

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

October 21, 2009

The meeting was called to order by President, Rick Crump at 5:45pm in the Clubhouse.

Present:

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

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Executive Session:

The Board had no business to conduct for Executive Session.

Reading, Correcting and Approving Minutes:

The minutes of September 16, 2009 were approved as written with one correction on page 2 to remove the word "not" in the last sentence.

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, 2009: The Board acknowledged receipt of the financial statement ending September 30, 2009 as prepared by Bautista & Co. which reflects a monthly surplus of \$27,815.49, an ending cash balance of \$1,722,980 and total investments of \$1,365,424 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 window at 382 Imperial Way #2.

Ms. Bunn made a motion that was seconded by Ms. Henry and unanimously carried to ratify the window and sliding door installations for the unit listed.

New Business:

Building & Maintenance Transmittal #5 - Accounting Service Contract - Bautista & Co.: The Committee recommends approval of the proposal from Bautista & Co. To provide the accounting services for a monthly fee of \$3,450 or \$41,400 annually which represents no increase from last year.

Ms. Henry made a motion that was seconded by Mr. Macdonald and unanimously carried to approve the proposal from Bautista & Co. For an annual cost of \$41,400 to be funded from line 5001.

Building & Maintenance Transmittal #6 - Staffing Service Agreement - Tag Associates: The Committee recommends approval of the proposal from Tag Associates to provide the payroll and benefit services for Crown Colony for an administrative fee of 4% of the gross wages, which represents no increase from last year's fee.

Ms. Carry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the proposal from Tag Associates for an administrative fee of 4% of the gross wages to be funded from lines #5210, #5220 and #5240.

Building & Maintenance Transmittal #7 - Fire Alarm Service Contract - Pacific Signaling: The Committee recommends approval of the proposal from Pacific Signaling to perform the fire alarm testing for an annual cost of \$7,980, which represents no increase from last year's cost.

Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to approve the proposal from Pacific Signaling for an annual cost of \$7,980 to be funded from line #5120.

Building & Maintenance Transmittal #8 - Landscaping Service Contract - Ideal Landscaping: The Committee recommends approval of the proposal from Ideal Landscaping to perform the landscaping services for an annual cost of \$84,600, which represents no increase from last year's cost.

Ms. Henry made a motion that was seconded by Ms. Carry and unanimously carried to approve the proposal from Ideal Landscaping for an annual cost of \$84,600 to be funded from line #5140.

Building & Maintenance Transmittal #9 - Clubhouse Window Washing Contract - CityWide Building Maintenance: The Committee recommends approval of the proposal from CityWide Building Maintenance to wash the clubhouse windows, plexiglass over the front entrance of the clubhouse, the outside of the laundry room windows and both the interior and exterior of the inner courtyard windows in bldgs. 7 & 20 for an annual cost of \$3,652 which represents a \$102 increase from last year's cost.

Ms. Henry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the proposal from CityWide Building Services for an annual cost of \$3,652 to be funded from line #5180.

Building & Maintenance Transmittal #10 - Clubhouse Heating & A/C Services - Bal-aire Mechanical: The Committee recommends approval of the proposal from Bal-aire Mechanical to make the necessary quarterly services to the heating and a/c system in the clubhouse for a cost of \$475 per quarter or an annual cost of \$1,900 which represents no increase from last year's cost.

Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to approve the proposal from Bal-aire Mechanical for an annual cost of \$1,900 to be funded from line #5130.

Building & Maintenance Transmittal #11 - Reserve Study Update - John D. Beatty Co.: The Committee recommends approval of the proposal from John D. Beatty CO. To prepare the reserve study update for a cost of \$1,750.

Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to approve the proposal from John D. Beatty Co. To be funded from line #9983.

Semi-Annual Carpet Cleaning Proposal for all 3-Story Buildings and Clubhouse - PCS of Bay Area - Line #5190: Mr. Crump said PCS of Bay Area submitted a proposal for the semi-annual carpet cleaning in the 3-story buildings, the inside of the elevator cabs and the clubhouse by truck mount method for a total cost of \$8,480.

Ms. Carry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the proposal from PCS of Bay Area for a cost of \$8,480 to be funded from line #5190.

Trip Hazard Repairs - Precision Concrete Cutting - Line #9928: Mr. Crump said Precision Concrete Cutting submitted proposals to make the necessary repairs to trip hazards in various locations of the property. One of the proposal is for \$7,385.42 and includes repairs that were agreed upon from the first survey and the second proposal for \$593.46 includes repairs that were discovered after the original survey and proposal was done. The total for both proposals is \$7,978.88.

Mr. Macdonald made a motion that was seconded by Mr. Henry and unanimously carried to approve both proposals from Precision Concrete Cutting for a total cost of \$7,978.88 to be funded from line #9928.

Gutter & Down Spout Cleaning - Urban Bros. - Line #9947: Mr. Crump said Urban Bros. submitted a proposal to clean the gutters and down spouts at all 3-story buildings, townhouse buildings and the clubhouse for a cost of \$6,250 and that this work should be done before winter comes.

Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to approve the proposal from Urban Bros. For a cost of \$6,250 to be funded from line #9947.

Authorization to Proceed with Recording Notice of Delinquent Assessments: Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to authorize Sunrise Assessment Services to record a Notice of Delinquent Assessments for TS#s 14848, 14849.

Announcement of Decisions Made in Executive Session at the September 16,2009 meeting:

Wrong-Way Driving Violation - 359 Half Moon Lane: Mr. Macdonald made a motion that was seconded by Ms. Henry 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.

Parking Sticker Violations (not corrected from previous month(s)): Mr. Macdonald made a motion that was seconded by Ms. Henry and unanimously carried to approve the Grievance Committee's recommendation to assess 2 units at 368 Imperial Way \$200 each for failure to obtain the current parking stickers since it is an infraction of the new parking rules.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, November 18, 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 7:15pm.