

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

January 20, 2021

The meeting was called to order via Zoom by President, Rick Crump at 1:10pm.

Present:

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

Also Present:

Ms. Rita Nicolas and Maj Mesiah of Common Interest Management Services.

Open Forum:

No questions for Open Forum

Executive Session:

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

Reading, Correcting and Approving Minutes:

The minutes of November 18, 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 December 31, 2020: The Board acknowledged receipt of the financial statement ending December 31, 2020 as prepared by Bautista & Co., which reflects a monthly deficit of \$23,823, an ending cash balance of \$1,902,382 and total investments of \$1,682,338, 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 that the Board needs to ratify the installation of doors and windows at 365 Half Moon Lane #10, 365 Half Moon Lane #11, 368 Imperial Way #205 and 372 Imperial Way #3.

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 listed

Ratification of Proposal from R&S Erection of San Mateo for New Gate Equipment - Line #9965: Mr. Crump said the Board needs to ratify the proposal from R & S Erection for \$11,640 to replace the gate arms and mechanism at the front gate due to damages from a delivery truck. Insurance claim pending for reimbursement.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from R&S Erection for a cost of \$11,640 to be funded from line #9965.

Ratification of Proposal from Comet Micro Systems for Upgrades to Office Computers - Line #9976: Mr. Crump said the Board needs to ratify the proposal from Comet Micro Systems for \$3,619.01 for upgrades to the office computers.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from Comet Micro Systems for a cost of \$3,619.01 to be funded from line #9976.

New Business:

Approval of Audit Proposal for year ending 2021 - John Takemoto - Line #5002: Mr. Crump said the Board needs to approve the proposal from John Takemoto to prepare the 2020-2021 audit and taxes for a cost of \$4,850 which reflects no increase from last year.

Ms. Barrios made a motion that was seconded by Ms. Newell and unanimously carried to approve the proposal from John Takemoto for a cost of \$4,850 to be funded from line #5002.

Approval of Proposal from Teletech Security to Install Camera System at Lower Gate - Line #9998: Mr. Crump said Teletech Security submitted a proposal to install two cameras at the lower gate to deter trespassers and vandalism for a cost of \$4,350 which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Newell and unanimously carried to approve the proposal from Teletech Security for a cost of \$4,350 to be funded from line #9998.

Approval of Proposal from El Camino Roofing for Townhouse Roof Shingle Repairs - Line #9946: Mr. Crump said El Camino Roofing submitted a proposal for \$105,800 to replace the shingles at 5 townhouse buildings for a total cost of \$105,800 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 El Camino Roofing for a cost of \$105,800 to be funded from line #9946.

Appointment of Rick Crump to Authorize Expenditures/Make Decisions Outside of a Meeting: Mr. Crump said the Board needs to appoint him with authorization to make emergency expenditure of costs not to exceed \$7,500 and decisions outside of a meeting which needs to be approved by the Board.

Ms. Newell made a motion that was seconded by Ms. Bevis and unanimously carried to authorize Mr. Crump to make emergency decision and expenditures for a not to exceed cost of \$7,500.

Authorization to Proceed with Recording Notice of Delinquent Assessments for APN #101-270-280: Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to authorize Sunrise Assessment Services to record Notice of Delinquent Assessments for the APN # listed.

Announcement of Decisions Made in Executive Session at the November 18, 2020 meeting:

Request to Install a Walk in Tub at 395 Imperial Way: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the installation of a walk in tub in this unit contingent upon the owner following all specifications that were presented to the contractor.

Request to Install a Washer and Dryer - 395 Imperial Way: Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the installation of a washer and dryer at this unit contingent upon the owner following the washer and dryer installation guidelines.

Request to Install a Washer and Dryer - 395 Imperial Way: Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to approve the installation of a washer and dryer at this unit contingent upon the owners following the washer and dryer installation guidelines.

Request to Approve an Oversized Emotional Support Dog - 375 Mandarin Dr.: Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the oversized emotional support dog Bella and if for any reason Bella leaves the property, this approval does not get passed down to another dog and a new request would have to be submitted.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, February, 17, 2021 and time and place to be determined.

Adjournment:

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