

Building, Maintenance and Finance Committee

November 3, 2008 Minutes

Members Present

Emily Newell
Anita Green
Reva Johnson
Wilma Lee
Mary Slade

Members Absent

Edna Baldonado

Others Present

Rita Nicolas - Management
Rick Crump - Board President
Pat Valente - Resident

1. Ms. Emily Newell called the meeting to order at 7:02p.m.
2. The minutes of the May 5, 2008 meeting were accepted as written.
3. CONTRACTS - OPERATING ACCOUNT
 - A. **Accounting Services Contract - Line item #5001:** The Committee reviewed the renewal proposal from Bautista & Co. to provide the accounting services for Crown Colony for a monthly fee of \$3,450 or \$41,400 per year, which represents a \$100 increase from last year's cost.

Action Taken: The Committee recommends approval of the proposal from Bautista & Co. for an annual cost of \$41,400 to be funded from line item #5001.
 - B. **Staffing Service Contract - Line item #5210, #5220 & #5240:** The Committee reviewed the renewal proposal from Tag Associates to provide the payroll and benefit services for Crown Colony for an administrative fee of 4% of the gross wages which represents no increase from last year's fee.

Action Taken: The Committee recommends approval of the proposal from Bautista & Co. for an administrative fee of 4% of the gross wages to be funded from line items #5210, #5220 & #5240.
 - C. **Fire Alarm Service Contract: - Pacific Signaling - Line #5120:** The Committee reviewed the renewal proposal from Pacific Signaling to perform the fire alarm testing for an annual cost of \$7,980 which represents no increase from last year's cost.

Action Taken: The Committee recommends approval of the proposal from Pacific Signaling for an annual cost of \$7,980 to be funded from line #5120.
 - D. **Landscaping service Contract - Ideal Landscape - Line #5140:** The Committee reviewed the renewal proposal from Ideal Landscape to perform the landscaping services for a cost of \$7,050 per month or a total annual cost of \$84,600 which represents no increase from last year's cost.

Action Taken: The Committee recommends approval of the proposal from Ideal Landscape for

an annual cost of \$84,600 to be funded from line #5140.

- E. **Clubhouse Window Cleaning Contract - CityWide Building Services - Line #5180:** The Committee reviewed the renewal proposal from CityWide Building Services to wash the clubhouse windows on quarterly basis, the exterior roof windows and plexiglass above the clubhouse front entrance, the outside of the laundry room windows biannually, and both the interior and exterior of the inner building courtyard hallway windows at 368/370 and 395/397 Imperial Way for an annual cost of \$3,550 which represents a \$138 increase from last year's cost..

Action Taken: The Committee recommends approval of the proposal from CityWide Building Services for an annual cost of \$3,550 to be funded from line #5180.

4. CONTRACTS/PROPOSALS - RESERVES

- A. **Reserve Study Update - John D. Beatty & Co. - Line Item #9983:** The Committee reviewed a proposal from John D. Beatty & Co. to prepare the Reserve Study Update and Inspection for Crown Colony for a cost of \$2,750 to be funded from reserves line #9983.

Action Taken: The Committee recommends approval of the proposal from John D. Beatty & Co. for a cost of \$2,750 to be funded from line #9983.

5. GENERAL DISCUSSION

Since there was no further business to come before the Committee, the meeting adjourned at 7:25pm.