

**MINUTES**  
CROWN POINTE COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
OCTOBER 19, 2017

DIRECTORS PRESENT:

Kevin Dickson, Robert Erb, Debbie Fallon, Billie Hastings

DIRECTOR ABSENT:

Marilyn Whitcomb

CANNON MANAGEMENT:

Trina Blair

CALL TO ORDER:

The meeting was called to order at 6:00 P.M. at The Long Beach Petroleum Club located at 3636 Linden Avenue, Long Beach, CA 90807. A quorum was present.

HOMEOWNER FORUM:

Introductions were made and homeowners present were given an opportunity to speak and ask questions of the Board.

REVIEW OF MINUTES:

The Board reviewed the minutes from the September and October 2<sup>nd</sup> meetings. The minutes were approved as submitted.

FINANCIAL:

The Board reviewed the September financial statements. The financial statements were accepted subject to review by the Association's CPA.

The Board asked Cannon Management to revise line item #15034 "CD-International City Bank" on the financial balance sheet to indicate it as a reserve account.

The Board reviewed (and approved) the Association's hand carried draft 2016-2017 Annual Financial Audit prepared by Robert A. Owens, the Association's CPA. Cannon Management will distribute the approved review to all homeowners and publish this document in the next management report.

The Board reviewed several water bills from the City of Long Beach and a graph tracking the usage and cost. The Board asked Cannon Management to continue providing updated graphs with each financial packet. [Reference: October 2017 Management Report Pages 29-35]

The Board reviewed several proposals to have a reserve study completed, with an on-site inspection. The Board approved the proposal from Reserve Studies, Inc. in the amount of \$1,070. Cannon Management will publish the draft reserve study in the next management report. [Reference: October 2017 Management Report Pages 36-81]

The Board reviewed correspondence from Rose Purmort with Cannon Management regarding reserve reimbursements. The Board approved for the following transaction to be reimbursed from the Association's reserve account to the operating account:

- #61820 – Replacement of pickets on the Association's gates completed by MC Welding in the amount of \$750.

Cannon Management will publish the transfer letter in the next management report. [Reference: October 2017 Management Report Pages 82-83]

#### DELINQUENCY:

Cannon Management updated the Board on delinquency issues. The Board approved to forward account #6700-02 which is in the thirty (30), sixty (60) or ninety (90) day column of the delinquent report dated September 30, 2017 to be sent to collection in accordance with the timelines of the collection policy, including but not limited to recording a lien against the property. [Reference: October 2017 Management Report Pages 84-85]

The Board asked Cannon Management to send an update delinquency letter to all other delinquent accounts via certified return receipt.

#### LANDSCAPE MATTERS:

The Board reviewed the landscape notes from the September property walk and indicated no further action was necessary. [Reference: October 2017 Management Report Pages 86-99]

The Board reviewed (and approved) a proposal from BrightView Landscape Services, the Association's landscape maintenance vendor, to oversee the turf throughout the community in the amount of \$2,954.30. The Board asked Cannon Management to ensure that this is completed before November 1, 2017. [Reference: October 2017 Management Report Pages 100-102]

The Board reviewed (and approved) a notice of increase from BrightView Landscape Services in the amount of \$300 effective January 1, 2018. The Board asked Cannon Management to request that the vendor provide an addendum for the increase that also shows the current credit on the account. Additionally, the Board asked Cannon Management to ensure that the addendum is published in the next management report. Lastly, the Board asked Cannon Management to inform the vendor that the previous increase which was approved is no longer valid due to a billing oversight on the vendor's side. [Reference: October 2017 Management Report Pages 103-104]

The Board asked Cannon Management to inform the landscape vendor that the installation or relocation of the Crepe Myrtle tree on Edith is the Association's responsibility. Additionally, the Board asked Cannon Management to request that the vendor submit a proposal for this project.

#### OTHER ASSOCIATION RELATED MATTERS:

The Board asked Cannon Management to ensure that all information uploaded to the Association's website is attached as a link and news blast.

The Board asked Cannon Management to request that Dennis Cook from C.S.I. Patrol Services, Inc., the Association's courtesy patrol vendor, attend the November meeting.

The Board asked Cannon Management to add street sign replacement and the purchase or relocation of the bulletin board to the November meeting agenda.

The Board reviewed (and approved) the proposed 2018 meeting schedule and annual calendar. The Board asked Cannon Management to forward the approved schedule to the Long Beach Petroleum Club for a facility use contract for 2018. Cannon Management will publish this contract in the next management report. [Reference: October 2017 Management Report Pages 106-107]

#### NOTICE TO HOMEOWNERS:

The Board asked Cannon Management to notify all homeowners of the following Association related issues:

- Light project;
- Website;
- Emergency contact;
- Lot modifications;
- Cookie event;
- Speed limit;
- Emergency gate issues; and
- Next scheduled meeting.

RATIFICATION OF DECISIONS:

The Board reviewed (and ratified) a proposal from BrightView Landscape Services for the installation of sod near the Avery cul-de-sac in the amount of \$472.30 which was approved on October 4, 2017. [Reference: October 2017 Management Report Pages 109-111]

ADJOURN TO EXECUTIVE SESSION:

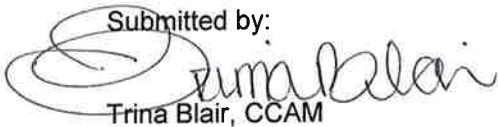
The Board met in Executive Session at the last regularly scheduled Board Meeting to address the following:

- Review (and approval) of previous minutes;
- Homeowner delinquencies;
- Homeowner correspondence;
- Disciplinary issues for homeowners alleged to be in violation of the governing documents;
- Legal issues (if any); and
- Any other issues that may be lawfully addressed in Executive Session.

ADJOURNMENT:

The meeting was adjourned at 7:00 P.M. The next meeting is scheduled for 6:00 P.M. on Thursday, November 16, 2017 at The Long Beach Petroleum Club located at 3636 Linden Avenue, Long Beach, CA 90807.

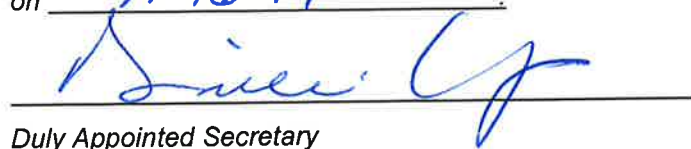
Submitted by:



Trina Blair, CCAM  
Cannon Management

CERTIFICATION BY SECRETARY:

I, Billie Hastings, am the duly appointed Secretary of Crown Pointe Community Association, Inc. and hereby certify that these minutes were approved by the Association's Board of Directors on 11-16-17



Duly Appointed Secretary  
Crown Pointe Community Association, Inc.