

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

April 21, 2021

The meeting was called to order via Zoom by President, Rick Crump at 12:40pm.

Present:

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

Also Present:

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

Open Forum:

No questions presented

Executive Session:

The Board reviewed violations, a reimbursement assessment matter and two requests to install washer and dryers and made its decisions accordingly.

Reading, Correcting and Approving Minutes:

The minutes of February 17, 2021 and the Annual Meeting Minutes of March 27, 2021 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 March 31, 2021: The Board acknowledged receipt of the financial statement ending March 31, 2021 as prepared by Bautista & Co., which reflects a monthly surplus of \$19,216, an ending cash balance of \$2,086,919 and total investments of \$1,863,319, 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:

Election of Officers: The Board agreed by consensus to keep the officers' positions the same which is Rick Crump, President, Mary Slade, Vice President, Rosemarie Barrios, Treasurer and Alaina Bevis, Secretary and Ms. Emily Newell, Member.

Ratification of Dog House Structure Repairs on Roof of Bldg. 7 - PRG Construction - Line #9998: Mr. Crump said the Board needs to ratify the proposal from PRG Construction for \$7,750 to make the necessary repairs to the dog house structure on the roof of bldg. 7 over unit #313.

Ms. Newell made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from PRG Construction for a cost of \$7,750 to be funded from line #9998.

Ratification of Window and Door Installations: Mr. Crump said that the Board needs to ratify the installation of doors and windows at 395 Imperial Way #209 and 359 Half Moon Lane #115.

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

New Business:

Approval of 2021-2022 Budget and Reserve Study Update: Mr. Crump said the Board needs to approve the budget and reserve schedule for 2021-2022. Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the 2021-2022 Budget and Reserve Study for a total of \$4,857,383 which represents an approximate 5% increase from last year's budget and the increase in the annual reserve contribution to \$1,367,187.

Management Company Renewal Proposal - Line #5030: Mr. Crump said Common Interest Management Services submitted a proposal for the management services renewal for a cost of \$17,364 per month or \$208,368 annually which represents no increase from last year's cost.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Common Interest Management Services for an annual cost of \$208,368 to be funded from line #5030.

Security Service Contract Renewal - Line #5191: Mr. Crump said First Security submitted a renewal proposal for security services for July 1, 2021 through June 30, 2022 for a cost of \$515,189.38 per year with the hourly billing rate at \$28.44 for the guards and \$32.20 for the supervisor. He said ProGuard also submitted a proposal for an cost of \$521,609.97 with the hourly rate of \$29.04 for the guards and \$32.48 for the supervisor. Both proposals include an electric golf cart.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal proposal from First Security Services for a total cost of \$515,189.38 per year to be funded from line #5191.

Renewal Agreement from MV Public Transportation for Shuttle Driver for the Crown Colony Bus-Line #5375: Mr. Crump said MV Transportation submitted a renewal proposal to provide shuttle driver services for the Crown Colony bus for a cost of \$47.90 per hour which reflects no increase over last year's cost.

Ms. Newell made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal proposal from MV Transportation for a cost of \$47.90 per hour to be funded from line #5375.

Proposals for 5- Year Exterior Painting - Lines #9929 and #9930: Mr. Crump said 3 proposals were submitted for the 5 year exterior painting project. He said one is from Ekim Painting for a total cost of \$1,218,000, the next one is from Varsity Painting for a cost of \$1,220,500 and the 3rd is from Urban Bros. for a cost of \$1,094,150. He said Urban Bros. Painting has been the contractor at Crown Colony for the last several years. He said the Board needs to approve a contractor for this work.

Ms. Newell made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Urban Bros. Painting for a total cost of \$1,094,150 to be funded from lines #9929 and #9930.

Proposal from Cagwin & Dorward for Phase 10 Planting, Drip Installation and In-Fill. Planting - Line #9915: Mr. Crump said Cagwin & Dorward submitted a proposal for \$149,143 for the Phase 10 planting, drip installation and in-fill 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 Cagwin & Dorward for a cost of \$149,143 to be funded from line #9915.

Proposal from Norman Hooks for Architectural Services - Line #9722: Mr. Crump said Norman Hooks submitted a proposal for \$16,500 to provide the architectural services for the deck stack repair package #24 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 Norman Hooks for a cost of \$16,500 to be funded from line #9722.

Proposal to Upgrade the Office Back Up Systems from Comet Micro Systems - Line #9976: Mr. Crump said Comet Micro Systems submitted a proposal for \$4,559 to upgrade the office back up systems 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 Comet Micro Systems for a cost of \$4,559 to be funded from Line #9976.

Proposal from Ideal Landscape to Repair Front Entrance Stairs at 397 Half Moon Lane #5 - Line #9998: Mr. Crump said Ideal Landscape submitted a proposal for \$4,995 to repair the front entrance stairs at 397 Half Moon Lane which 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 Ideal Landscape for a cost of \$4,995 to be funded from line #9998.

Announcement of Decisions Made in Executive Session at the February 17, 2021 meeting:

Request to Install a Washer/Dryer - 397 Imperial Way: Ms. Newell 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 owner following the washer and dryer installation guidelines.

Request to Install a Washer/Dryer - 370 Imperial Way: Ms. Slade made a motion that was seconded by Ms. Newell and unanimously carried to formally approve the installation of a washer and dryer that was previously installed without approval. It was confirmed that the owner installed the washer and dryer per the installation guidelines.

Request to Install a Vehicle Charging Station - 368 Imperial Way: Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to approve the installation of a vehicle charging station in the owner's assigned space contingent upon the owner following all guidelines presented to him.

Authorization to Proceed with Recording Notice of Defaults for TS#s 20950, 20951: Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to authorize Sunrise Assessment Services to proceed with Recording the Notice of Defaults for the TS#s listed.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, May 19, 2021 and time and place to be determined.