

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

May 19, 2010

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 and 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 recommendations from its May 5, 2010 meeting and the Foreclosure Authorization from Sunrise and made its decisions accordingly.

Open Forum:

Ms. Addie Marino, of Bldg. 17, expressed her concern regarding the feral cats and kittens on the property and asked the Board to look into remedies to eliminate the cats. Ms. Nicolas said she wrote to a feral cat website asking assistance and is waiting to hear back of what can be done and what assistance the organization can give to trap the cats and kittens. She said she would be following up on this. Ms. Marino also asked that something be written in the Colonist requesting that residents do not feed these cats and Mr. Crump said this can be done and he thanked Addie for attending.

Reading, Correcting and Approving Minutes:

The minutes of April 21, 2010 and Joint Board and Budget Meeting of April 21, 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 April 30, 2010: The Board acknowledged receipt of the financial statement ending April 30, 2010 as prepared by Bautista & Co., which reflects a monthly surplus of \$13,379, an ending cash balance of \$1,811,079 and total investments of \$1,584,744, 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 368 Imperial Way #341 and 370 Imperial Way #315.

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

Ratification of Asphalt Repairs on Mandarin Dr. - American Asphalt - Line #9925: Mr. Crump said the Board needs to ratify the proposal from American Asphalt for \$3,870 for repairs on Mandarin Dr. to be funded from line #9925.

Ms. Carry made a motion that was seconded by Mr. Macdonald and unanimously carried to ratify the proposal from American Asphalt for \$3,870.

Ratification of Change Order #1 for Urban Bros Painting - Line #9930: Mr. Crump said Urban Bros. Painting submitted a change order for \$5,250 to upgrade to a urethane deck coating on 28 first floor balcony decks since they are in such bad shape. He said the original proposal for \$8,500 was approved last year and this would be an additional cost due to the condition of these 28 decks. He said this proposal was previously approved so the work can continue and now needs to be ratified.

Ms. Carry made a motion that was seconded by Mr. Macdonald and unanimously carried to ratify the proposal from Urban Bros. Painting for a cost of \$5,250 to be funded from line #9930.

Ratification of Dry Rot Repairs at Bldg. 20 - Dan Butler & Associates - Line# 9703: Mr. Crump said the Board needs to ratify the proposal from Dan Butler & Associates for \$3,350.50 to make the necessary dry rot repairs at bldg. 20 after the exterior painting is completed.

Ms. Henry made a motion that was seconded by Ms. Bunn and unanimously carried to ratify the proposal from Dan Butler & Associates for a cost of \$3,350.50 to be funded from line #9703.

New Business:

Building & Maintenance Transmittal #1 - Janitorial Service - Custom Maintenance - Line #5192: The Committee recommends approval of the proposal from Custom Maintenance to perform the janitorial services for a cost of \$12,400 per month or \$148,800 annually which reflects a \$250 per month increase over last year's contract.

Mr. Carry made a motion that was seconded by Mr. Macdonald and unanimously carried to approve the proposal from Custom Maintenance for an annual cost of \$148,800 to be funded from line #5192.

Building & Maintenance Transmittal #2 - Compactor Service - Case Porta Comp - Line #5420: The Committee recommends approval of the proposal from Case Porta Comp to perform the garbage compacting service for a cost of \$12,298 per month or \$147,576 annually which reflects a \$358 per month increase over last year's cost.

Ms. Henry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the renewal proposal from Case Porta Comp for an annual cost of \$147,576 to be funded from line #5420.

Building & Maintenance Transmittal #3 - Elevator Service - Line 5110: The Committee recommends approval of the proposal from Transbay Elevator Corp. to provide inspection and lubrication service on 14 elevators for a cost of \$1,240 per month or \$14,880 annually for July 1, 2010 through June 30, 2011 which represents no increase from last year's contract.

Ms. Carry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the proposal from Transbay Elevator Corp. for an annual cost of \$14,880 to be funded from line #5110.

Building & Maintenance Transmittal #4 - Pest Control Contract: The Committee recommends approval of the pest control contract with Alert Pest Control for a cost of \$490 per month or \$5,880 annually which reflects 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 Alert Pest Control for an annual cost of \$5,880 to be funded from line #5160.

Proposal from Commercial Energy of California: Mr. Crump announced that Matthew Campbell, with Commercial Energy, met with the Board during its pre-Board session to discuss his proposal that he submitted to the Board where customers can purchase natural gas directly from their company, a local gas producer, while PG&E still handles the delivery, meter reading and billing. He said there would be an approximate \$.05 per therm guaranteed savings. Discussion ensued and the Board asked that if the Board approves this proposal that a revised one be submitted since this proposal

expired back in February 2010.

Mr. Macdonald made a motion that was seconded by Ms. Henry and unanimously carried to approve the revised proposal from Commercial Energy.

