

**MINUTES**  
CROWN POINTE COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
AUGUST 16, 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 6:02 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 July meeting. The minutes were approved as submitted.

FINANCIAL:

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

The Board asked Cannon Management to research why the International City Bank statement has a monthly online banking fee in the amount of \$5.

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: August 2018 Management Report Pages 30-39]

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:

- #76728 – Irrigation repairs completed by BrightView Landscape Services in the amount of \$287.46;
- #76723 – Lighting Maintenance completed by Horizon Lighting in the amount of \$144.88; and
- #76724 – Lighting Maintenance completed by Horizon Lighting in the amount of \$249.78.

Cannon Management will publish a transfer letter in the next management report. [Reference: August 2018 Management Report Page 40]

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated that no further action was necessary. [Reference: August 2018 Management Report Pages 42-43]

ALC APPLICATION:

The Board reviewed (and approved) a hand carried application from 665 Terrylynn Place for the installation of a jacuzzi.

The Board reviewed (and conditionally approved) a hand carried application from 4009 Marion Way for the replacement of their front gate and railings subject to it matching the existing color, material, style and size. Additionally, the homeowner has the option to submit a new application with a sample for the committee to review.

The Board reviewed (and approved) a hand carried application from 617 Edith Way to replace their vinyl windows subject to approval from the Association's Architectural Review Committee.

#### LANDSCAPE MATTERS:

The Board reviewed (but tabled) several proposals from BrightView Landscape Services to replace the Silk Oak tree on Edith Way. The Board asked Cannon Management to leave this item on future agendas but not to publish the proposals until directed. [Reference: August 2018 Management Report Pages 45-49]

The Board approved an amount not to exceed \$600 for BrightView Tree Care Services to complete a pathology report on the Live Oak on Edith Way.

The Board reviewed (and approved) a hand carried proposal from BrightView Tree Care Services to remove and stump grind the tree behind 601 Edith Way in the amount of \$600. Cannon Management will publish this proposal in the next management report.

#### MAINTENANCE MATTERS:

The Board asked Cannon Management to request that Horizon Lighting, the Association's light maintenance vendor, address the following:

- Clean up the construction residue in the gutter near 608/610 Avery Place;
- Secure all loose light fixtures throughout the community; and
- Confirm the light check schedule.

The Board reviewed (but did not approve) a proposal from Fox Painting to pressure wash and touch up paint the common area stucco walls in the amount of \$2,400. The Board asked Cannon Management to request that the vendor schedule a one (1) time power wash for a cost not to exceed \$1,500. [Reference: August 2018 Management Report Pages 50-52]

#### OTHER ASSOCIATION RELATED MATTERS:

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

- Land lease agreement; and
- Revised guest parking pass rules to be provided by Director Dickson.

The Board asked Cannon Management to address the following as it pertains to the Association's Community Awareness Committee:

- Publish the new proposed name and guidelines in the next management report; and
- Obtain recommended areas to post ten (10) courtesy patrol signs with final approval to be given by Director Hogan-McCullough.

#### NOTICE TO HOMEOWNERS:

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

- Light enhancements;
- Landscape condition;
- Crown Pointe Awareness Task Force; and
- Next scheduled meeting.

#### RATIFICATION OF DECISIONS:

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

- Light repairs completed by Horizon Lighting in the amount of \$500 which was approved by the Board of Directors via email between meetings on July 31, 2018.
- Light repairs completed by Horizon Lighting in the amount of \$500 which was approved by Trina Blair via email between meetings on August 8, 2018.

[Reference: August 2018 Management Report Pages 54-61]

ADJOURN TO EXECUTIVE SESSION:

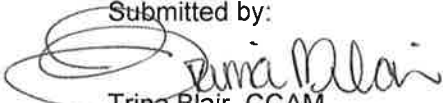
The Board met in Executive Session at the last regularly scheduled Board Meeting to address the following:

- 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:

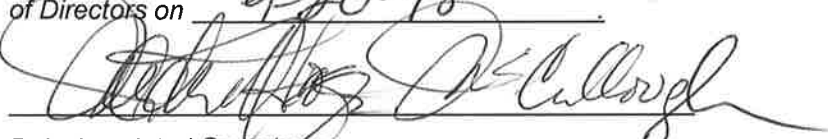
The meeting was adjourned at 7:18 P.M. The next meeting is scheduled for 6:00 P.M. on Thursday, September 20, 2018 at The Long Beach Petroleum Club located at 3636 Linden Avenue, Long Beach, CA 90807.

Submitted by:

  
Trina Blair, CCAM  
Cannon Management

CERTIFICATION BY SECRETARY:

I, Marchette Hoym-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 9-20-18.

  
Duly Appointed Secretary

Crown Pointe Community Association, Inc.