

Crown Colony HOA
Board Meeting Minutes
08.01.24
5:00 p.m.
Jen Cronin's Unit (230)

I. Call to order at 5:01p

Jen Cronin, Immediate Past President; Debbie Avitt, outgoing Vice President, Kenny Cronin, Treasurer; Pam Kenyon, secretary; Steve Wiseman, Michelle Messer. Owner, Karen Martens.

II. Comments from residents

A. **In-person.** Unit 530, Karen Martens. Have had water in basement twice since purchase last year. First time drain was plugged (did not know there was a drain); second time water came in through foundation. Concern that gutters/drainage cannot handle torrential down pour rains; what happens if this occurs while they're out of town?

- Board will contact the roofer to come assess the roof/gutters; and the lawn care company to look at possible landscape/tiling solution.
- Unit 520 also had water in basement after heavy rains last week.
- Unit 510, Steve Wiseman reported they too have overflow on west side of their unit in heavy rains.
- Unit 210 roof has been repaired Roofer could see that someone had been on roof and tried to put nails in the shingles. (Reminder that no resident should attempt any DIY repairs.)

B. **Those received since the last meeting (calls, texts, emails, etc.)** None.

III. Treasurer's Report, Ken Cronin

- A. Biggest expense for the month is brickwork on 230/240 façade.
 - Century Brick quoted the repair at \$8,400. As they got into the job, they realized it would require another two days at \$2,200/day (\$4,400). Extra cost because 10 years ago the same area was redone, but not correctly (different vendor). They did not apply pin separators properly between bricks and used concrete to fill a void which caused the bricks to collapse. (Interestingly, Century Brick found enough extra loose bricks behind the building in the brush/shrubs area to finish the work.) Total repair amount, \$12,800. Board voted unanimously that this repair work was necessary.
- B. