

MINUTES
CROWN POINTE COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JUNE 21, 2018

DIRECTORS PRESENT:

Kevin Dickson, Billie Hastings, Marchette Hogan-McCullough, Marilyn Whitcomb

DIRECTOR ABSENT:

Debbie Fallon

CANNON MANAGEMENT:

Trina Blair

CALL TO ORDER:

The meeting was called to order at 7:28 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 May meeting. The minutes were approved as submitted.

FINANCIAL:

The Board reviewed the May 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. The Board indicated no further action was necessary. [Reference: June 2018 Management Report Pages 31-40]

The Board reviewed correspondence from Trina Blair with Cannon Management regarding a detailed list of expenses reflected in November for account #51010 "Miscellaneous" in the amount of \$1,599.93. The Board indicated no further action was necessary. [Reference: June 2018 Management Report Pages 41-42]

The Board reviewed correspondence from Trina Blair regarding an insurance claim for the Silk Oak tree that fell on Edith Way which was denied. The Board indicated no further action was necessary. [Reference: June 2018 Management Report Pages 43-47]

The Board reviewed (and approved) an engagement letter from Robert A. Owens, C.P.A. to prepare the Association's 2018-2019 Annual Financial Review and 2017-2018 federal and state tax returns in the amount of \$1,448. [Reference: June 2018 Management Report Pages 48-52]

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: June 2018 Management Report Page 53]

The Board asked Cannon Management to set up a monthly budget for Allowance for Doubtful Accounts on the 2019 budget.

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated no further action was necessary. [Reference: June 2018 Management Report Page 55]

LANDSCAPE MATTERS:

The Board reviewed the May quality site assessment from BrightView Landscape Services, the Association's landscape maintenance vendor. The Board asked Cannon Management to follow up on items #15, #23, #24 and #25. [Reference: June 2018 Management Report Pages 57-70]

The Board reviewed (but tabled) several proposals from BrightView Landscape Services to replace the Silk Oak tree on Edith Way. Cannon Management will republish these proposals in the next management report. [Reference: June 2018 Management Report Pages 71-75]

MAINTENANCE MATTERS:

The Board reviewed (but tabled) correspondence regarding revising the Association's paint colors and asked Cannon Management to follow up with the Sherwin-Williams representative. Additionally, the Board asked Cannon Management to request that the representative include black as a wrought iron color and Muslin for the common area block walls. [Reference: June 2018 Management Report Pages 76-79]

The Board reviewed (and approved) a proposal from MC Welding to repair a block wall behind 4009 Marion Way in the amount of \$580. The Board asked Cannon Management to research the procedure to assess the homeowner for the cost to repair the wall as it is their responsibility. Lastly, the Board asked Cannon Management to request that the vendor paint the repair to match the existing color of the fence. [Reference: June 2018 Management Report Pages 81-83]

The Board asked Cannon Management to inform MC Welding that there are additional pickets missing from the common area access/exit gates.

The Board reviewed (but tabled) a proposal from International Paving Services to remove/replace a section of concrete on Avery in the amount of \$2,925. The Board asked Cannon Management to coordinate a property walk with Director Hastings and an alternate vendor. [Reference: June 2018 Management Report Pages 84-86]

OTHER ASSOCIATION RELATED ITEM:

The Board reviewed a memo from Trina Blair regarding a requested discussion for a land lease agreement. The Board appointed Directors Dickson and Whitcomb with the authority to discuss/investigate options to be presented to the Board at the next meeting. [Reference: June 2018 Management Report Page 80]

RATIFICATION OF DECISIONS:

The Board reviewed (and ratified) the following approved matters:

- Valve replacement completed by BrightView Landscape Services in the amount of \$308.95 which was approved by Trina Blair via email between meetings on May 15, 2018; and
- Removal and stump grinding of a tree completed by BrightView Landscape Services in the amount of \$720 which was approved by Trina Blair via email between meetings on May 25, 2018.

[Reference: June 2018 Management Report Pages 87-92]

RESULTS OF ANNUAL MEMBERSHIP MEETING AND ELECTION/AL ELECTION:

Sandra Stople was appointed and present for the Association's Annual Membership Meeting and Election. The Inspector reviewed all ballots received by homeowners to determine their validity. The Inspector reported that the Association received the following:

- 29 valid ballots; and
- 0 invalid ballots.

The Inspector reported that a total of twenty four (24) ballots and/or homeowners present were needed for the reduced quorum requirement of the reconvened election and that a quorum of the membership had been met.

The Inspectors counted all votes and reported that the tabulation was as follows:

Board of Directors:

Kevin Dickson – 15;
Debbie Fallon – 16;
Billie Hastings – 40;
Devin McGovern – 11;
Marilyn Whitcomb – 18;
Marchette Hogan-McCullough – 35;
John Stolpe – 4; and
Linda Perry.

Architectural and Landscape Committee:

Debbie Fallon – 16;
Billie Hastings – 26; and
Linda Perry – 10.

Kevin Dickson, Debbie Fallon, Billie Hastings, Marchette Hogan-McCullough and Marilyn Whitcomb were elected to the Association's Board of Directors to serve for a one (1) year term until the 2019 Annual Membership Meeting and Election.

Debbie Fallon and Billie Hastings were elected to the Association's Architectural and Landscape Committee to serve for a one (1) year term until the 2018 Architectural and Landscape Committee Election.

ADJOURN TO EXECUTIVE SESSION:

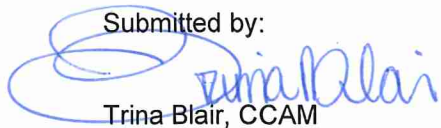
The Board met in Executive Session at the last regularly scheduled Board Meeting to address the following:

- 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 8:15 P.M. The next meeting is scheduled for 6:00 P.M. on Thursday, July 19, 2018 at The Long Beach Petroleum Club located at 3636 Linden Avenue, Long Beach, CA 90807.

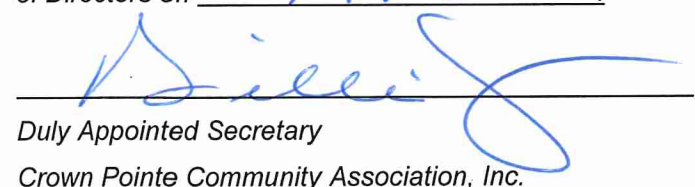
Submitted by:



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 7-19-18.



Duly Appointed Secretary
Crown Pointe Community Association, Inc.