

# CROWN COLONY HOMEOWNERS' ASSOCIATION

## BOARD OF DIRECTORS' MEETING

August 18, 2021

The meeting was called to order by President, Rick Crump at 12:30pm 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 a washer and dryer installation request and made its decision accordingly.

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

The minutes of July 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 July 31, 2021:** The Board acknowledged receipt of the financial statement ending July 31, 2021 as prepared by Bautista & Co. which reflects a monthly deficit of \$4,940.20, an ending cash balance of \$2,228,688.44 and total investments of \$2,016,718 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 Elevator Repairs at Bldg. 7 - 397 Imperial Way - Transbay Elevator Co. - Line #9905:** Mr. Crump said the Board needs to ratify the jack head packing and oil removal and replacement at bldg. 7 - 397 side for a cost of \$4,980.

Ms. Bevis made a motion that was seconded by Ms. Newell and unanimously carried to ratify the proposal from Transbay for a cost of \$4,980 to be funded from Line #9905.

**Ratification of Commercial Energy Renewal Agreement:** Mr. Crump said the Board needs to ratify the renewal agreement from Commercial Energy for the natural gas purchase fixed rate which needs to be ratified by the Board.

Ms. Newell made a motion that was seconded by Ms. Slade and unanimously carried to ratify the renewal agreement from Commercial Energy for the natural gas purchase at the fixed rate.

**Ratification of Proposals from Ideal Landscape & Concrete - Lines #9928 & #9927:** Mr. Crump said Ideal Landscape & Concrete submitted two proposals to repair the concrete walkway near bldg. 5 for a cost of \$4,998 and the asphalt in the garage of bldg. 4 for a cost of \$1,250 for a total cost of \$6,248 which needs to be ratified by the Board.

Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposals from Ideal Landscape & Concrete for a total cost of \$6,248 to be funded from lines #9928 & #9927.

***Ratification of Proposal from Station 1 Fire Protection - Line #9973:*** Mr. Crump said the Board needs to ratify the proposal from Station 1 Fire Protection for \$3,125.14 to make the necessary standpipe repairs at bldg. 4.

Ms. Bevis made a motion that was seconded by Ms. Newell and unanimously carried to ratify the proposal from Station 1 Fire Protection a cost of \$3,125.14 to be funded from line #9973.

**New Business:**

No Business

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

***Request to Install a Washer & Dryer - 374 Imperial Way:*** Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the request to install a washer and dryer in this unit contingent upon the owner following the Washer and Dryer Installation Agreement.

***Parking Space Violation - 376 Imperial Way:*** Mr. Crump said Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$50 for the parking space violation.

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

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, September 22, 2021 with time and place to be determined.

**Adjournment:**

There being no further business to come before the Board, the Regular Meeting adjourned at 1:10pm.

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Rick Crump, President

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Date