

## **MINUTES**

CROWN POINTE COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
FEBRUARY 15, 2018

### DIRECTORS PRESENT:

Kevin Dickson, Robert Erb, Debbie Fallon, Billie Hastings, 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 January meeting. The minutes were approved as submitted.

### FINANCIAL:

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

The Board reviewed several water bills from the City of Long Beach and a graph tracking the usage and cost. [Reference: February 2018 Management Report Pages 34-46]

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

- #67218 – Light repairs completed by Horizon Lighting in the amount of \$359.75;
- #67219 – Light repairs completed by Horizon Lighting in the amount of \$654.87; and
- #68253 – Light repairs completed by Horizon Lighting in the amount of \$1,885.

Cannon Management will hand carry a transfer letter to the next scheduled board meeting. [Reference: February 2018 Management Report Pages 47-48]

### DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated that there no accounts eligible to forward to collections from the delinquency report dated January 31, 2018. [Reference: February 2018 Management Report Page 49]

### ALC APPLICATION:

The Board reviewed (and approved) a hand carried application from 653 Edith Way to replace their windows.

### LANDSCAPE MATTERS:

The Board reviewed correspondence from Brightview Landscape Services, the Association's landscape maintenance vendor, regarding the property walk notes from January 29, 2018. The Board indicated no further action was necessary. [Reference: February 2018 Management Report Pages 55-73]

The Board asked Cannon Management to confirm if animal repellent was installed on the patch of grass near the Avery cul-de-sac.

The Board asked Cannon Management to request that the landscapers take additional precautions when working near the new light fixtures as some have already been scratched by tools.

The Board reviewed (but did not approve) a hand carried proposal from BrightView Landscape Services to install a Crepe Myrtle forty-eight inch 48" box tree in the amount of \$2,551.76. The Board asked Cannon Management to request that the vendor provide a proposal for a larger tree. Cannon Management will publish this proposal in the next management report.

The Board reviewed (and approved) a hand carried proposal from BrightView Landscape Services to treat the Magnolia trees on Terrylynn for Tulip Scale in the amount of \$600. Cannon Management will publish this proposal in the next management report.

#### LIGHT MATTERS:

The Board reviewed (and approved) a proposal from Horizon Lighting, the Association's light maintenance vendor, for the installation of lights as follows:

- Option #1 two (2) LED lights in front of 608 Avery Place;
- Option #2 three (3) LED lights in front of the large Oak tree in front of 630 Edith Way;
- Option #3 three (3) lights near 620 Edith Way;
- Option #4 one (1) light in front of 609 Terrylynn Place; and
- Option #7 two (2) lights near the Del Mar entrance/exit.

The Board noted that Director Erb opposed the vote. [Reference: February 2018 Management Report Pages 75-81]

The Board reviewed (but tabled) a proposal from Horizon Lighting for monthly light inspections in the amount of \$52 per month, plus materials. The Board asked Cannon Management to request that the vendor address the following:

- Remove the initial service section from the contract since the Association installed new light fixtures; and
- Clarify if the standard rate for the lighting technician includes travel time and if there is a minimum number of hours for billing.

Cannon Management will republish this proposal in the next management report. [Reference: February 2018 Management Report Pages 82-85]

The Board reviewed (and approved) a proposal from Horizon Lighting for quarterly cleaning of all exterior common area lights in the amount of \$1,120 quarterly subject to confirmation that the proposal provides four (4) visits annually. [Reference: February 2018 Management Report Page 86]

The Board reviewed (and approved) a cost from Horizon Lighting for an electrical repair in the Edith/Avery alley in the amount of \$3,335. The Board asked Cannon Management to schedule the repair as soon as possible. [Reference: February 2018 Management Report Pages 87-89]

#### MAINTENANCE MATTERS:

The Board reviewed (but tabled) street sign replacement options. The Board asked Cannon Management to request a quote for the standard vinyl street signs to be published in the next management report. [Reference: February 2018 Management Report Pages 95-103]

#### APPOINTMENT OF INSPECTORS OF ELECTION:

The Board appointed the following volunteers as the Association's Inspectors of Election for the Annual Membership Meeting and Election:

- Marchett Hogan-McCullough;
- Sandra Stolpe; and
- Crystal Radford.

#### SOCIAL COMMITTEE:

The Board appointed the following volunteers to the Association's Social Committee:

- Debbie Fallon;
- Carolyn Mask;
- Sue Daniels;
- Crystal Radford;
- Corina Slepian;
- Doris Maes; and
- Teri Standford.

OTHER ASSOCIATION RELATED MATTERS:

The Board asked Cannon Management to request that the Long Beach Petroleum Club set up the Board meeting room with one (1) eight foot (8') long table, six (6) chairs around the table and ten (10) extra chairs for guests for all future meetings.

The Board reviewed (and approved) to purchase a Ghent 2 Door Enclosed Vinyl Bulletin Board with Satin Frame, 3'H X 4'W, Carmel from HD Supply Solutions in the amount of \$399. [Reference: February 2018 Management Report Pages 90-94]

The Board reviewed (but did not approve) several options to purchase a "Keep Off Grass" sign from HD Supply Solutions. The Board indicated no further action was necessary. [Reference: February 2018 Management Report Pages 108-111]

RATIFICATION OF DECISIONS:

The Board reviewed (and ratified) an approved proposal from BrightView Landscape Services for a main line repair on Marion Way in the amount of \$397.80 which was approved by Trina Blair via email between meetings on February 5, 2018. [Reference: February 2018 Management Report Pages 112-114]

NOTICE TO HOMEOWNERS:

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

- Suspicious individuals taking photos, selling subscriptions and asking for money;
- Gate code;
- Allow the gate to close behind you whenever possible; and
- Next scheduled meeting.

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:

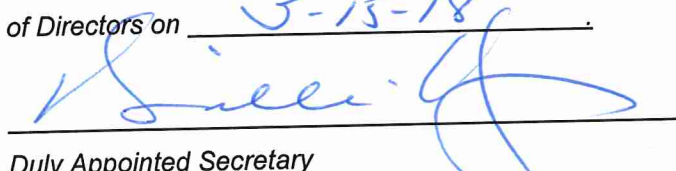
The meeting was adjourned at 7:11 P.M. The next meeting is scheduled for 6:00 P.M. on Thursday, March 15, 2018 at The Long Beach Petroleum Club located at 3636 Linden Avenue, Long Beach, CA 90807.

Submitted by:

  
Trina Blair, CCAM  
Cannon Management

CERTIFICATION BY SECRETARY:

I, Willie Haskins, 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 3-15-18.

  
Duly Appointed Secretary  
Crown Pointe Community Association, Inc.