Mr. Macdonald made a motion that was seconded by Ms. Henry and unanimously carried to approve the proposal from Commercial Energy.

Deck Stack Proposal - Dan Butler & Associates - Line #9707: Mr. Crump said Dan Butler & Associates submitted a proposal to replace 5 deck stacks at bldg. 14-105 and 14-108, 17-101, 20-135 and 20-101 for a total cost of \$232,854.30 which includes a \$15,000 dry rot allowance.

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 \$232,854.30 to be funded from line #9707

Architectural Proposal - Norman Hooks - Line #9722: Mr. Crump said Norman Hooks submitted a proposal for \$22,590 for architectural services related to the replacement of the 5 deck stacks by Dan Butler & Associates.

Ms. Carry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the proposal from Norman Hooks for a total cost of \$22,590 to be funded from line #9722.

Sales & Leasing Office Renewal Contract - Crown Colony Properties: Mr. Crump said Crown Colony Properties submitted their renewal contract for the sales and rental office with all terms to remain the same effective for one year beginning July 17, 2010.

Ms. Henry made a motion that was seconded by Mr. Macdonald and unanimously carried to approve the renewal contract from Crown Colony Properties as presented to be effective for one year starting July 17, 2010.

Management Company Renewal Proposal - Common Interest Management Services: Mr. Crump said Common Interest Management Services submitted the renewal proposal for management services for a monthly cost of \$14,956 or \$179,472 annually which reflects an increase of \$228 per month or \$2,736 annually from last year's cost.

Mr. Macdonald made a motion that was seconded by Ms. Bunn and unanimously carried to approve the renewal proposal from Common Interest Management Services for an annual cost of \$179,472 effective July 1, 2010.

Replacement of Controller at bldg. 25 - Line #9905 - Mr. Crump said that Transbay Elevator Company submitted a proposal to replace the controller and door operator for the elevator at bldg. 359 Half Moon Lane for a cost of \$43,600. He said another proposal was received from Paramount Elevator Co. for a cost of \$56,400 and that the proposal from Transbay is recommended for the Board to approve.

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 \$43,600 to be funded from line #9905.

Replacement of Fire Alarm Control Panel at bldg. 25 - Line #9905: Mr. Crump said Pacific Signaling submitted a proposal for \$14,920 to replace the existing Edwards fire alarm control panel at bldg. 25 when the new controller is installed. He said another proposal was received from National Security for a cost of \$22,917 and that the proposal from Pacific Signaling is recommended for the Board to approve.

Ms. Carry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the proposal from Pacific Signaling for a cost of \$14,920 to be funded from line #9905.

Bulk Window and Toilet Purchase Program: Mr. Crump said Ms. Monaca Smith submitted some information to the Board regarding a program that was being offered to owners by I.W. Bison to buy toilets and windows at a bulk rate and was wondering if the Board would be interested in the program. She said the program would be handled by I.W. Bison and would be for those owners interested. Discussion ensued as to what type of windows and toilets are being offered, costs, where

they would be stored, workmanship, etc. It was agreed by consensus that this matter be deferred to allow time to obtain more information.

Authorization to Proceed with Recording Notice of Delinquent Assessments: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to authorize Sunrise Assessment Services to record Notice of Delinquent Assessments for TS#s 15940, 15942, 16029, 16030 .

Announcement of Decisions Made in Executive Session at the April 21, 2010 meeting:

Wrong-Way Driving Violation - 370 Imperial Way: Mr. Macdonald made a motion that was seconded by Ms. Henry and unanimously carried to approve the Grievance Committee's recommendation to assess this unit \$100 for the wrong-way driving violation since it is a safety hazard.

Excessive Noise Violation - 375 Mandarin Dr.: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to assess the violating party \$100 for the excessive noise and that the violating party must try to alleviate the excessive unacceptable noise during the late evening hours that is disturbing the residents below by possibly changing the sleeping and activity schedule for the children in the unit and restricting the children from running throughout the unit and preventing the resident below of the quiet enjoyment of his unit.

Patio Violation - 385 Mandarin Dr.: Ms. Henry 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 patio violation since it is an infraction of the Architectural Do's and Don'ts.

Patio Violation - 385 Mandarin Dr.: Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to not assess this unit since the violation was corrected.

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Balcony Violation - 397 Imperial Way: Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to not assess this unit since the violation was corrected.

Balcony Violation - 397 Imperial Way.: Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to not assess this unit since the violation was corrected.

Balcony Violation - 395 Imperial Way: Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to not assess this unit since the violation was corrected.

Unit Door Violation - 385 Mandarin Dr.: 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 unit door violation since it is an infraction of the Architectural Do's and Don'ts.

Unit Door Violation - 395 Imperial Way: Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to not assess this unit 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, June 16, 2010 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 8:10pm.