

MINUTES

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

DIRECTORS PRESENT:

Kevin Dickson, Marchette Hogan-McCullough, Marilyn Whitcomb

DIRECTORS ABSENT:

Debbie Fallon, Billie Hastings

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 October meeting. The minutes were approved as submitted.

FINANCIAL:

The Board reviewed the October 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: November 2018 Management Report Pages 36-45]

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:

- #79954 - Tree removal with stump grinding completed by BrightView Landscape Service in the amount of \$600;

- #79955 - Tree maintenance and removal completed by BrightView Landscape Service in the amount of \$2,094; and

- #79952 - Final payment for the light project completed by Horizon Lighting in the amount of \$5,000.

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

[Reference: November 2018 Management Report Pages 46-47]

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated that no further action was necessary. [Reference: November 2018 Management Report Page 49]

ALC APPLICATIONS:

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

- 645 Terrylynn Place for window replacement;

- 633/635 Terrylynn Place for exterior painting;

- 4002 Marion Way for exterior painting; and

- 608 Avery Place for exterior wood repairs.

LANDSCAPE CORRESPONDENCE:

The Board reviewed an Oak tree evaluation report from Waypoint Analytical regarding the Live Oak tree on Edith Way. The Board asked Cannon Management to forward the report for Salco Landscape Services, Inc. for review. [Reference: November 2018 Management Report Pages 52-60]

The Board reviewed landscape notes from BrightView Landscape Services for the property walk completed on October 4, 2018. The Board indicated no further action was necessary, as this vendor no longer services the property. [Reference: November 2018 Management Report Pages 61-64]

The Board reviewed (but did not approve) several invoices from BrightView Landscape Service as follows:

- #5845052 for various plant enhancements throughout the Association in the amount of \$7,300.18;
- #5962182 for October landscape maintenance in the amount of \$6,300; and
- #6009215 for November landscape maintenance in the amount of \$6,300.

[Reference: November 2018 Management Report Pages 69-72]

The Board reviewed (and approved) an amount not to exceed \$3,000 for Salco Landscape Services, Inc. to spot seed throughout the Association. [Reference: November 2018 Management Report Pages 73-78]

The Board reviewed (and approved) a hand carried landscape letter to the membership prepared by the Association's Landscape Committee. The Board asked Cannon Management to include this letter in the next homeowner notice. Cannon Management will publish this correspondence in the next management report.

CROWN POINTE AWARENESS TASK COMMITTEE:

Audria Quillian, Chair of the Crown Pointe Awareness Task Committee, was present to provide committee updates. The Board asked Cannon Management to thank the committee member for attending the meeting and to inform them that the Board has approved to reserve a space at the Long Beach Petroleum Club if available for the police presentation. Additionally, it would be great if she could provide a statement from the committee on recent gate code concerns. [Reference: November 2018 Management Report Pages 65-67]

OTHER ASSOCIATION RELATED MATTERS:

The Board reviewed (and approved) a hand carried contract from The Long Beach Petroleum Club to reserve their facilities for the January-March 2019 meetings in the amount of \$315. The Board asked Cannon Management to add this topic to the next meeting agenda for further discussion. Cannon Management will publish this proposal in the next management report.

The Board asked Cannon Management to republish the agenda memo in the next management report. [Reference: November 2018 Management Report Page 68]

RATIFICATIONS:

The Board reviewed (and ratified) an approved proposal from Salco Landscape Services, Inc. that included the following:

- Monthly landscape service in the amount of \$6,448;
- Irrigation audit for an amount not to exceed \$1,500; and
- Holiday color (Cyclamen) in the amount of \$2,674.

This proposal was approved by Director Dickson via phone on November 2, 2018 and via email on November 8, 2018 between meetings. [Reference: November 2018 Management Report Pages 73-78]

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 6:59 P.M. The next meeting is scheduled for 6:00 P.M. on Thursday, January 17, 2019 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, Kevin Dickson, 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 1/24/19.



Duly Appointed Secretary
Crown Pointe Community Association, Inc.