

CROWN COLONY HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS' MEETING

April 20, 2022

The meeting was called to order via Zoom by President, Rick Crump at 12:30pm.

Present:

Mr. Rick Crump, President, Ms. Alaina Bevis, Secretary, Ms. Mary Slade, Vice President and Ms. Emily Newell, Board Member

Also Present:

Ms. Rita Nicolas and Ms. Maj Messiah of Common Interest Management Services.

Absent:

Ms. Rosemarie Barrios, Treasurer

Open Forum:

No questions presented

Executive Session:

The Board reviewed a wrong way driving violation and made its decision accordingly.

Reading, Correcting and Approving Minutes:

The minutes of February 16, 2022 and the Annual Meeting Minutes of March 19, 2022 were approved as written with a couple of corrections provided by Ms. Newell.

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, 2022: The Board acknowledged receipt of the financial statement ending March 31, 2022 as prepared by Bautista & Co., which reflects a monthly deficit of \$3,553.55, an ending cash balance of \$2,337,238.83 and total investments of \$2,323,541.06, 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 Officers: Ms. Bevis made a motion that was seconded by Ms. Newell and unanimously agreed by consensus that the Board keep the officers' positions the same which is Rick Crump, President, Mary Slade, Vice President, Rosemarie Barrios, Treasurer, Alaina Bevis, Secretary and Ms. Emily Newell, Member.

Ratification of Proposal from Master Plumbing to Install Storage Tank for Building 14 - Line #9922: Ms. Newell made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from Master Plumbing to replace the leaking holding tank in the boiler at Building 14 for a cost of \$11,500.

Ratification of Proposal from PRG Construction for Tread Repairs at Building 14 Fire Stairs - Line #9709: Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from PRG Construction to replace 30 treads at the fire stairs on both sides of Building 14 for a total cost of \$10,000.

Ratification of Proposal from Linda Novy & Associates - Line #9915: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the proposal from Linda Novy & Associates to oversee the in-fill and landscape design for a total cost of \$9,600 to be funded from line #9915.

Ratification of Proposal from Arbor MD for Tree Work Behind Building 3 - Line #9914: Ms. Newell made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from Arbor MD for a cost of \$19,800.

Ratification of Proposal from Ideal Landscape & Concrete for Repairs to Building 6 - Line #9711: Ms. Newell made a motion that was seconded by Ms. Slade and unanimously carried to ratify the proposal from Ideal Landscape & Concrete to make the necessary repairs to the front steps between units 5 & 6 at bldg. 6 for a cost of \$3,950.

Ratification of Window and Door Installations: Ms. Bevis made a motion that was seconded by Ms. Newell and unanimously carried to ratify the window and door installations at 376 Imperial Way #212, 359 Half Moon Lane #206, 355 Half Moon Lane #7 and 383 Mandarin Dr. #7.

New Business:

Approval of 2022-2023 Budget and Reserve Study Update: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the 2022-2023 Budget and Reserve Study for a total of \$5,055,412 and the annual reserve contribution of \$1,367,187 which represents an approximate 4.86% increase from last year's budget.

Management Company Renewal Proposal - Line #5030: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the proposal from Common Interest Management Services for an annual cost of \$208,368 or \$17,364 monthly.

Security Service Contract Renewal - Line #5191: Ms. Newell made a motion that was seconded by Ms. Slade and unanimously carried to approve the renewal proposal from First Security for an annual cost of \$533,443.25 for security services for July 1, 2022 through June 30, 2023 with the hourly billing rate at \$29.36 for the guards and \$33.55 for the supervisor and includes the golf cart.

Landscape Maintenance Proposals - Line #5140: Ms. Newell made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Bay Pointe Landscape for an annual cost of \$108,600 to perform the landscape maintenance effective July 1, 2022 through June 30, 2023. Bay Pointe Landscape comes highly recommended by Ideal Landscape who was the previous landscape vendor before Cagwin & Dorward, the current vendor, and has recently eliminated landscape maintenance from their services. Four other proposals were received and three out of the four were higher than Bay Pointe Landscape.

Renewal Agreement from MV Public Transportation for Shuttle Driver for the Crown Colony Bus-Line #5375: Ms. Bevis made a motion that was seconded by Ms. Newell and unanimously carried to approve the renewal proposal from MV Transportation for the shuttle bus driver for a cost of \$53.65 per hour which reflects an increase of \$5.75 per hour.

Adoption of Revised Pet Rules: Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to adopt the revised Pet Rules which were sent to all owners after the February 16, 2022 Board meeting for a 28 day comment period. The final revised adopted rules will be included in the newsletter and website and new resident welcome packets.

Adoption of Association Member Code of Conduct Policy: Ms. Slade made a motion that was seconded by Ms. Newell and unanimously carried to adopt the Association Member Code Of Conduct Policy that was prepared by Berding & Weil. Once adopted, it will be included in the newsletter, website and new resident welcome packets.

Approval of Contractor to be added to Window and Door Installation Packets: Ms. Newell made a motion that was seconded by Ms. Bevis and unanimously carried to approve Job Masters to be added to the Approved Vendor List for the Window and Door Installation packets.

Announcement of Decisions Made in Executive Session at the February 16, 2022 meeting:

Request to Install a Walk-in Tub - 370 Imperial Way: Ms. Slade made a motion that was seconded by Ms. Newell and unanimously carried to approve the installation of a walk-in tub contingent upon the owner following all City of Daly City building code requirements and that no quick release feature is to be included.

Time, Date and Place of Next Regularly Scheduled Meeting:

Mr. Crump announced the next Regularly Scheduled Meeting will be held on Wednesday, May 18, 2022 and time and place to be determined.

Adjournment:

There being no further business to come before the Board, the regular meeting adjourned at 1:20pm.