

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

April 20, 2017

The meeting was called to order by President, Rick Crump at 6:15pm in the Clubhouse.

Present:

Mr. Rick Crump, President, Ms. Alaina Difuntorum, Secretary, Mr. Patrick Conway, Vice President and Mr. James Henry, Member

Also Present:

Ms. Rita Nicolas and Mr. Bob Burton of Common Interest Management Services.

Absent:

Ms. Rose Barrios, Treasurer

Open Forum:

Mr. Matthews, a resident, inquired about a few different issues relating to the financial report, the IRS Revenue Ruling, the trees belonging to Cal Trans and the asphalt repairs on Half Moon Lane. He mentioned he will obtain some information that might be helpful regarding the repairs. The Board answered his concerns and thanked him for attending.

Executive Session:

The Board reviewed and made its decisions accordingly for a request to install a washer/dryer, Violations, and the Authorization to Proceed with Recording Notice of Defaults by Sunrise Assessment Services.

Reading, Correcting and Approving Minutes:

The minutes of February 16, 2017 and the 37th Annual Meeting of March 18, 2017 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 March 31, 2017: The Board acknowledged receipt of the financial statement ending March 31, 2017 as prepared by Bautista & Co., which reflects a monthly deficit of \$26,480, an ending cash balance of \$1,619,691 and total investments of \$1,432,652, 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:

Election of Board of Directors Officers: Mr. Crump said the Board needs to elect officers for the 2017-2018 term.

The Board agreed by consensus to keep the officers the with the same positions: Mr. Rick Crump, President, Mr. Patrick Conway, Vice President, Ms. Rose Barrios, Treasurer, Ms. Alaina Difuntorum, Secretary and Mr. James Henry, Member.

Ratification of Window and Door Installations: Mr. Crump said that the Board needs to ratify the installation of doors and windows at 391 Mandarin Dr. #111, 368 Imperial Way #335, 361 Half Moon Land #213, 357 Half Moon Lane #7 and 391 Mandarin Dr. #209.

Mr. Conway made a motion that was seconded by Ms. Difuntorum and unanimously carried to ratify the installation of doors and windows for the units listed.

Ratification of Electric Fireplace Installation: Mr. Crump said the Board needs to ratify the installation of an electric fireplace at 373 Half Moon Lane #311.

Mr. Henry made a motion that was seconded by Mr. Difuntorum and unanimously carried to ratify the electric fireplace installation at the unit listed.

Ratification of Proposals from Transbay Elevator Co. - Line #9905: Mr. Crump said the Board needs to ratify the proposals from Transbay Elevator Co. to replace the jack head packing and remove old oil and add new oil at bldg. 7- 397 side for a cost of \$7,440 and to replace the jack head packing at bldg. 25 for a cost of \$2,580 for a total cost of \$10,020.

Mr. Henry made a motion that was seconded by Mr. Conway and unanimously carried to ratify the proposals from Transbay Elevator Co. for a total cost of \$10,020 to be funded from line #9905.

Ratification of Drainage Work at Bldg. 19 - Ideal Landscape & Concrete - Line #5390: Mr. Crump said the Board needs to ratify the proposal from Ideal Landscape & Concrete for \$5,375 to make the necessary drainage and concrete repairs at bldg. 19.

Mr. Conway made a motion that was seconded by Ms. Difuntorum and unanimously carried to ratify the proposal from Ideal Landscape & Concrete for a total cost of \$5,375 to be funded from lines #5390.

Ratification of Proposal from Master Plumbing to Replace Stream Pump - Line #9910: Mr. Crump said the Board needs to ratify the proposal from Master Plumbing to replace the stream pump for a cost of \$6,587.55.

Ms. Difuntorum made a motion that was seconded by Mr. Conway and unanimously carried to ratify the proposal from Master Plumbing for a cost of \$6,587.55 to be funded from line #9910.

Ratification of Approval of Contractors to be added to Window and Sliding Door Contractors List: Mr. Crump said two contractors have been approved to be added to the list of approved contractors for the installation of windows and sliding doors. The two are Solano Construction and Tosick Construction. Faber & Sons have been removed.

