

# BUILDING, MAINTENANCE AND FINANCE COMMITTEE

## October 5, 2009 Minutes

### MEMBERS PRESENT

Emily Newell  
Reva Johnson  
Edna Baldonado  
Anita Green  
Pat Valente

### MEMBERS ABSENT

Mary Slade  
Wilma Lee

### OTHERS PRESENT

Rita Nicolas - Management  
Rick Crump - Board President

1. Ms. Emily Newell called the meeting to order at 6:55p.m.
2. The minutes of the May 4, 2009 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 no 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 \$7,150 per month or a total annual cost of \$85,800 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 \$85,800 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 a 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 \$3,652 which represents a \$102 annual increase from last year's cost..

Action Taken: The Committee recommends approval of the proposal from CityWide Building Services for an annual cost of \$3,652 to be funded from line #5180. The Committee also asked that Ms. Nicolas look into window washing costs from local contractors for comparisons.

**F. C:ubhouse Heating/Air Conditioning - Line #5130:** The Committee reviewed the renewal proposal from Bal-aire Mechanical to perform the heating and air conditioning service in the clubhouse commencing November 1, 2009 for a quarterly cost of \$475 or \$1,900 annually, which represents no increase from last year's cost.

Action Taken: The Committee recommends approval of the proposal from Bal-aire for an annual cost of \$1,900 to be funded from line #5130.

**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 \$1,750 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 \$1,750 to be funded from line #9983.

**5. GENERAL DISCUSSION**

Since there was no further business to come before the Committee, the meeting adjourned at 7:20pm.