

MINUTES

Crown Colony Court Monthly Board Meeting
Thursday, June 12, 2025 | 5:00 PM
Steve Wiseman's (Unit 510)

I. Call to Order

Meeting was called to order at 5:04pm

Present:

- Board Members Steve Wiseman (President), Michelle Messer (Vice President), Pam Kenyon (Secretary). Absent: Kenny Cronin, Treasurer
- Homeowners Present: Wayne Martens, Susan Corrigan

II. Resident Comments

Received In-Person, via Text, or Email

- In-person:
 - Wayne attended as an interested owner
 - Susan Corrigan (#540) raised concerns about the deteriorating retaining wall behind Building #5 and water runoff from the hill. The Board informed her that estimates are being gathered to address drainage repairs and replace the retaining wall. A list of all deferred maintenance projects is being emailed to the HOA.
 - Chuck Kolb asked recently inquired about the status of the HOA debit card to purchase entry garden supplies. Steve will follow up with PMbD regarding the card.
 - Elaine Valdez emailed the Board to ask about a dead spot visible from their view that needs attention.

III. Treasurer's Report (Kenny Cronin)

A. Account Balances (as of 05/31/2025)

- Operating Fund (Lincoln Savings): \$7,807.0
- Reserve Fund (Lincoln Savings): \$18,306.46
- Emergency Fund (Community Choice Credit Union): \$26,059.67
- Capital Improvement Fund (Community Choice Credit Union): \$39,341.07
- 15-Month CD (Community Choice Credit Union): \$75,000.00
- Miscellaneous Savings (Community Choice Credit Union): \$382.63

Action: Motion to approve the Treasurer's Report passed unanimously.

B. Invoices & Estimates

- Dryer Vent Wizard – Invoice received; Jeff is confirming one line item before issuing payment.
- Wright Tree Service – Invoice paid for replanting of new trees.

C. Annual Meeting Preparation – The Treasurer's books will be reviewed in advance of the Annual Meeting. Due to changes in financial management under PMbD, the

review process will reflect those updates. Kenny will ask a homeowner to conduct the review.

IV. Business Items

A. Property Management by Design (PMbD)

- Monthly Zoom calls with Jeff/PMbD. Minutes from the May meeting are posted on the Resident Portal. Board has a June meeting scheduled for the 19th.
- **PMbD Resident Portal** Owners submit Tasks via the Resident Portal. Work Orders are opened once estimates are received and approved by the Board.
 - **Tasks**
 - #220 and #230 - Tometich Structural Engineering report received. Jim Tometich and Jeff Horner (PMbD) met with the Board on Monday June 10 to review the report and discuss next steps to address the foundation issues with Building #2.
 - #440 - Century Brick warranty repair – completed
 - **Work Orders Approved Unanimously by Board**
 - The Board approved estimates for these two Work Orders:
 - #110 – roof (\$1,600.00)
 - #240 – siding (\$527.00)
 - **Work Order Deferred**
 - The Board deferred the Work Order for #520, garage trim/framing (\$1,500) pending a more complete inspection of all garage door frames that might need similar repair so they can be addressed in one site visit.
- **Dryer Vent Wizard** As noted previously, annual dryer vent cleaning is a critical safety measure. Because our units are connected, one neglected vent risks all. PMbD recommends adding the cost to monthly HOA dues to ensure every unit is cleaned annually. This modest fee supports the safety of all homes. More details to come at the July Annual Meeting.

B. July Annual Meeting

- Tuesday, July 22 at 7pm at the First Unitarian Church, 1500 Bell Ave.
- Annual Meeting Packet will be sent two weeks prior to meeting.

Two new Board Members Terms for Treasurer Kenny Cronin and Secretary Pam Kenyon expire; two new board members will be nominated and elected at the July 22 Annual Meeting.