Mr. Conway made a motion that was seconded by Ms. Difuntorum and unanimously carried to ratify the two contractors to be added to the list of approved contractors for the window and sliding door installations.

New Business:

Approval of 2017-2018 Budget and Reserve Study: Ms. Difuntorum made a motion that was seconded by Mr. Conway and unanimously carried to approve the 2017-2018 Budget and Reserve Study for a total of \$4,112,680 which represents a 1.19% increase from last year's budget and that the reserve contribution decreased from \$1,272,653 to \$1,250,000.

Security Service Contract Renewal - First Security Services - Line #5191: Mr. Crump said First Security submitted a renewal proposal for security services for July 1, 2017 through June 30, 2018 for a cost of \$431,111.04 per year.

Mr. Conway made a motion that was seconded by Ms. Difuntorum and unanimously carried to approve the renewal proposal from First Security Services for a total cost of \$431,111.04 per year to be funded from line #5191.

Phase 1 Carport Roofing Proposal - DC Taylor - Line #9704: Mr. Crump said DC Taylor submitted a proposal for the phase 1 carport roofing replacement at 10 carports for a cost of \$67,828.

Ms. Difuntorum made a motion that was seconded by Mr. Conway and unanimously carried to approve the proposal from DC Taylor for a cost of \$67,828 to be funded from line #9704.

Semi-Annual Carpet Cleaning Proposal for all 3-Story Buildings - PRS - Line #5190: Mr. Crump said PRS of Bay Area submitted a proposal for the semi-annual carpet cleaning in the 3-story

buildings and the clubhouse by truck mount method for a total cost of \$10,984 which reflects no increase from the last proposal.

Mr. Henry made a motion that was seconded by Mr. Conway and unanimously carried to approve the proposal from PRS of Bay Area for a cost of \$10,984 to be funded from line #5190.

Audit & Tax Preparation Proposal - John Takemoto & Co. - Line #5002: Mr. Crump said John Takemoto & Co. submitted a proposal for \$4,850 to prepare the 2016-2017 audit and tax preparation which needs to be approved by the Board.

Mr. Conway made a motion which was seconded by Mr. Henry and unanimously carried to approve the proposal to prepare the audit and tax preparation from John Takemoto & Co. for a cost of \$4,850 to be funded from line #5002.

Approval of Increase in Move-In-Fee and Transfer Fee: Mr. Crump said the Budget Committee is recommending to the Board that the non-refundable move-in-fee and the transfer fee be increase from \$100 to \$150 effective July 1, 2017. The last increase was in 2011.

Ms. Difuntorum made a motion that was seconded by Mr. Conway and unanimously carried to increase both of these fees to \$150 effective July 1, 2017.

Authorization to Proceed with Recording Notice of Delinquent Assessments for APN#s 101-120-060, 101-220-240, 101-280-140, 101-230-050: Mr. Conway made a motion that was seconded by Ms. Difuntorum and unanimously carried to authorize Sunrise Assessment Services to record a Notice of Delinquent Assessments for the APN #s listed.

Announcement of Decisions Made in Executive Session at the February 16, 2017 meeting:

Request for Waiver of the Pet Size Rule - 355 Half Moon Lane: Mr. Henry made a motion that was seconded by Ms. Barrios and unanimously carried to approve a waiver of the pet size rule for both the German Shepherd and Pit Bull Terrier due to special circumstances and to include the accommodations outlined in the resolution signed by Mr. Crump and Ms. Dela Paz.

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

Authorization to Proceed with Recording Notice of Defaults for TS#s 19663, 19664, 19665, 19666, 19667, 19669, 19670, 19671: Ms. Difuntorum made a motion that was seconded by Mr. Henry and unanimously carried to authorize Sunrise Assessment Services to proceed with Recording the Notice of Defaults for the TS#s listed.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Thursday, May 18, 2017 at 6:45pm for Open Forum and 7:00pm for the Regular Meeting.

Adjournment: