

MINUTES

CROWN POINTE COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JANUARY 18, 2018

DIRECTORS PRESENT:

Robert Erb, Debbie Fallon, Billie Hastings, Marilyn Whitcomb

DIRECTOR ABSENT:

Kevin Dickson

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 November meeting. The minutes were approved as submitted.

FINANCIAL:

The Board reviewed the November and December 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: January 2018 Management Report Pages 70-90]

The Board reviewed correspondence from Linda Guzman with Cannon Management regarding the management fees. The Board indicated no further response was necessary. [Reference: January 2018 Management Report Page 91]

The Board reviewed correspondence from Rose Purmort with Cannon Management regarding reserve reimbursements. The Board did not approve to reimburse any transactions from the Association's reserve account to the operating account. [Reference: January 2018 Management Report Pages 92-94]

The Board reviewed (and approved) a hand carried reserve transfer letter in the amount of \$85,410.50 for the following Horizon Lighting invoices:

- Invoice #146558 for forty-six (46) light fixtures and decorative base covers in the amount of \$17,114;
- Invoice #146559 to raise nine (9) cement mounting bases in the amount of \$3,150;
- Invoice #146560 to raise nine (9) cement mounting bases in the amount of \$3,150;
- Invoice #146557 to complete the exterior lighting upgrade in the amount of \$59,292.50; and
- Invoice #146561 for eight (8) wall light fixtures in the amount of \$2,704.

Cannon Management will publish this reserve transfer letter in the next management report.

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated that there were not any accounts eligible to forward to collections from the delinquency report dated December 31, 2017 [Reference: January 2018 Management Report Page 96]

ALC APPLICATION:

The Board reviewed (and approved) the following hand carried applications:

- 665 Terrylynn Place to replace their sliding door, light fixtures and pavers; and
- 617 Edith Way for the installation of safety rails at their front steps.

EMERGENCY APPROVALS BETWEEN MEETINGS:

The Board approved the following approval limits for emergency decisions between meetings:

- \$500 for the landscape committee;
- \$500 for management; and
- \$2,500 for the Board President.

LIGHT MATTERS:

The Board reviewed and approved a hand carried proposal from Horizon Lighting as follows:

- Options #5 and #6 for the installation of two (2) low profile LED ground lights near the monument signs in the amount of \$2,476; and
 - Option #8 for the installation of one (1) four foot (4') bollard in the Avery alley in the amount of \$2,465.
- The Board asked Cannon Management to request that the vendor switch out the bollard near the garage of 633 Terrylynn Place to a one foot (1') bollard and to use the bollard from Terrylynn in the Avery alley. Cannon Management will publish this proposal in the next management report.

The Board reviewed (and approved) a hand carried proposal from Horizon Lighting for the installation of replacement conduit and wire in the Avery cul-de-sac in the amount of \$1,885. Cannon Management will publish this correspondence in the next management report.

The Board asked Cannon Management to request a light maintenance contract from Horizon Lighting, the Association's light maintenance vendor.

The Board reviewed (but did not approve) several wall light options from Horizon Lighting for the block wall on Marion Way. The Board indicated no further action was necessary. [Reference: January 2018 Management Report Pages 127-134]

MAINTENANCE MATTERS:

The Board reviewed by tabled street sign replacement options. The Board asked Cannon Management to hand carry the street sign brochure to the landscape walk on January 25, 2018. Additionally, the Board asked Cannon Management to republish these options in the next management report. [Reference: January 2018 Management Report Pages 98-106]

The Board asked Cannon Management to obtain a proposal from Fox Painting to touch up the areas where the wall packs were removed for the light project and to stucco over the electrical covers on the block wall on Marion Way.

LANDSCAPE MATTERS:

The Board reviewed (and approved) a hand carried proposal from BrightView Landscape Services, the Association's landscape maintenance vendor, for valve replacement on Terrylynn in the amount of \$791.02. Cannon Management will publish this proposal in the next management report.

The Board reviewed (and approved) a contract from BrightView Landscape Services that reflects a monthly service increase in the amount of \$300 effective January 1, 2018. The Board asked Cannon Management to request that the vendor revise their contract to include quarterly irrigation inspections by an irrigation technician. Cannon Management will publish a copy of the final contract in the next management report. [Reference: January 2018 Management Report Pages 107-126]

The Board asked Cannon Management to request that the landscape vendor address the following matters:

- Submit a proposal with options to replace the bender board throughout the community;
- Start the approved project for 599 Avery Place;
- Lower the mulch mounds; and
- Move several rocks to the right side of the Eucalyptus trees on Avery Place.

The Board asked Cannon Management to move the landscape walk scheduled for Thursday, January 25, 2018 from 10:00 A.M. to 9:30 A.M.

The Board asked Cannon Management to inform the City of Long Beach that the trees on Terrylynn have an infestation that needs to be treated as it is affecting the Association's trees.

ANNUAL DIRECTOR'S NOTICE:

The Board reviewed correspondence from Roseanne Zemming with Cannon Management regarding new legislation and several other important association related issues. [Reference: January 2018 Management Report Pages 135-138]

ANNUAL MANAGER DISCLOSURE:

The Board reviewed correspondence from Trina Blair, Association Manager, regarding the Annual Disclosure of Manager Certification. [Reference: January 2018 Management Report Pages 139-140]

OTHER ASSOCIATION RELATED MATTERS:

The Board asked Cannon Management to add the discussion of appointing social committee members to the next meeting agenda.

The Board asked Cannon Management to obtain a proposal to replace the "No Parking" signs on Edith Way.

RATIFICATION OF DECISIONS:

The Board reviewed (and ratified) the following matters:

- Reserve transfer in the amount of \$8,138.26 for valve, light and gate repairs which was approved by Director Dickson and Director Whitcomb via email between meetings on December 7, 2017;
 - Holiday cookie exchange reimbursement in the amount of \$67.29 which was approved by Trina Blair on December 13, 2017; and
 - Raising the stucco wall lights on Marion Way which was approved by Director Dickson via email between meetings on December 22, 2017.
- [Reference: January 2018 Management Report Pages 141-147]

NOTICE TO HOMEOWNERS:

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

- City's seventy-two (72) hour parking limit on public streets; and
- Next scheduled meeting.

ADJOURN TO EXECUTIVE SESSION:

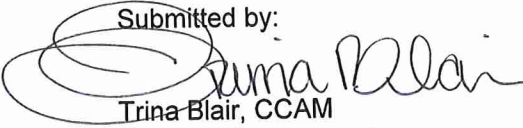
The Board met in Executive Session at the last regularly scheduled Board Meeting to address the following:

- 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:

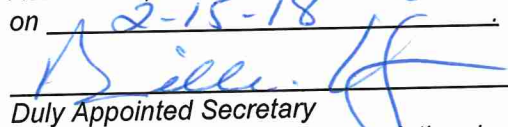
The meeting was adjourned at 7:12 P.M. The next meeting is scheduled for 6:00 P.M. on Thursday, February 15, 2018 at The Long Beach Petroleum Club located at 3636 Linden Avenue, Long Beach, CA 90807.

Submitted by:


Trina Blair, CCAM
Cannon Management

CERTIFICATION BY SECRETARY:

I, 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 2-15-18.


Duly Appointed Secretary
Crown Pointe Community Association, Inc.