

# MINUTES

## CROWN POINTE COMMUNITY ASSOCIATION, INC. BOARD OF DIRECTORS MEETING APRIL 18, 2019

### 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 6:02 P.M. at the Expo Arts Center located at 4321 Atlantic Ave, 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.

### DIRECTOR ENTERED MEETING:

Director Hogan-McCullough entered the meeting at 6:22 P.M.

### REVIEW OF MINUTES:

The Board reviewed the minutes from the March meeting. The minutes were approved as submitted.

### FINANCIAL:

The Board reviewed the March 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: April 2019 Management Report Pages 43-52]

The Board reviewed (and approved) the draft reserve study prepared by Reserve Studies Incorporated for the Association with a monthly contribution to the reserves in the amount of \$4,567.67. [Reference: April 2019 Management Report Pages 53-78]

The Board reviewed (and approved) the proposed 2019-2020 budget with the following revisions:

- Reduce account #62990 "General Reserves" from \$4,467.67 to **\$4,267.67**; and
- Increase account #54007 "Landscape Extras" from \$800 to **\$1000**.

In accordance with California Civil Code, the Board approved the monthly transfer of funds to the reserve account in the amount of \$4,267.67 per month. Cannon Management will distribute the approved budget to all homeowners. [Reference: April 2019 Management Report Pages 79-83]

The Board reviewed (and approved) a proposal from American Alternative Insurance Corporation to bind coverage for common area insurance in the amount of \$2,618, annually with a deductible in the amount of \$2,500. Cannon Management will publish the policy renewal in the next management report. [Reference: April 2019 Management Report Pages 84-91]

The Board reviewed correspondence from Rose Young with Cannon Management regarding reserve reimbursements. The Board approved to reimburse transaction #86607 irrigation repairs and extras completed by Salco Landscape Service in the amount of \$2,770 to be reimbursed from the Association's reserve account to the operating account. Cannon Management will publish a transfer letter in the next management report. [Reference: April 2019 Management Report Page 92]

#### DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated no further action was necessary. [Reference: April 2019 Management Report Pages 93-94]

#### LANDSCAPE MATTERS:

The Board reviewed (but did not approve) several proposals to trim the large Ash tree located behind 4007 Marion Way, as the work has already been completed. [Reference: April 2019 Management Report Pages 95-104]

The Board reviewed (but tabled) several three (3) year tree trimming proposals. Cannon Management will publish these proposals in the next management report. [Reference: April 2019 Management Report Pages 109-112]

The Board reviewed (and approved) a proposal from Salco Landscape Services, Inc., the Association's landscape maintenance vendor for mixed marigolds in the amount of \$1,170. Upon completion, the Board approved payment of the invoice on the condition that the work was completed to the Board's satisfaction. [Reference: April 2019 Management Report Page 114]

The Board reviewed correspondence from Frank Spina with Salco Landscape Services, Inc. regarding various landscape updates. The Board asked Cannon Management to request an update on the irrigation, as well as, the approved repairs. [Reference: April 2019 Management Report Page 115]

The Board reviewed (but did not approve) a proposal from Salco Landscape Services, Inc. for various landscape enhancements throughout the association in the amount of \$5,609. The Board approved an amount not to exceed \$6,000 for the Association's Landscape Committee to revise the enhancements prior to installation. Additionally, the Board indicated that new plants would only be installed in areas where irrigation is in working. [Reference: April 2019 Management Report Pages 116-119]

The Board reviewed (but tabled) a proposal from Salco Landscape Services, Inc. for the removal of three (3) Melaleuca trees at the main entrance in the amount of \$5,250. The Board approved an amount not to exceed \$5,250 to complete the project and asked Cannon Management to obtain proposals from S.C. Yamamoto Landscape and Mission Landscape. [Reference: April 2019 Management Report Page 120]

#### OTHER ASSOCIATION RELATED MATTERS:

The Board reviewed (and approved) a proposal from Proactive Engineering Consultants for survey and mapping services in the amount of \$3,400. The Board asked Cannon Management to wait for a consenting response from the homeowner before proceeding with the survey. Upon completion, the Board approved payment of the invoice on the condition that the work was completed to the Board's satisfaction. [Reference: April 2019 Management Report Pages 105-108]

The Board reviewed correspondence from Trina Blair with Cannon Management regarding the gate remote programming. The Board indicated no further action was necessary. [Reference: April 2019 Management Report Page 121]

The Board asked Cannon Management to confirm how to unlock/open the vehicle entrance/exit gates in the event of an emergency.

#### MAINTENANCE MATTERS:

The Board reviewed several options from Byers and Butler to replace the Association's gate directories. The Board approved to replace the Edith gate directory with a single line display in the amount of \$2,940.88. Additionally, the Board asked Cannon Management to confirm the number of area codes able to be programmed into the new directory. Furthermore, the Board asked Cannon Management to send a notice to the homeowners to submit their programming information for the new directory as all of the old information will be deleted for both directories when the new directory is installed. Upon completion, the Board approved payment of the invoice on the condition that the work was completed to the Board's satisfaction. [Reference: April 2019 Management Report Pages 122-123]

NOTICE TO HOMEOWNERS:

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

- Trash Containers;
- Upcoming social event;
- Gate directory programming; and
- Next scheduled meeting.

ADJOURN TO EXECUTIVE SESSION:

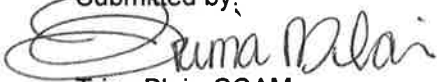
The Board met in Executive Session at the last regularly scheduled Board Meeting to address the following:

- 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 7:19 P.M. The Annual Membership Meeting and Election is scheduled for 7:00 P.M. on Thursday, May 16, 2019 at the Expo Arts Center located at 4321 Atlantic Ave, Long Beach, CA 90807.

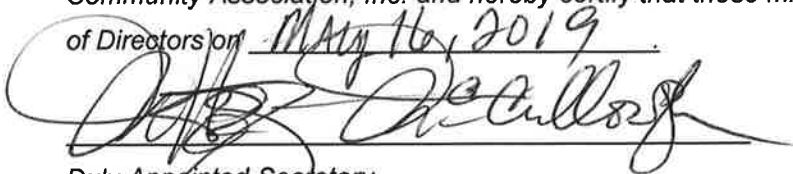
Submitted by:



Trina Blair, CCAM  
Cannon Management

CERTIFICATION BY SECRETARY:

I, Marcelle Hays 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 May 16, 2019.



Duly Appointed Secretary  
Crown Pointe Community Association, Inc.