

MINUTES
CROWN POINTE COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JANUARY 24, 2019

DIRECTORS PRESENT:

Kevin Dickson, Billie Hastings, Marilyn Whitcomb

DIRECTORS ABSENT:

Debbie Fallon, Marchette Hogan-McCullough

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 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.

In accordance with California Civil Code, the Board approved the monthly transfer of funds to the reserve account in the amount of \$4,875 per month.

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: January 2019 Management Report Pages 54-72]

The Board reviewed correspondence from Roseanne Zemming with Cannon Management regarding moving the Association's operating account to Alliance Association Bank and providing the option to move their Reserve Account to Alliance Association Bank. The Board approved to close their Reserve Account with Wells Fargo and transfer the funds to a new account with Alliance Association Bank. Additionally, Cannon Management will notify the homeowners of the change in banking institutions for the Operating account and provide instructions on changing their payment options. [Reference: January 2019 Management Report Pages 73-77]

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:

- #81341 - Light installation completed by Horizon Lighting in the amount of \$2,465;
- #81342 - LED light installation completed by Horizon Lighting in the amount of \$2,280; and
- #81343 - Sidewalk replacement completed by International Paving Services in the amount of \$2,925.

Cannon Management will publish a transfer letter in the next management report. [Reference: January 2019 Management Report Pages 78-80]

The Board reviewed (and approved) to issue payment for the following hand carried invoices from Salco Landscape Services Inc. as the Board is satisfied with the work:

- #53961 for November services, irrigation repairs, color installation and dump fees in the amount of \$16,432.30; and
- #53964 for December services, irrigation repairs, light mulch application and dump fees in the amount of 11,662.

The Board asked Cannon Management to contact the Association's CPA to confirm if the Board can approve to reimburse the dump fees from the Association's reserve account due to the circumstances.

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated that no further action was necessary. [Reference: January 2019 Management Report Pages 82-83]

LANDSCAPE MATTERS:

The Board reviewed correspondence from BrightView Landscape regarding a past due balance in the amount of \$14,180.18. The Board appointed Director Hastings with the authority to negotiate a reduced counter offer to settle the matter with the vendor between meetings. [Reference: January 2019 Management Report Pages 84-87]

The Board reviewed (and approved) a revised hand carried proposal from Salco Landscape Services Inc. for irrigation repairs throughout the community in the amount of \$18,500. The Board asked Cannon Management to request that the vendor address the following:

- Provide an explanation of phase 1 and phase 2 of the irrigation repair plans;
- Provide a diagram of the repair locations; and
- Explain how they will address damage to the underground lighting conduit during repairs.

The Board appointed Director Hastings with the authority to review the responses provided by the vendor and to give Cannon Management the approval to send over approval on the irrigation repair proposal. Upon completion, the Board approved payment of the invoice on the condition that the work was completed to the Board's satisfaction. [Reference: January 2019 Management Report Pages 88-89]

The Board reviewed (but tabled) a hand carried proposal from Salco Landscape Services Inc. to trim the tree behind for 4007 Marion Way in the amount of \$998 with additional trimming options. The Board asked Cannon Management to obtain additional proposals and approved an amount not to exceed \$1,748 to complete the job. Cannon Management will publish this proposal in the next management report.

RULES AND REGULATIONS:

The Board reviewed (and approved) the revised exterior paint colors and guest parking rules for the Association as follows:

Exterior paint colors:

Stucco: Oatmeal Cookie;
Fascia/Trim/Garage Door: Weathered Brown and Buffalo Herd; and
Wrought Iron: Black, Weathered Brown, Buffalo Herd and Shipyard.

Guest Parking Rule:

Guest vehicles may not park overnight, inside the gates, for more than a total of fourteen (14) days per calendar year. Each residential unit is issued and allowed one guest parking permit hang tag. Guest vehicles must display a valid guest parking permit hang tag if parking overnight. Guest parking beyond the fourteen (14) day period is permitted only with the written permission of the Board of Directors of the Association."

Cannon Management will forward the approved rules to all homeowners and will incorporate them in the Association's Rules and Regulations. [Reference: January 2019 Management Report Page 90]

The Board asked Cannon Management to notate the crossover Sherwin Williams paint colors on the Association's abstract.

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 2019 Management Report Pages 92-96]

ANNUAL MANAGER DISCLOSURE:

The Board reviewed correspondence from Trina Blair, Association Manager, regarding the Annual Disclosure of Manager Certification. [Reference: January 2019 Management Report Pages 97-98]

OTHER ASSOCIATION RELATED MATTERS:

The Board asked Cannon Management to offer the two (2) planters in the guard shack to any homeowner willing to retrieve them.

The Board approved to purchase two (2) orange safety cones and caution tape from HD Supply Solutions.

The Board reviewed (and approved) a hand carried reimbursement request from Directors Hastings for candies purchased from See's Candies in the amount of \$102.50 for Salco Landscape Services Inc. as a holiday gift.

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

- Silver Maple tree replacement;
- Missing Horizon light fixtures;
- Dead plant replacement near 627 Edith Way;
- Drip installation near 643 Avery Place;
- Meeting location; and
- Land lease agreement.

The Board asked Cannon Management to request a proposal from Keith Huff and Company for the following:

- To clean the lights throughout the community on a quarterly vs bi-annual basis;
- Once time removal of the painters' tape that stuck to the light posts;
- Power washing of sidewalks, as needed; and
- Clean-up of Avery street due to debris from the drain, as needed.

RATIFICATIONS:

The Board reviewed (and ratified) several reimbursement requests from the Association's social committee for the Cookie Exchange as follows:

- Carolyn Mask in the amount of \$203.71; and
- Crystal Radford in the amount of \$224.48.

The reimbursement requests were approved by Trina Blair via email between meetings on December 6, 2018. [Reference: January 2019 Management Report Pages 99-106]

ADJOURN TO EXECUTIVE SESSION:

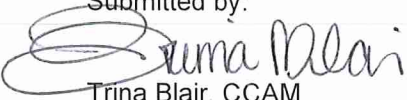
The Board met in Executive Session at the last regularly scheduled Board Meeting to address the following:

- 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 7:20 P.M. The next meeting is scheduled for 6:00 P.M. on Thursday, February 21, 2019 at The Long Beach Petroleum Club located at 3636 Linden Avenue, Long Beach, CA 90807.

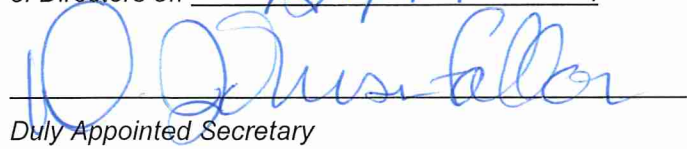
Submitted by:



Trina Blair, CCAM
Cannon Management

CERTIFICATION BY SECRETARY:

I, Debbie Johnson Feller, 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 2/21/19.



Duly Appointed Secretary

Crown Pointe Community Association, Inc.