

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

September 16, 2009

The meeting was called to order by President, Rick Crump at 6:00pm in the Clubhouse.

Present:

Mr. Rick Crump, President; Ms. Kathy Carry Vice President; Mr. John Macdonald, Treasurer; Ms. Rosemary Henry, Secretary

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Absent:

Jaye Bunn

Executive Session:

The Board reviewed and discussed the Grievance Committee's recommendations from its September 2, 2009 meeting and made its decisions accordingly.

Reading, Correcting and Approving Minutes:

The minutes of August 19, 2009 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 August 31, 2009: The Board acknowledged receipt of the financial statement ending August 31, 2009 as prepared by Bautista & Co. which reflects a monthly deficit of \$3,787, an ending cash balance of \$1,753,386 and total investments of \$1,415,340 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 for Window and Sliding Door Installations: Mr. Crump said the Board needs to ratify the installation of a new sliding door and windows at 377 Mandarin Dr. #214, 389 Half Moon Lane #8, 370 Imperial Way #313, 359 Half Moon Lane #103, 359 Half Moon Lane #106.

Ms. Henry made a motion that was seconded by Mr. Macdonald and unanimously carried to ratify the window and sliding door installations for the unit(s) listed.

Ratification of Courtyard Repairs at Bldg. 7 & 20 - Dan Butler & Associates: Mr. Crump said Dan Butler & Associates submitted a proposal for \$4,400 to make the necessary repairs and painting to the courtyards at bldg. 7 & 20. He said this work was approved and needs to be ratified by the Board.

Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to ratify the repairs by Dan Butler & Associates for a cost of \$4,400.

Ratification of Stream Pump Replacement - Pacific Water Art - Line #9910: Mr. Crump said Pacific Water Art submitted a proposal to replace the stream pump for a cost of \$2,800. He said this was approved and needs to be ratified by the Board.

Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to ratify the replacement of the stream pump by Pacific Water art for a cost of \$2,800 to be funded from line #9910.

New Business:

Insurance Package Renewal for 2009-2010 - UPA Insurance Brokers: Mr. Crump said John Uhl and Chris Palmer, Of UPA Insurance Brokers, met with the Board during its pre-Board work study session this evening and explained the proposal for the insurance quotes for 2009-2010. He said UPA is recommending the Board approve their proposal for \$372,999.20. The Board also requested UPA obtain earthquake insurance quotes and present them at a later date.

Ms. Henry made a motion that was seconded by Ms. Carry and unanimously carried to approve the insurance proposal for a total cost of \$372,999.20 effective September 27, 2009.

Approval of 2008-2009 Audit - Timothy Collins & Co.: Mr. Crump said the Board met with Tim Collins during its pre-Board session to discuss the draft audit that needs to be approved by the Board.

Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to approve the 2008-2009 audit as presented by Timothy Collins & Co.

I.W. Bison Proposal: Mr. Crump said I.W. Bison submitted a proposal for \$5,000 to visually inspect the site and catalog a representative sample of building components affecting the building soundness focused on soft story/seismic concerns, will investigate retro-fit options appropriate for soft story concerns and provide a written report documenting findings and repair concepts. I.W. Bison will then meet with the Board and present findings, concepts and preliminary scopes of work, budgets and time lines.

Ms. Henry made a motion that was seconded by Ms. Carry and unanimously carried to approve the proposal from I.W. Bison for a cost of \$5,000 to be funded from line #9998.

Roofing Proposals for 376 Imperial Way - Line #9950: Mr. Crump said Roof Management and D. C. Taylor submitted proposals to replace the roof at bldg. 14. He said Richard Avelar & Associates was asked to review both proposals particularly relating to the drains for the roof. Mr. Crump said the proposal from Roof Management is \$117,641 and the one from D.C. Taylor is \$91,354.

Ms. Carry made a motion that was seconded by Mr. Macdonald and unanimously carried to approve the proposal from D.C. Taylor for a cost of \$91,354 to be funded from line #9950.

Refurbishment of Top Level of Clubhouse and Pool Room - Saylor Inc. - Line #9936: Mr. Crump said Saylor, Inc. submitted proposals to refurbish the upper level of the clubhouse including the pool room. He said there are three proposals, one is plan A for a cost of \$5,317.64, the 2nd is plan B for a cost of \$8,256.50 and the 3rd is for lights, pool room sign, printer, table, etc for a cost of \$2,314.27. He said both plan A and Plan B include the same furniture, etc.; however, plan B has a little better quality material and therefore is higher in cost. The proposal for the accessories can go with either plan A or Plan B.

Mr. Macdonald made a motion that was seconded by Ms. Henry and unanimously carried to approve the plan B proposal for a cost of \$8,256.50 and the 3rd proposal for a cost of \$2,108.28, omitting the printer and table, for a total cost of \$10,274.78 to be funded from line #9936.

Contractor to be Considered for Window/Door Installations: Mr. Crump said Theisen Glass Co. submitted a letter requesting to be added to the qualified bidder's list for window and door installations. He said Theisen Glass installed the windows in their own unit at Crown, with the Board's permission, and would like to be considered one of the approved contractors.

Ms. Henry made a motion that was seconded by Ms. Carry and unanimously carried to approve Theisen Glass Co. be added to the approved contractors list for window and door installations contingent that they follow all specifications outlined in the window packet handout.

Authorization to Proceed with Recording Notice of Delinquent Assessments: Mr. Macdonald made a motion that was seconded by Ms. Henry and unanimously carried to authorize Sunrise Assessment Services to record a Notice of Delinquent Assessments for TS#s 14660, 14661, 14662, 14663, 14664, 14666, 14667, 14668.

Announcement of Decisions Made in Executive Session at the August 19,2009 meeting:

Towing Charge Appeal - 397 Imperial Way: Ms Bunn made a motion that was seconded by Ms. Carry and unanimously carried to deny the towing charge appeal since the documentation from the security supervisor justified the vehicle was properly towed.

Towing Charge Appeal - 361 Half Moon Lane: Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to deny the towing charge appeal since the towing was from a red zone that justifies an automatic towing which was properly done.

Wrong-Way Driving Violation - 361 Half Moon Lane: Ms. Carry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the recommendation of the Grievance Committee to assess this unit \$100 for the wrong-way driving violation since it is a safety hazard.

Patio Violation - 399 Imperial Way: Mr. Crump said no action was taken since the violation was corrected.

Balcony Violation - 370 Imperial Way: Mr. Crump said no action was taken since the violation was corrected.

Balcony Violation - 361 Half Moon Lane: Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to approve the Grievance Committee's recommendation to assess this unit \$50 for the balcony violation since it is an infraction of the Architectural Do's and Don'ts.

Window Violation - 359 Half Moon Lane: Mr. Crump said no action was taken since the violation was corrected.

Parking Sticker Violations (not corrected from previous months): Ms. Bunn made a motion that was seconded by Mr. Macdonald and unanimously carried to approve the Grievance Committee's recommendation to assess the following units \$100-\$150 for failure to obtain the current parking stickers which is in violation of the new Parking Rules - 371 Imperial Way, 397 Imperial Way, 368 Imperial Way, 368 Imperial Way, 368 Imperial Way and 368 Imperial Way. No action was taken on those owners who obtained their new stickers.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, October 21, 2009 at 6:45pm for Open Forum and 7:00pm for the Regular Meeting.

Adjournment:

There being no further business to come before the Board, the Regular Meeting adjourned at 7:50pm.