

**MINUTES**  
CROWN POINTE COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 18, 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 6:02 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.

RECESSED:

The meeting recessed at 7:07 P.M. to an Executive Session meeting.

RECONVENED:

The meeting reconvened at 8:05 P.M.

REVIEW OF MINUTES:

The Board reviewed the minutes of the August 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 August 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 August 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: September 2019 Management Report Pages 36-45]

The Board asked Cannon Management to republish the reserve transfer letter in the amount of \$5,140 in the next management report. [Reference: September 2019 Management Report Page 46]

The Board reviewed correspondence from Linda Guzman with Cannon Management regarding the Association's corporation status with the California Secretary of State. The Board indicated no further action was necessary. [Reference: September 2019 Management Report Pages 47-48]

DELINQUENCIES:

Cannon Management updated the Board on delinquency issues. The Board indicated no further action was necessary. [Reference: September 2019 Management Report Page 49]

#### ALC APPLICATION:

The Board reviewed (but did not approve) a hand carried ALC Application from 665 Terrylynn Place for the installation of a solid patio cover. The Board asked Cannon Management to request that the homeowner resubmit their application with a photo of the proposed cover and their plan to hide the cover from view.

#### LANDSCAPE MATTERS:

The Board asked Cannon Management to follow up on the approved irrigation repairs.

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: September 2019 Management Report Pages 51-56]

The Board approved the following not to exceed amounts:

- \$8,500 to trim the Carrotwood and Pear trees throughout the Association; and
- \$7,700 for annual scalping and perennial rye installation on the Association's turf.

The Board reviewed (but tabled) several proposals for a three (3) year tree trimming plan. Cannon Management will publish these proposals in the next management report. [Reference: September 2019 Management Report Pages 57-59]

The Board reviewed (but tabled) the following correspondence and proposals from S.C. Yamamoto:

- Cypress tree on Edith Way staking option;
- Cypress tree on Edith Way removal option in the amount of \$950;
- Poplar trees on Edith Way removal option in the amount of \$2,925; and
- Oleander tree removal in Terrylynn Circle in the amount of \$685.

Cannon Management will publish these correspondence/proposals in the next management report. [Reference: September 2019 Management Report Pages 78-80]

The Board reviewed (but tabled) a proposal from S.C. Yamamoto for tree trimming in various locations in the amount of \$635. The Board asked Cannon Management to obtain additional proposals including a proposal from BrightView Tree Care. Additionally, the Board approved an amount not to exceed \$635 for the work to be completed. [Reference: September 2019 Management Report Page 81]

The Board reviewed various landscape photos that were sent to the Landscape Committee. The Board indicated no further action was necessary. [Reference: September 2019 Management Report Pages 82-93]

The Board reviewed (but tabled) a proposal from S.C. Yamamoto to install one (1) yard of topsoil at 665 Terrylynn Place in the amount of \$150. The Board appointed Director Mask with the authority to review/approve the proposal via email between meetings. [Reference: September 2019 Management Report Pages 94-96]

#### MANAGEMENT PROPOSAL:

The Board reviewed and approved a proposal for management services from Bali Management Group in the monthly amount of \$1,860 subject to additional negotiations by Director McClone. The Board asked Cannon Management to request that Director Whitcomb sign the agreement when finalized. [Reference: September 2019 Management Report Pages 60-77]

#### MAINTENANCE MATTERS:

The Board reviewed (and approved) a proposal from Horizon Lighting to remove and cap off one (1) broken fixture on Marion Way in the amount of \$500. The Board asked Cannon Management to request that the vendor cap off the fixture below ground to prevent additional vehicle damage. [Reference: September 2019 Management Report Pages 97-100]

#### OTHER ASSOCIATION RELATED MATTERS:

The Board reviewed a copy of the current Land Lease. The Board indicated no further action was necessary. [Reference: September 2019 Management Report Pages 101-126]

The Board asked Cannon Management to address the following:

- Secure the meeting room at Office Space Anytime for the October meeting;
- Contact the social committee to ask if there will be an annual block party; and
- Ask the Landscape Committee to inspect and recommend if the Schefflera tree should be trimmed late fall or early spring.

RATIFICATIONS:

The Board reviewed (and ratified) the following approved matters from S.C. Yamamoto:

- Tree trimming in various locations which was approved by Trina Blair between meetings on August 5, 2019;
- Stepping stone removal near 645 Terrylynn in the amount of \$85 which was approved by Trina Blair between meetings on September 4, 2019; and
- Power washing on Terrylynn in the amount of \$295 which was approved by Trina Blair between meetings on September 4, 2019.

[Reference: September 2019 Management Report Pages 128-133]

NOTICE TO HOMEOWNERS:

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

- Missing address numbers; 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 8:40 P.M. The next meeting is scheduled for 6:00 P.M. on Wednesday, October 17, 2019 located at 3711 Long Beach Blvd, 5<sup>th</sup> Floor, Conference Room #5022, Long Beach, CA 92807.

Submitted by:

Trina Blair, CCAM  
Cannon Management

CERTIFICATION BY SECRETARY:

I, \_\_\_\_\_, 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 \_\_\_\_\_.

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Duly Appointed Secretary

Crown Pointe Community Association, Inc.