

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

October 20, 2021

The meeting was called to order by President, Rick Crump at 1:05pm via zoom

Present:

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

Also Present:

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

Executive Session - 12:30pm:

The Board reviewed and discussed a washer/dryer installation, a request to install an EVC station and a violation and made its decisions accordingly.

Reading, Correcting and Approving Minutes:

The minutes of September 22, 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 September 30, 2021: The Board acknowledged receipt of the financial statement ending September 30, 2021 as prepared by Bautista & Co. which reflects a monthly deficit of \$31,951.08, an ending cash balance of \$2,103,329.62 and total investments of \$1,859,745.93 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 installation of new sliding doors and windows at 357 Half Moon Lane #5.

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

New Business:

Reserve Study Update Proposal - John D. Beatty & Co. - Line #9983: Mr. Crump said John D. Beatty & Co. submitted a proposal for \$1,900 to prepare the reserve study update and inspection 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 John D. Beatty & Co. for a cost of \$1,900 to be funded from line #9983.

Fire Alarm Testing Renewal Proposal - Pacific Signaling - Line #5120: Mr. Crump said Pacific Signaling submitted a proposal for the fire alarm testing for a cost of \$750 per month (\$9,000 per year) plus 6 cellular monitoring fees for a cost of \$6,840 annually for a total cost of \$15,840 which needs to be approved by the Board.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the renewal proposal for an annual cost of \$15,840 to be funded from line #5120.

Window Washing Renewal Proposal - Excellent Window Co. - Line #5180: Mr. Crump said Excellent Window Company submitted a proposal for the window cleaning for an annual cost of \$7,644 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 proposal from Excellent Window Co. for an annual cost of \$7,644 to be funded from line #5180.

Proposal from Urban Bros. For Townhouse Gutter Cleaning - Line #9947: Mr. Crump said Urban Bros. submitted a proposal for \$7,000 to clean the gutters at all of the townhouse buildings and the gutters over 4 laundry rooms at bldgs. 7 & 20 which needs to be approved by the Board.

Ms. Slade made a motion that was seconded by Ms. Newell and unanimously carried to approve the proposal from Urban Bros. for a cost of \$7,000 to be funded from line #9947.

Corridor Refurbishment Proposal - Saylor, Inc.: Mr. Crump said Saylor, Inc. submitted a proposal for \$5,800 for the design work for the refurbishment of the corridor buildings for fiscal year 2022-2023. He said the work will include lobby flooring, paint and/or wall treatment, hallway carpeting and paint, elevator wall covering, lobby artwork, bulletin boards and laundry room flooring and paint 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 Saylor, Inc. for a cost of \$5,800.

Announcement of Decisions Made in Executive Session at the September 22, 2021 Meeting:

Oversized Pet Violation - 370 Imperial Way: Mr. Crump said Ms. Newell made a motion that was seconded by Ms. Barrios and unanimously carried to grant the resident's request to approve their emotional support dog Scrappy contingent upon the owner following the pet rules and agreeing to the stipulations in the approval letter which will be sent to them.

Request to Install a Shower Enclosure - 395 Imperial Way: Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to approve the owner's request to replace the tub and shower enclosure for a walk in shower contingent upon the owner following the guidelines provided to them.

Carpet Cleaning Assessment Appeal - 371 Imperial Way: Mr. Crump said Ms. Newell made a motion that was seconded by Ms. Barrios and unanimously carried to uphold the carpet cleaning assessment charge to the owner since it was very obvious the staining of the carpet originated from the residents in unit #305.

Request to Install a Washer and Dryer - 357 Half Moon Lane: Mr. Crump said Ms. Newell made a motion that was seconded by Ms. Bevis and unanimously carried to approve the washer and dryer installation request contingent upon the owner following the provided installation guidelines.

Wrong-Way Driving Violation - 395 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 since it is a safety hazard.

Dog Nuisance Violation - Repeat Violation - 381 Half Moon Lane: Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to assess this unit \$100 for the dog continuing to defecate on the balcony

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, November 17, 2021 via zoom at 12:30pm for Executive Session and 1:00pm for the Open Meeting.

Adjournment:

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