no gatherings outside of your household and that this must be actively monitored. He said this also applies to gyms and pools. Spas, steam rooms and saunas still remain closed under County and State orders. Mr. Crump also added that the Association would have to defend itself if someone were to file a case of contracting Covid due to facilities not being actively monitored since the insurance company for the Association does not cover viruses.

Reading, Correcting and Approving Minutes:

The minutes of October 21, 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 October 31, 2020: The Board acknowledged receipt of the financial statement ending October 31, 2020 as prepared by Bautista & Co. which reflects a monthly surplus of \$29,822, an ending cash balance of \$1,775,512 and total investments of \$1,583,564 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 window and door installations at 375 Mandarin Dr #302, 395 Imperial Way #120, 361 Half Moon Lane #101, 395 Imperial Way #236, 377 Mandarin Dr. #211 and 372 Imperial Way #3.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to ratify the window and door installations at the units listed.

New Business:

Approval of Election Inspector for the 41st Annual Meeting: Mr. Crump said the Board needs to adopt a resolution appointing an Election Inspector for the 41st Annual Meeting. He said Mary Ellen Scherer, a resident from a neighboring community, has agreed to be appointed as the Inspector of Elections. He said the inspector can designate and utilize others to assist in the performance of their duties.

Ms. Newell made a motion that was seconded by Ms. Bevis and unanimously carried to adopt the resolution appointing Mary Ellen Scherer the Inspector of Elections for the 41st Annual Meeting and that she would be paid \$250 for her services and that the D&O policy for the HOA would indemnify her.

Approval of the 41st Annual Meeting Date, Time and Place: Mr. Crump said the 41st Annual Meeting is scheduled for Saturday, March 27, 2021 either via Zoom or at the Crown Colony Clubhouse at 379 Imperial Way beginning at 11:00am depending on Covid 19 status.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to approve the date, time and place of the 41st Annual Meeting as presented.

Deadline date for Accepting Nominations for the 41st Annual Meeting and 150 Word Limit for Candidate Statement for Newsletter. Mr. Crump said the deadline date of Monday, January 4, 2021 at 4:00pm has been set for nominations to be submitted for candidates for the Board of Directors and that a limit of up to 150 words will be accepted for the candidate's statement for the newsletter and that both of these need to be approved by the Board.

Ms. Newell made a motion that was seconded by Ms. Barrios and unanimously carried to approve the deadline date for nominations for January 4, 2021 at 4:00pm and the 150 word limit for the candidate's statement for the newsletter.

Set Date of Record for Voting: Mr. Crump said the Board needs to set a Date of Record for owners to vote at the 41st Annual Meeting. The date that is suggested is March 17, 2021 which is 10 days before the Annual Meeting and that voting packets will be mailed by February 24, 2021.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to set the Record Date for owners to vote for March 17, 2021.

Phase 9 Planting Proposal - Simmonds & Associates - Line #9915: Mr. Crump said Simmonds & Associates submitted a proposal for the phase 10 planting for a total cost of \$37,750.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Simmonds & Associates for a cost of \$37,750 to be funded from line #9915.

Semi Annual Carpet Cleaning Proposal - PRS Restoration - Line #5190: Mr. Crump said PRS Restoration submitted a proposal for \$13,502 for the semi annual carpet cleaning 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 proposal from PRS Restoration for a cost of \$13,502 to be funded from line #5190.

Proposal for Concrete Walkway Repairs at Bldg. 4 - Ideal Landscape - Line #9928: Mr. Crump said Ideal Landscape submitted a proposal to replace the concrete walkway near bldg. 4 for a cost of \$4998 that needs to be approved by the Board.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the proposal for a cost of \$4,998 to be funded from line #9928.

Announcement of Decisions Made in Executive Session at the October 21, 2020 Meeting:

Request to Install a Washer/Dryer - 396 Imperial Way: Mr. Crump said Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approved the installation of a washer and dryer at this unit contingent upon the owner following the washer and dryer guidelines.

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

Balcony Violation - 368 Imperial Way: Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to assess this unit \$100 for the planter box on the railing and \$50 for the over watering which is an infraction of the Architectural Do's and Don'ts and a safety hazard.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, January 20, 2021 via zoom at 12:30pm for Executive Session and 1:00pm for the Open Meeting. He said there is no regular meeting scheduled for December 2020.

Adjournment:

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

Rick Crump, President

Date