

MINUTES
CROWN POINTE COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JULY 19, 2018

DIRECTORS PRESENT:

Kevin Dickson, Debbie Fallon, Billie Hastings, Marchette Hogan-McCullough, 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 June meeting. The minutes were approved as submitted.

FINANCIAL:

The Board reviewed the June 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 that no further action was necessary. [Reference: July 2018 Management Report Pages 33-42]

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:

- #75045 – Irrigation repairs completed by BrightView Landscape Services in the amount of \$308.95;
- #75044 – Removal of an unsafe tree stump with grinding completed by BrightView Landscape Services in the amount of \$720; and
- #75040 – Light repairs completed by Horizon Lighting in the amount of \$447.25.

Cannon Management will hand carry a transfer letter to the next scheduled board meeting.
[Reference: July 2018 Management Report Page 43]

The Board reviewed a copy of the Secretary of State business search detail regarding the payment for the filing fee. The Board indicated no further action was necessary, as the filing fee is due every odd-numbered year. [Reference: July 2018 Management Report Page 44]

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated no further action was necessary. [Reference: July 2018 Management Report Page 45]

ALC APPLICATION:

The Board reviewed (and approved) a hand carried application from 651 Terrylynn Place for the installation of solar panels per the plans emailed on June 25, 2018 with the roof of 653 Terrylynn Place returned to its original condition.

The Board reviewed (but did not approve) a hand carried application from 665 Terrylynn Place for the installation of a new jacuzzi. The Board asked Cannon Management to inform the homeowner that their application is incomplete as they need the signature from the new owner of 663 Terrylynn Place. Additionally, if they need assistance with completing the application they can contact Cannon Management.

LANDSCAPE MATTERS:

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: July 2018 Management Report Pages 47-51]

The Board reviewed the June quality site assessment from BrightView Landscape Services, the Association's landscape maintenance vendor. The Board asked Cannon Management to follow up on any outstanding requests. [Reference: July 2018 Management Report Pages 55-67]

The Board reviewed (and approved) several proposals from BrightView Tree Care Services as follows:
- Tree trimming in the amount of \$11,011 per the 2018 schedule of trees; and
- Tree service recommendations/treatments per observations made by the arborist in the amount of \$2,094.
[Reference: July 2018 Management Report Pages 68-79]

The Board asked Cannon Management to request a copy of the most recent irrigation inspection report from BrightView Landscape Services.

The Board asked Cannon Management to coordinate a job walk with S.C. Yamamoto Inc. to submit a landscape maintenance proposal for the community.

MAINTENANCE MATTERS:

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 obtain alternate options to address this issue (i.e. arched approach or rubber fill). Additionally, the Board appointed the Landscape Committee with the authority to approve a proposal between meetings for a cost not to exceed \$3,000. [Reference: July 2018 Management Report Pages 52-54]

The Board reviewed (but did not approve) a proposal from Fox Painting to pressure wash the common area stucco walls and sidewalks two (2) times a year in the amount of \$3,000. The Board asked Cannon Management to request that the vendor schedule a one (1) time power wash with touch up paint for a cost not to exceed \$1,500. [Reference: July 2018 Management Report Pages 80-81]

OTHER ASSOCIATION RELATED MATTERS:

The Board asked Cannon Management to add the following matters to the next meeting agenda:

- Land lease agreement; and
- Guest parking pass rules.

The Board appointed Director Hastings with the authority to review and approve the updated color schemes from Dunn Edwards. Upon approval the Board asked Cannon Management to request that the vendor set up the website link for the membership to view the colors online.

The Board asked Cannon Management to return the parking permits recently purchased from HD Supply Solutions as they do not fit on the rear-view mirrors. Additionally, the Board appointed the Association's Architectural and Landscape Committee with the authority to approve alternate permits to be purchased and distributed to the membership. Lastly, the Board asked Cannon Management to confirm that the new permits will be similar in size and style as the current permits but a different color.

The Board approved to reimburse Trina Blair with Cannon Management in the amount of \$160.33 for the purchase of the replacement street signs from Brimar Identification & Safety Products.

APPOINTMENT OF OFFICERS:

The Board appointed the following officers:

- Kevin Dickson – President;
- Debbie Fallon – Vice President;
- Marchette Hogan-McCullough – Secretary;
- Marilyn Whitcomb – Treasurer; and
- Billie Hastings – Director.

COMMUNITY AWARENESS COMMITTEE:

The Board appointed the following members to the Association's Community Awareness Committee:

- Byron Bradley;
- Neil Mendis;
- William Perry; and
- Audria Quillian.

The Board asked Cannon Management request that the committee members propose an alternate name for the committee along with suggestions for committee guidelines to the Board during the August meeting. Cannon Management will publish any documents provided by the committee in the next management report.

The Board asked Cannon Management to request ten (10) company signs from CSI Patrol Service to be posted in designated areas throughout the community as suggested by the Community Awareness Committee.

SOCIAL COMMITTEE:

The Board asked Cannon Management to add the following events to the Association's annual calendar and website:

- Veteran's Day Stars and Stripes Annual block party November 10, 2018 from 12:00 P.M. to 4:00 P.M. with live entertainment;
- Halloween October 31, 2018 hand out candy at the main entrance;
- Holiday Cookie Exchange December 1, 2018; and
- 4th of July Breakfast Parade in 2019.

The Board reviewed (and approved) a hand carried reimbursement request from Director Hastings for food, ice and color copies of the notice in the amount of \$81.34 for the 2017 4th of July Breakfast Parade.

RATIFICATION OF DECISIONS:

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

- Replacement street signs from Brimar Identification & Safety Products in the amount of \$160.33 which was approved by Director Hastings via email between meetings on June 14, 2018;
- Valve replacement completed by BrightView Landscape Services in the amount of \$287.46 which was approved by Trina Blair via email between meetings on June 19, 2018; and
- Light repairs completed by Horizon Lighting in the amount of \$275 which was approved by Trina Blair via email between meetings on July 11, 2018.

[Reference: July 2018 Management Report Pages 85-91]

ADJOURN TO EXECUTIVE SESSION:

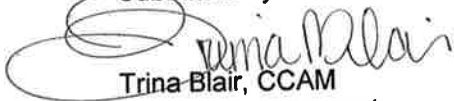
The Board met in Executive Session at the last regularly scheduled Board Meeting to address the following:

- 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 7:48 P.M. The next meeting is scheduled for 6:00 P.M. on Thursday, August 16, 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, Marcelle Horan-McCullough, 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 8-16-18.



Duly Appointed Secretary

Crown Pointe Community Association, Inc.