

# CROWN COLONY HOMEOWNERS' ASSOCIATION

## BOARD OF DIRECTORS' MEETING

May 18, 2022

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

### **Present:**

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

### **Also Present:**

Ms. Rita Nicolas of Common Interest Management Services.

### **Executive Session:**

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

### **Reading, Correcting and Approving Minutes:**

The Minutes of April 20, 2022 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, 2022:** The Board acknowledged receipt of the financial statement ending April 30, 2022 as prepared by Bautista & Co., which reflects a monthly surplus of \$97,413.65, an ending cash balance of \$2,373,135.05 and total investments of \$2,214,686.07 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 Window and Door installations:** Ms. Slade made a motion that was seconded by Ms. Newell and unanimously carried to ratify the installation of a new window and slider at 373 Half Moon Land #313.

**Ratification of New Pool Heater for Upper Pool - Azure Pool Services - Line #9960:** Ms. Barrios made a motion that was seconded by Ms. Bevis and unanimously carried to ratify the installation of a new heater at the upper pool by Azure Pool Services for a cost of \$8,552.

### **New Business:**

**Accounting Services Renewal Proposal - Line #5001:** Ms. Slade made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Bautista & Co. for a cost of \$4,150 per month or and annual cost of \$49,800.

**Janitorial Service Contract Renewal - Custom Maintenance - Line #5192:** Ms. Bevis made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from

Custom Maintenance for a cost of \$16,800 per month or an annual cost of \$201,600.

**Compactor Service Contract Renewal - Case Industries - Line #5420:** Ms. Barrios made a motion that was seconded by Ms. Slade and unanimously carried to approve the renewal proposal from Case Industries for the compacting services for an annual cost of \$176,752 for 2022-23..

**Elevator Service Contract Renewal - Transbay Elevator Services - Line 5110:** Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approve the proposal from Transbay Elevator Corp. to provide the inspection and lubrication service on 14 elevators for a monthly cost of \$1,260 or an annual cost of \$15,120.

**Pest Control Contract Renewal - Line #5160:** Ms. Newell made a motion that was seconded by Ms. Barrios and unanimously carried to approve the proposal from Alert Pest Control for the pest control services for a cost of \$865.00 monthly or an annual cost of \$10,380.

**Pool/Spa Contract - Azure Pool Service - Line #5170:** Ms. Bevis made a motion that was seconded by Ms. Newell and unanimously carried to approve the proposal from Azure Pool Service to do the chemical testing and equipment inspections 4 times a week for the pools and spas for a cost of \$1,260 per month or \$15,120 annually.

**Renewal Proposal from Pro-Sweep - Line #5145:** Ms. Bevis made a motion that was seconded by Ms. Slade and unanimously carried to approve the proposal from Pro-Sweep to provide the sweeping services of the roads twice a month for a cost of \$692 per month.

**Quarterly Clubhouse HVAC Service Proposal - IES - Line #5130:** Ms. Barrios made a motion that was seconded by Ms. Slade to approve the proposal from IES to provide the quarterly service on the clubhouse heater for a cost fo \$969.25 quarterly or \$3,877 annually.

**Proposal from PRS Restoration for the Semi Annual Carpet Cleaning- Line #5190:** Ms. Slade made a motion that was seconded by Ms. Bevis and unanimously carried to approved the proposal from PRS for the semi annual carpet cleaning for a cost of \$14,721 for each service.

### **Announcement of Decisions Made in Executive Session at the April 20, 2022 meeting:**

**Wrong-Way Driving Violation - 370 Imperial Way:** Ms. Newell made a motion that was seconded by Ms. Bevis and unanimously carried to assess this unit \$100 for the wrong-way driving violation due to the safety hazard involved.

### **Adjournment:**

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