V. Business Items & Projects (Near-Term & Long-Term)

Submit maintenance concerns through the Property Management by Design (PMbD) Resident Portal. This ensures proper documentation and recordkeeping. Emailing the board is also acceptable, but using the portal is preferred.

Near-Term Issues	Status/Action	Date
Speck concrete/road repairs	<p>Three separate initiatives:</p> <p>(1) Speck agrees to fix the 2023 repairs near entrance, although the warranty was good only 90 days. Jeff scheduling</p> <p>Additional issues:</p> <p>(2) Fix breaks in seams and seal cracks to extend life of road (\$1,000)</p> <p>(3) Patch as needed in front of 520 driveway (\$8,350)</p>	<p>(1) PMbD to let us know when repair work is scheduled.</p> <p>Action: Board voted unanimously to proceed with these two road repairs; important to keep concrete maintained. Estimate: \$9,350</p>
Annual property walk-thru by PMbD	<ul style="list-style-type: none"> • HOA is prioritizing repair issues with PMbD; Work Orders will be opened and work scheduled as approved by the Board. • Some units will receive emails from PMbD about small upkeep issues that came to light during the property walk-thru. 	<p>Owners will be contacted for any scheduled work to be done on the exterior of your property (areas the HOA is responsible for maintaining).</p> <p>Purpose of an annual property walk-thru is to help determine an ongoing maintenance plan and budget for exterior elements the HOA is responsible for maintaining (roof, gutters, siding, trim, paint, concrete, etc).</p>
Aesthetics Committee (Exterior light fixtures)	Michelle LeBlanc and Shannon Corkrean to work with PMbD on sourcing Michelle spoke with Jeff.	Defer: Due to other more urgent improvement priorities we need to put this on hold; move into next fiscal.
Gutter-cleaning (annual)	In Handbook as annual, but because we have leaf-guard type gutters, may not be needed for all.	Jeff asked 515 Exteriors to inspect; and 515 Exteriors confirms all gutters have Leafguard-type covers; no need to clean out gutters.

		(Note: Handbook should be updated to reflect this change.)
Shrub-trimming (annual)	Listed in Handbook as an annual responsibility if homeowners want.	Michelle will email Miller Outdoor with final list of those to be trimmed (and remind them ask about spraying the weeds in sidewalk cracks)
Unit Issues	Status/Action	Date
Condensation issues <ul style="list-style-type: none"> Unit 110 Unit 130 	Dryer Vent Wizard inspected and cleaned vents. Tasks opened and Work Orders complete.	Work complete. Invoice not yet paid; question on invoice.
Patio door/Sill plate <ul style="list-style-type: none"> Unit 230 Unit 220 	Tometich Structural Engineering inspected building #2: Unit 230 patio door jammed; new patio door was installed. Unit 220 reported similar issue; also needed new patio installed.	Jim Tometich of Tometich Structural Engineering met with Board and Jeff Horner/PMbD on Monday 6/10 to discuss report. Related to ongoing foundation issues with Building #2, specifically units 210, 220 and 230. Action: Board discussed at the 6/10 regular meeting and will next Zoom with Jeff/PMbD to determine next steps and request a revised report and pricing estimates to share with HOA members.
Long-Term Issues	Status/Action	Date
(1) Drainage tiles and (2) Retaining Walls to be replaced (behind buildings #3 and #5) and near mailbox on south side.	Miller Outdoor Services submitted an estimate for (1) short-term fix for drainage tiles and (2) an estimate for the	Discuss with Jeff/PMbD on June monthly Zoom Agenda item for July Annual Meeting

	<p>replacement of the retaining walls.</p> <p>Asking Jeff/PMbD to secure a second quote for comparison</p>	
<p>(3) Board investigating a new retaining wall necessary for North side behind Building #2 to slow erosion</p>		

VI. Adjourn Meeting adjourned at 6:50pm

Next meeting: Thursday, July 10; Pam Kenyon's, Unit 440

Pam Kenyon, Secretary