

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

November 16, 2011

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. Jaye Bunn, Member

Also Present:

Ms. Rita Nicolas of Common Interest Management Services.

Absent:

Ms. Rosemary Henry, Secretary

Pre-Board Session:

Mr. Gary Kah, Ms Linda Novy and Mr. Warren Simmonds met with the Board where Mr. Kah discussed the two reports he prepared regarding the Water Budget Analysis and The Irrigation Assessment which will be used for future repairs in the complex.

Executive Session:

The Board reviewed and discussed the Grievance Violations presented and Approval for Notice of Defaults by Sunrise Assessment Services and made its decisions accordingly.

Reading, Correcting and Approving Minutes:

The minutes of October 19, 2011 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, 2011: The Board acknowledged receipt of the financial statement ending October 31, 2011 as prepared by Bautista & Co. which reflects a monthly surplus of \$20,536, an ending cash balance of \$1,728,735 and total investments of \$1,228,694 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 new sliding door and window at 370 Imperial Way #116 .

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

Ratification of Proposal to Install New Elevator Controller for Bldg. 14 - Transbay Elevator Co. - Line #9905: Mr. Crump said the Board needs to ratify the proposal from Transbay Elevator Co. to install a new controller at the elevator in bldg. 14 for a cost of \$44,800.

Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to ratify the installation of a new controller at the elevator in bldg. 14 for a cost of \$44,800 to be funded from line

#9905.

Ratification of Proposal for New Fire Alarm Panel for Bldg. 14 - Pacific Signaling - Line #9905:

Mr. Crump said the Board needs to ratify the proposal from Pacific Signaling to install a new fire alarm panel at bldg. 14 for a cost of \$14,920.

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

Ratification of Proposal from Arborwell for Tree Removal near Bldg. 7 to be funded from Line #9914: Mr. Crump said the Board needs to ratify the proposal from Arborwell for tree removal near Bldg. 7 for a cost of \$14,442 .

Mr. Macdonald made a motion that was seconded by Ms. Carry and unanimously carried to ratify the proposal from Arborwell for a cost of \$14,442 to be funded from line #9914.

New Business:

Approval of Month to Month Contract for Ideal Landscape - Line #5140: Mr. Crump said the landscape contract from Ideal Landscape expires on December 31, 2011. The Board needs to approve a month to month extension of the landscape contract as the specifications are being revised and will be reviewed at a future board meeting.

Ms. Carry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the extension of the current contract on a month to month basis from Ideal Landscape.

Proposal from Arborwell for Treatment of Trees with Humic Acid - Line #9914: Mr. Crump said Arborwell submitted a proposal to treat the trees on the property with humic acid for a cost of \$2,597.60 which needs to be approved by the Board.

Mr. Macdonald made a motion that was seconded by Ms. Bunn and unanimously carried to approve the proposal from Arborwell for a cost of \$2,597.60 to be funded from line #9914.

Approval of Budget Committee Chairperson: Mr. Crump said Mr. Macdonald needs to be approved to serve as chairperson of the Budget Committee.

Ms. Bunn made a motion that was seconded by Ms. Carry and unanimously carried to approve Mr. Macdonald Chairperson of the Budget Committee.

Approval of Budget Committee Meeting Dates: Mr. Crump said the following Budget Committee Meeting dates and time need to be approved by the Board: Tuesday, January 24, 2012, Tuesday, February 21, 2012 and Tuesday, March 6, 2012. He said all meetings would be held in the Clubhouse at 6:30pm unless otherwise posted.

Ms. Carry made a motion that was seconded by Ms. Bunn and unanimously carried to approve the Budget Committee meeting dates as presented.

Approval of 32nd Annual Meeting Date, Time and Place: Mr. Crump said the 32nd Annual Meeting is scheduled for Saturday, March 17, 2012 at the Gellert Park Clubhouse beginning at 1:00pm. He said this needs to be approved by the Board.

Mr. Macdonald made a motion that was seconded by Ms. Bunn and unanimously carried to approve the date, time and place of the 32nd Annual Meeting as presented.

Approval of Deadline Date for Accepting Nominations: Mr. Crump said a deadline date of February 3, 2012 at 5:00pm has been set for nominations to be submitted for candidates for the Board of Directors, which needs to be approved by the Board.

Mr. Macdonald made a motion that was seconded by Ms. Bunn and unanimously carried to approve the deadline date of February 3, 2012 at 5:00pm for submitting nominations.

Approval of Election Inspector for the 32nd Annual Meeting: Mr. Crump said the Board needs to adopt a resolution appointing an Election Inspector for the 32nd Annual Meeting. He said Monaca Smith, an employee of the Management Company can be appointed as the Election Inspector. He said the inspector can designate someone believed to be equally qualified and without a conflict of interest in the event the inspector is unable to attend. The person appointed shall have the same

duties as the inspector. The inspector may utilize the assistance of others to assist in the performance of their duties.

Ms. Carry made a motion that was seconded by Ms. Bunn and unanimously carried to adopt the resolution appointing Monaca Smith the Election Inspector for the 32nd Annual Meeting.

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 17552, 17553, 17554.

Announcement of Decisions Made in Executive Session at the October 19, 2011 meeting:

Wrong-Way Driving Violation - 370 Imperial Way: Ms. Henry made a motion that was seconded by Ms. Carry and unanimously carried to assess this unit \$100 for the wrong-way driving violation since this is a safety hazard and the Board agreed that from the information it was presented that the violation, whether it was by the resident or a relative, did occur.

Pet Behavior Violation - 370 Imperial Way: Ms. Henry made a motion that was seconded by Ms. Carry and unanimously carried to assess this unit \$100 for the pet behavior violation and to advise the owner and the resident that the larger of the two dogs which appears to be a Pitbull, must be removed from the property immediately since the Board is not approving any dogs larger than 20lbs.

Balcony Violation - 397 Imperial Way: 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 balcony violation since it is an infraction of the Architectural Do's and Don'ts.

Balcony Violation - 395 Imperial Way: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to approve the Grievance Committee's recommendation and assess this unit \$50 for the balcony violation since it is an infraction of the Architectural Do's and Don'ts.

Balcony Violation - 396 Imperial Way: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to assess this unit \$50 for the balcony violation since it is an infraction of the Architectural Do's and Don'ts.

Balcony Violation - 368 Imperial Way: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to assess this unit \$50 for the balcony violation since it is an infraction of the Architectural Do's and Don'ts.

Storage Locker Violation - 368 Imperial Way: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to assess this unit \$50 for the storage locker violation since it is an infraction of the Architectural Do's and Don'ts.

Window Violation - 368 Imperial Way: Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to assess this unit \$50 for the window violation since it is an infraction of the Architectural Do's and Don'ts.

Balcony Violation - 396 Imperial Way (repeat violation): Ms. Carry made a motion that was seconded by Ms. Henry and unanimously carried to assess this unit \$100 for the repeated balcony violation since it is an infraction of the Architectural Do's and Don'ts.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, January 18, 2012 at 6:45pm for Open Forum and 7:00pm for the Regular Meeting. He said there is no regular meeting scheduled for December 2011.

Adjournment:

There being no further business to come before the Board, the Regular Meeting adjourned at 7:40pm.