

# CROWN COLONY HOMEOWNERS' ASSOCIATION

## BOARD OF DIRECTORS' MEETING

November 17, 2021

### **Present:**

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

### **Also Present:**

Ms. Rita Nicolas of Common Interest Management Services.

### **Absent:**

Ms. Alaina Bevis, Secretary

### **Executive Session:**

The Board reviewed and discussed two washer and dryer installations, a reimbursement assessment and an Authorization to Record a Notice of Default and made its decisions accordingly.

### **Open Forum:**

An owner from bldg. 17 submitted a couple of questions/comments to the Board regarding installing a playground and also posting no smoking signs and adding some ashtrays in locations where residents are disposing their cigarettes on the ground. The Board responded with the reasons for not replacing the old playground equipment that was removed years ago which included having to replace with ADA access and many codes have changed and the cost was very expensive. Mr. Crump also added that a lot of money was spent to redo the equipment at Gellert Park where he recommended residents go. Mr. Crump stated that the no smoking ordinance for units in Daly City exemplifies condominiums. As far as the no smoking signs and installing more ashtrays, this can be discussed further with Management as to locations.

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

The minutes of October 20, 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 October 31, 2021:** The Board acknowledged receipt of the financial statement ending October 31, 2021 as prepared by Bautista & Co. which reflects a monthly surplus of \$9,691.34, an ending cash balance of \$2,201,408.81 and total investments of \$1,925,299.59 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 window and door installations at 357 Half Moon Lane #5 and 371 Imperial Way #205.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to ratify the window and door installations at the units listed.

**Ratification of Change Order #002 - Cagwin & Dorward - Line #9915:** Mr. Crump said Cagwin &

Dorward submitted a change order for \$10,903 for pool planting, irrigation work and boulders and cobble which needs to be ratified by the Board.

Ms. Slade made a motion that was seconded by Ms. Newell and unanimously carried to ratify the change order for a cost of \$10,903 to be funded from line #9915.

**Ratification of Proposal from Transbay Elevator Co. for Oil Replacement and Jack Head Packing - Line #9905:** Mr. Crump said Transbay Elevator Co. submitted a proposal for \$4,080 to replace oil and jack head packing a bldg. 13's elevator which needs to be ratified by the Board.

Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from Transbay Elevator Co. for a cost of \$4,080 to be funded from line #9905.

## **New Business:**

**Approval of Election Inspector for the 42<sup>nd</sup> Annual Meeting:** Mr. Crump said the Board needs to adopt a resolution appointing an Election Inspector for the 41<sup>st</sup> Annual Meeting. He said Mary Ellen Scherer, a resident from a neighboring community, has agreed to be appointed as the Inspector of Elections. He said the inspector can designate and utilize others to assist in the performance of their duties.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to adopt the resolution appointing Mary Ellen Scherer the Inspector of Elections for the 42<sup>nd</sup> Annual Meeting and that she would be paid \$250 for her services and that the D&O policy for the HOA would indemnify her.

**Approval of the 42<sup>nd</sup> Annual Meeting Date, Time and Place:** Mr. Crump said the 42<sup>nd</sup> Annual Meeting is scheduled for Saturday, March 19, 2022 either via Zoom or at the Crown Colony Clubhouse at 379 Imperial Way beginning at 11:00am depending on Covid 19 status.

Ms. Barrios made a motion that was seconded by Ms. Newell and unanimously carried to approve the date, time and place of the 42<sup>nd</sup> Annual Meeting as presented.

**Deadline date for Accepting Nominations for the 42<sup>nd</sup> Annual Meeting and 150 Word Limit for Candidate Statement for Newsletter.** Mr. Crump said the deadline date of Tuesday, January 4, 2022 at 1:00pm has been set for nominations to be submitted for candidates for the Board of Directors and that a limit of up to 150 words will be accepted for the candidate's statement for the newsletter and that both of these need to be approved by the Board.

Ms. Newell made a motion that was seconded by Ms. Slade and unanimously carried to approve the deadline date for nominations for Tuesday, January 4, 2021 at 1:00pm and the 150 word limit for the candidate's statement for the newsletter.

**Set Date of Record for Voting:** Mr. Crump said the Board needs to set a Date of Record for owners to vote at the 42<sup>nd</sup> Annual Meeting. The date that is suggested is March 9, 2022 which is 10 days before the Annual Meeting and that voting packets will be mailed by February 17, 2022.

Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to set the Record Date for owners to vote for March 9, 2022.

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

**Authorization for Sunrise Assessment Services to Record Notice of Delinquent Assessments for APN# 101-080-330:** Mr. Crump said the Board needs to authorize Sunrise Assessment Services to record a Notice of Delinquent Assessments for APN# 101-080-330.

Ms. Slade made a motion that was seconded by Ms. Newell and unanimously carried to authorize Sunrise Assessment Services to Record the Notice of Delinquent Assessments for the APN# listed.

**Announcement of Decisions Made in Executive Session at the October 20, 2021 Meeting:**

***Request to Install a Washer/Dryer - 383 Mandarin Dr.:*** Mr. Crump said Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approved the installation of a washer and dryer at this unit contingent upon the owner following the washer and dryer guidelines.

***Request to Install an EVC Station - 368 Imperial Way:*** Mr. Crump said Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the installation of an EVC Station in this unit's parking space contingent upon the owner following all guidelines for installing the station and submitting all of the required paperwork and notarized agreement.

***Dog Nuisance Violation - Repeat - 381 Half Moon Lane #210:*** Mr. Crump said Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to assess this unit \$100 for the repeat dog nuisance violation of owner allowing dog to defecate on the balcony which is an infraction of the Architectural Do's and Don'ts and a health hazard.

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

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, January 19, 2022 via zoom at 12:30pm for Executive Session and 1:00pm for the Open Meeting. He said there is no regular meeting scheduled for December 2021.

**Adjournment:**

There being no further business to come before the Board, the Regular Meeting adjourned at 1:20pm.