

MINUTES

CROWN POINTE COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
AUGUST 15, 2019

DIRECTORS PRESENT:

Billie Hastings, Marchette Hogan-McCullough, Donald Mask, Tim McClone, Marilyn Whitcomb

CANNON MANAGEMENT:

Trina Blair

CALL TO ORDER:

The meeting was called to order at 6:00 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.

DIRECTOR ENTERED MEETING:

Director Hogan-McCullough entered the meeting at 6:14 P.M.

REVIEW OF MINUTES:

The Board reviewed the minutes of the July meeting. The minutes were approved with the following revision:

The line that reads:

"The Board asked Cannon Management to request that the Association's courtesy patrol vendor increase their patrols on Del Mar and to include a photo of that area with the normal report submission."

Should read:

"The Board asked Cannon Management to request that the Association's courtesy patrol vendor increase their patrols on Del Mar, **Terrylynn and throughout the community. Additionally, the vendor is** to include a photo of **each** area with the normal report submissions."

The Board reviewed the minutes of the July organizational 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 months of July 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 reviewed the July 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: August 2019 Management Report Pages 33-42]

The Board reviewed (and approved) the Association's draft 2018-2019 Annual Financial Review prepared by Fox & Stephens, the Association's CPA. Cannon Management will distribute the approved review to all homeowners. [Reference: August 2019 Management Report Pages 43-58]

The Board reviewed (and approved) the Association's hand carried 2018-2019 federal and state tax returns prepared by Fox & Stephens, the Association's CPA.

The Board reviewed correspondence from Rose Young regarding the "Miscellaneous" line item booked to the April 2019 financials in the amount of \$2,500. The Board indicated no further action was necessary. [Reference: August 2019 Management Report Pages 59-70]

The Board reviewed (and approved) to pay the following hand carried invoices from Horizon Lighting:

- Invoice #185190 for May lighting maintenance in the amount of \$107.55;
- Invoice #187585 for June lighting maintenance in the amount of \$61.95;
- Invoice #190871 for July lighting maintenance in the amount of \$61.95;
- Invoice #192108 for capping off an exposed wire on Del Mar in the amount of \$288.75; and
- Invoice #192167 for August lighting maintenance in the amount of \$217.65.

The Board approved the payment of the invoices on the condition that the work was completed to the Board's satisfaction.

The Board reviewed (and approved) to issue payment for invoice #1707 from Kieth Huff & Company Cleaning for removing the tape on the Association's light poles in the amount of \$250. The Board approved the payment of the invoice on the condition that the work was completed mostly to the Board's satisfaction and the other areas will be repaired by Horizon Lighting. [Reference: August 2019 Management Report Pages 71-72]

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated no further action was necessary. [Reference: August 2019 Management Report Pages 74-75]

ALC APPLICATION:

The Board reviewed (and approved) a hand carried ALC Application from 629 Terrylynn Way to repaint their home, stucco, wood and wrought iron, as is.

LANDSCAPE MATTERS:

The Board reviewed (but tabled) several proposals for a three (3) year tree trimming plan. The Board asked Cannon Management to request the following:

- A three (3) year tree trimming plan from Brightview Tree Care; and
- References from Mission Landscape.

Cannon Management will publish these proposals in the next management report. [Reference: August 2019 Management Report Pages 77-79]

The Board reviewed (but tabled) several options to replace the tree that fell over on Edith Way. Cannon Management will republish these proposals in the next management report. [Reference: August 2019 Management Report Pages 80-85]

The Board approved the following expenditures for Salco Landscape:

- Tulip scale treatment in the amount of \$1,400;
- Color change in the amount of \$1,170; and
- Holiday color change in the amount of \$2,700.

The Board asked Cannon Management to forward all tabled landscape matters and all future landscape matters to the Landscape Committee prior to the monthly meetings.

The Board asked Cannon Management to file an insurance claim for the Poplar trees on Edith way that unexpectedly declined due to an unknown cause.

LIGHT MATTERS:

The Board reviewed (but did not approve) a proposal from Horizon Lighting to replace the fixture on Marion in the amount of \$497. [Reference: August 2019 Management Report Page 87]

The Board reviewed (and approved) a proposal from Horizon Lighting to clean the light fixtures throughout the community and requested that the vendor schedule the work for the end of September. [Reference: August 2019 Management Report Pages 88-89]

The Board asked Cannon Management to request a proposal from Horizon Lighting to remove and cap the broken fixture on Marion Way.

The Board reviewed correspondence from Director Mask regarding Horizon Lighting and their light checks. The Board asked Cannon management to inform the vendor that they are permitted to drive through the community during the early hours to assist with their service. [Reference: August 2019 Management Report Page 91]

The Board reviewed several photos of rust on light poles throughout the community. The Board asked Cannon Management to request the date the poles are scheduled to be painted from Horizon Lighting. Cannon Management will provide an update during the next meeting. [Reference: August 2019 Management Report Pages 92-104]

MAINTENANCE MATTERS:

The Board asked Cannon Management to obtain several proposals for pest control services to spray the common area and fixtures for bugs on a quarterly basis.

The Board asked Cannon Management to arrange for the mailboxes and directories to be cleaned.

OTHER ASSOCIATION RELATED MATTERS:

The Board reviewed (but tabled) a contract from Office Space Anytime for the meeting room location. The Board asked Cannon Management to secure the meeting room for the September meeting only. Cannon Management will publish this contract in the next management report. [Reference: August 2019 Management Report Pages 105-106]

RATIFICATIONS:

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

- Reimbursement to Trina Blair for reserving the conference room for the July and August meetings in the amount of \$125 which was approved by Trina Blair between meetings on July 19, 2019; and
- Cap off exposed wires completed by Horizon Lighting for a cost not to exceed \$500 which was approved between meetings by Trina Blair on July 29, 2019.

[Reference: August 2019 Management Report Pages 107-112]

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 7:52 P.M. The next meeting is scheduled for 6:00 P.M. on Wednesday, September 18, 2019 located at 3711 Long Beach Blvd, 5th Floor, Conference Room #5018, Long Beach, CA 92807.