

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

February 17, 2010

To be approved at the next regularly scheduled meeting

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 and Ms. Monaca Smith of Common Interest Management Services.

Executive Session:

The Board reviewed and discussed the Grievance Committee's recommendation from its February 3, 2010 meeting and made its decision accordingly.

Reading, Correcting and Approving Minutes:

The minutes of January 20, 2010 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 January 31, 2010: The Board acknowledged receipt of the financial statement ending January 31, 2010 as prepared by Bautista & Co. which reflects a monthly surplus of \$21,961, an ending cash balance of \$1,692,148 and total investments of \$1,412,055 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 Annual Fire Extinguisher Service - ABC Fire Protection - Line #5335: Mr. Crump said the Board needs to ratify the previous verbal approval for the annual fire extinguisher service by ABC Fire Protection for a cost of \$3,697.77.

Mr. Macdonald made a motion that was seconded by Ms. Bunn and unanimously carried to ratify the work by ABC Fire Protection for a cost of \$3,697.77 to be funded from line #5335.

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 381 Half Moon Lane #102.

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:

Authorization of Board Election by Acclamation - 30th Annual Meeting: Mr. Crump said since there are three candidates running for three seats and all terms are for the same number of years, the Board may declare the nominees, Jaye Bunn, Rosemary Henry and John Macdonald elected by acclamation for the 30th Annual Meeting.

Ms. Carry made a motion that was seconded by Mr. Crump and unanimously carried to declare the three candidates elected by acclamation.

Five Year Elevator Load Test - Transbay Elevator Co. - Line #9906: Mr. Crump said Transbay submitted a proposal to perform the 5-year load test on 12 elevators for a cost of \$8,160.

Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to approve the proposal from Transbay Elevator Co. for a cost of \$8,160 to be funded from line #9906.

Tree Pruning/Removal Proposal - Arborwell - Line #9914: Mr. Crump said Arborwell submitted a proposal for tree care/removal in various locations for a total cost of \$2,675.

Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to approve the proposal from Arborwell for a cost of \$2,675 to be funded from line #9914.

Dry Rot Damage Repairs on Dog House Siding at Bldg. 7-303 - Dan Butler & Associates - Line #9703: Mr. Crump said Dan Butler & Associates submitted a proposal to make the necessary dry rot damage repairs at the dog house siding near bldg. 7-303 for a cost of \$5,300.

Ms. Henry made a motion that was seconded by Ms. Carry and unanimously carried to approve the proposal from Dan Butler & Associates for a cost of \$5,300 to be funded from line #9703.

Authorization to Proceed with Recording Notice of Delinquent Assessments: Ms. Bunn made a motion that was seconded by Mr. Macdonald and unanimously carried to authorize Sunrise Assessment Services to record a Notice of Delinquent Assessments for TS#s 15447, #15614.

Authorization for Berding & Weil to Proceed with Recording of Notice of Delinquent Assessment for APN#101-030-300: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to authorize Berding & Weil to record a Notice of Delinquent Assessments for APN# 101-030-300 if the balance of the assessments is not paid by March 16, 2010.

Announcement of Decisions Made in Executive Session at the January 20,2010 meeting:

Letters from Berding & Weil Regarding Nuisance Violation - 375 Mandarin Dr.: Ms. Henry made a motion that was seconded by Ms. Carry and unanimously carried to request that the owner of this unit be held responsible and levied a reimbursable assessment for all restoration repairs to the common area hallway due to the water leak from the unit into the hallway and that a payment plan can be offered, and that if any other matters develop which need Board approval, these matters will be handled accordingly.

Patio Violation - 397 Half Moon Lane: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to approve the Grievance Committee's recommendation to assess this unit \$50 for the bicycle on the patio since it is an infraction of the Architectural Do's and Don'ts.

Patio Violation - 389 Half Moon Lane: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to not assess this unit \$50 for the patio violation since the violation was corrected.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, April 21, 2010 at 5:45pm for Pre-Board Session, 6:15pm for Executive Session, 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 8:02pm.