

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

May 19, 2021

The meeting was called to order by President, Rick Crump via zoom at 12:30pm.

Present:

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

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Executive Session:

The Board discussed a wrong way driving violation and a washer and dryer installation request and made its decisions accordingly.

Open Forum:

Some questions were emailed to the Board from a resident in bldg. 20 and the Board responded to them accordingly. Mr. Crump said that any complaints about the HOA Office should be addressed to the manager and if an owner wants the complaint forwarded to the Board, they can send an email with an attachment that says confidential in the subject and it will be emailed to the Board and not opened by Management. He said that any grievance matters regarding an owner are dealt directly with the owner and if a letter is mailed, the tenant will receive a copy. Mr. Crump said smoking is handled case by case and in a private forum. He said smoking is not banned in CIDs in Daly City, but it is not allowed in any indoor common areas or near access doors to the buildings. Mr. Crump responded about a concern of allowing washer and dryer installations. He said the Board has been approving these installations for several years with no complaints of issues or damages resulting from these installations.

Reading, Correcting and Approving Minutes:

The Minutes of April 21, 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 April 30, 2021: The Board acknowledged receipt of the financial statement ending April 30, 2021 as prepared by Bautista & Co., which reflects a monthly surplus of \$44,555.27, an ending cash balance of \$2,147,573.36 and total investments of \$1,853,422.05 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 a new windows and sliders at 377 Mandarin Dr. #209.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the installation of a new window and slider at the unit listed.

New Business:

Accounting Services Renewal Proposal: Mr. Crump said Bautista & Co. submitted a renewal proposal for the accounting services for a cost of \$4,050 per month or \$48,600 annually which 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 from Bautista & Co. for an annual cost of \$48,600 to be funded from line #5001.

Janitorial Service Contract Renewal - Custom Maintenance - Line #5192: Mr. Crump said Custom Maintenance submitted a renewal proposal for the janitorial services for a cost of \$15,550 per month or \$186,660 annually which reflects a 2.3% increase over last year's contract.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Custom Maintenance for an annual cost of \$186,660 to be funded from line #5192.

Compactor Service Contract Renewal - Case Industries - Line #5420: Mr. Crump said the 2nd of their 3 year monthly contract cost for Case Industries to perform the garbage compacting service 3 days a week is \$14,097 or an annual cost of \$169,164 plus 7 billed holidays at \$1,084 each for a total of \$7,588 for an annual cost of \$176,752 effective July 1, 2021 which needs to be approved by the Board.

Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to approve the renewal proposal from Case Industries for an annual cost of \$176,752 for 2021-22 to be funded from line #5420.

Elevator Service Contract Renewal - Transbay Elevator Services - Line 5110: Mr. Crump said Transbay Elevator Services submitted a renewal proposal to provide inspection and lubrication service on 14 elevators for a cost of \$1,260 per month or \$15,120 annually for July 1, 2021 through June 30, 2022 which represents no increase from last year's contract.

Ms. Slade a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Transbay Elevator Corp. for an annual cost of \$15,120 to be funded from line #5110.

Pest Control Contract Renewal: Mr. Crump said Alert Pest Control submitted a renewal proposal for the pest control services with Alert Pest Control for a cost of \$785.40 per month or \$9,424.80 annually which needs to be approved by the Board.

Ms. Newell made a motion that was seconded by Ms. Bevis and unanimously carried to approve the proposal from Alert Pest Control for an annual cost of \$9,424.80 to be funded from line #5160.

Landscape Service Contract - Cagwin & Dorward - Line #5140: Mr. Crump said Cagwin & Dorward submitted a renewal proposal for the landscaping services effective July 1, 2021 through June 30, 2022 for a cost of \$9,129 per month or \$109,548 annually which represents no increase from last year's cost.

Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the renewal proposal from Cagwin & Dorward for a cost of \$9,129 per month or \$109,548 annually for 2021-2022 to be funded from line #5140.

Pool/Spa Contract - Azure Pool Service - Line #5170: Mr. Crump said Azure Pool Service submitted a renewal proposal to do a complete chemical test and equipment inspection 4 times a week on the pools and spas and to make adjustments to equipment for a monthly cost of \$1,160 per month or \$13,920 per year which needs to be approved by the Board.

Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Azure Pool Service for a cost of \$1,160 per month or \$13,920 annually to be funded from line #5170.

Renewal Proposal from Pro-Sweep - Line #5145: Mr. Crump said Pro-Sweep submitted a proposal to provide sweeping services on the roads twice a month for a cost of \$672 per month which represents no increase from last year's cost 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 Pro-Sweep for a cost of \$672 per month to be funded from line #5145.

Quarterly Clubhouse HVAC Service Proposal - IES - Line #5130: Mr. Crump said IES submitted a proposal to service the Clubhouse heater on a quarterly basis for a cost of \$931.75 monthly or \$3,727 annually which needs to be approved by the Board.

Ms. Slade made a motion that was seconded by Ms. Barrios to approve the proposal from IES for an annual cost of \$3,727 to be funded from line #5130.

Proposal from PRS Restoration for the Semi Annual Carpet Cleaning- Line #5190: Mr. Crump said PRS Restoration submitted a proposal to for the semi annual carpet cleaning of the 3-story buildings, elevators and clubhouse for a cost of \$13,937 which 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 PRS for a cost of \$13,937 to be funded from line #5190.

Phase 10 Plants and In-Fill Budget - Line #9915: Mr. Crump said that Pacific Nursery submitted a quote for \$24,300 for the Phase 10 planting and in-fill and Mission Blue submitted a proposal for \$3,796 for a total cost of \$28,096 that needs to be approved by the Board.

Ms. Newell made a motion that was seconded by Ms. Barrios and unanimously carried to approve the quote from Pacific Nursery and Mission Blue for a cost of \$28,096 to be funded from line #9915.

Announcement of Decisions Made in Executive Session at the April 21, 2021 meeting:

Excessive Noise Violation - 395 Imperial Way: Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to allow the resident in unit #309 thirty days from the date of the letter to correct the excessive noise matter and that if this is not corrected or resolved, that the owner on the 3rd floor will be requested to reinstall carpet and pad throughout the unit with the exception of the kitchen and bathrooms.

Balcony Violation - 397 Imperial Way: Ms Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$50 for the balcony violation since it is an infraction of the Architectural Do's and Don'ts.

Reimbursable Assessment for 361 Half Moon Lane: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to levy a reimbursable assessment to this unit of \$295 for the cleaning and sanitizing at the door area of the neighbor's unit due to the resident next door spitting at the door area.

Request to Install a Washer and Dryer - 361 Half Moon Lane: Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to approve the installation of a washer and dryer contingent of the owner following the washer and dryer installation guidelines.

Request to Install a Washer and Dryer - 357 Half Moon Lane: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the installation of a washer and dryer at the unit contingent upon the owner following the washer and dryer guidelines.

Adjournment:

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

Rick Crump, President

Date