

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

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 February meeting. The minutes were approved as submitted.

FINANCIAL:

The Board reviewed the February 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: March 2018 Management Report Pages 39-49]

The Board reviewed (and approved) the draft reserve study prepared by Reserve Studies Incorporated for the Association with a monthly reserve contribution in the amount of \$4,974.67. [Reference: March 2018 Management Report Pages 50-71]

The Board reviewed (and approved) the revised hand carried proposed 2018-2019 budget with the following revisions and/or additions:

- Create a line item "Meeting Room Rental" at a monthly rate of **\$100**; and
- Reduce account #62990 "General Reserve" from \$4,974.67 to **\$4,874.67**.

Cannon Management will distribute the approved budget to all homeowners. Additionally, Cannon Management will publish the approved budget in the next management report. [Reference: March 2018 Management Report Pages 72-74]

The Board reviewed correspondence from Rose Purmort with Cannon Management regarding reserve reimbursements. The Board approved to reimburse transaction #69026 for the replacement of a photo cell completed by Horizon Lighting in the amount of \$217.80 to be reimbursed from the Association's reserve account to the operating account. Cannon Management will hand carry a transfer letter to the next scheduled board meeting. [Reference: March 2018 Management Report Pages 76-77]

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated no further action was necessary. [Reference: March 2018 Management Report Page 78]

MAINTENANCE MATTERS:

The Board reviewed (and approve) a proposal from Signature Streetscapes to purchase replacement street signs in the amount of \$49.40 each. The Board asked Cannon Management to confirm the number of signs needed and to ensure that a Director reviews the template prior to ordering. [Reference: March 2018 Management Report Pages 80-81]

The Board reviewed (and approved) a proposal from Horizon Lighting for monthly light inspections in the amount of \$52 per month, plus materials. [Reference: March 2018 Management Report Pages 83-87]

The Board reviewed (but tabled) a proposal from Horizon Lighting for quarterly cleaning of all exterior common area lights in the amount of \$1,120 quarterly. The Board asked Cannon Management to request that the vendor clarify what is included with the service. [Reference: March 2018 Management Report Pages 88-90]

The Board reviewed (and approved) a hand carried proposal from Creative Outdoor Advertising to purchase two (2) replacement guest parking signs in the amount of \$128. The Board asked Cannon Management to request that the vendor change the font for "Guest Parking by Permit Only" so it is easier to read. Additionally, the Board asked Cannon Management to forward the revised layout to Director Hastings for approval prior to placing the order. Cannon Management will publish this hand carried proposal in the next management report.

The Board reviewed (but tabled) a proposal from MC Welding to repair the wrought iron on Del Mar between 4009 and 4021 Marion Way in the amount of \$580. The Board asked Cannon Management to obtain additional proposals. Additionally, Cannon Management will publish this proposal in the next management report.

LIGHT MATTERS:

The Board asked Cannon Management to inform Benny Olander with Horizon Lighting that the new lights for the monument sign need to be installed no later than Wednesday, March 21, 2018.

LANDSCAPE MATTERS:

The Board reviewed (but did not approve) a proposal from BrightView Landscape Services for the installation of bend-a-board throughout the community in the amount of \$3,940.79. [Reference: March 2018 Management Report Pages 91-93]

The Board reviewed (and approved) a hand carried proposal from BrightView Landscape Services for landscape enhancements in the following areas in the amount of \$7,300.18:

- 609 Terrylynn;
- 627 Edith Way;
- 645, 647 and 651 Edith Way;
- Marion Way Island;
- 609 Avery Place;
- 599 and 597 Avery Place;
- Terrylynn Circle;
- 647 and 657 Avery Place; and
- 603 Avery.

Cannon Management will publish this correspondence in the next management report.

NOTICE TO HOMEOWNERS:

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

- New gate code #2665 (#Book) effective April 2, 2018; and
- Next scheduled meeting.

ADJOURN TO EXECUTIVE SESSION:

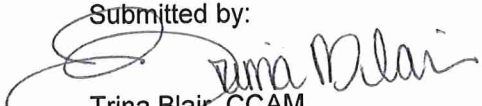
The Board met in Executive Session at the last regularly scheduled Board Meeting to address the following:

- 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 7:03 P.M. The next meeting is scheduled for 6:00 P.M. on Thursday, April 19, 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, 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 4-18-18.



Duly Appointed Secretary
Crown Pointe Community Association, Inc.