

MINUTES

CROWN POINTE COMMUNITY ASSOCIATION, INC. BOARD OF DIRECTORS MEETING JUNE 20, 2019

DIRECTORS PRESENT:

Kevin Dickson, Billie Hastings, Marilyn Whitcomb

DIRECTOR ABSENT:

Marchette Hogan-McCullough

CANNON MANAGEMENT:

Trina Blair

CALL TO ORDER:

The meeting was called to order at 6:04 P.M. at 3711 Long Beach Blvd, 5th Floor, 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 May meeting. The minutes were approved as submitted.

FINANCIALS:

California Civil Code 5500 requires that the Board review financial documents and statements on a monthly basis, including the operating accounts, reserves, actual operating revenue and expenses versus the budgeted amounts, account statements, income and expense statements for reserves, check register, monthly general ledger and delinquent assessment A/R report. The Board acknowledged receipt of the Association's financial statements, including the operating accounts, reserves, actual operating revenue and expenses versus the budgeted amounts, account statements, income and expense statements for reserves, check register, monthly general ledger and delinquent assessment A/R report for the month of May sent by Cannon via email to all board members on a monthly basis and ratified their review of the financial statements in accordance with Civil Code.

The Board asked Cannon Management to confirm what was booked to the "Miscellaneous" line item during April 2019.

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: June 2019 Management Report Pages 34-42]

The Board reviewed correspondence from Rose Young 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:

- #89518 - 50% downpayment for a lighting project completed by Horizon Lighting in the amount of \$5,348;
and

- #89522 - Street sign replacement completed by Mc Welding Services in the amount of \$980.

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

[Reference: June 2019 Management Report Page 43]

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated no further action was necessary. [Reference: June 2019 Management Report Page 44]

ALC APPLICATIONS:

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

- 643 Avery Place for the removal/replacement of their wood trim with exterior painting; and
- 659 Terrylynn Place for the replacement of their wrought iron entry gate.

LANDSCAPE MATTERS:

The Board reviewed (but tabled) several proposals for tree trimming throughout the Association. The Board asked Cannon Management to republish the proposals in the August 2019 management report. [Reference: June 2019 Management Report Pages 46-48]

The Board reviewed several proposals to remove three (3) large Melaleuca trees in the circle of the main entrance. The Board approved the proposal from S.C. Yamamoto in the amount of \$3,600. Additionally, the Board approved for the vendor to trim two (2) additional trees to be identified by the Landscape Committee. Lastly, the Board asked Cannon Management to request that the vendor include stump grinding, as the Board intends to replant at some point. [Reference: June 2019 Management Report Pages 49-51]

The Board asked Cannon Management to send all landscape invoices to Director Hastings for review, prior to issuing payment.

The Board reviewed correspondence from the Landscape Committee regarding the application of bio-soil to several plants throughout the community. The Board indicated no further action was necessary. [Reference: June 2019 Management Report Pages 52-56]

MAINTENANCE MATTERS:

The Board reviewed (and approved) a proposal from International Paving Services, Inc. to replace the sidewalk in three (3) different locations in the amount of \$6,400. The Board asked Cannon Management to coordinate a project walk with Director Hastings prior to scheduling the work. [Reference: June 2019 Management Report Pages 59-61]

The Board asked Cannon Management to arrange for the padlock on the Edith gate to be removed.

The Board reviewed correspondence from Director Dickson regarding the Association's gates. The Board indicated no further action was necessary. [Reference: June 2019 Management Report Pages 62-63]

The Board reviewed correspondence from Trina Blair regarding the rust on the light poles. The Board asked Cannon Management to request that Horizon Lighting touch up all of the light poles as most all of them were damaged during installation. [Reference: June 2019 Management Report Pages 64-66]

The Board reviewed (and approved) a proposal from Horizon Lighting to replace an existing flood light fixture with LED in the amount of \$497.77. [Reference: June 2019 Management Report Pages 67-70]

OTHER ASSOCIATION RELATED MATTERS:

The Board reviewed (but tabled) hand carried correspondence from Douglass & Associates regarding a valuation study on the property for the Association's land lease. Cannon Management will publish this hand carried correspondence in the next management report.

The Board asked Cannon Management to request that the Association's courtesy patrol vendor take any photos of water run off during their patrols.

RATIFICATIONS:

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

- Proposal from Fox and Stephens to prepare the annual financial review in the amount of \$950 which was approved by Director Dickson via email between meetings on May 20, 2019;
- Repairs to the irrigation controller on Marion Way completed by Salco Landscape Services, Inc. in the amount of \$495 which was approved by Trina Blair via email between meetings on June 3, 2019;
- Various landscape enhancements throughout the community in the amount of \$5,941 which was approved by the Architectural and Landscape Committee via email between meetings on May 29, 2019; and
- Various handyman related requests completed by Kieth Huff & Company Cleaning in the amount of \$185 which was approved by Trina Blair via email between meetings on June 3, 2019.

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 8:16 P.M. The next meeting is scheduled for 7:00 P.M. on Thursday, July 18, 2019 located at 3711 Long Beach Blvd, 5th Floor, Conference Room #5018, Long Beach, CA 92807.

Submitted by:



Trina Blair, CCAM
Cannon Management

CERTIFICATION BY SECRETARY:

I, Willie Hastings, 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 7-18-19



Duly Appointed Secretary
Crown Pointe Community Association, Inc.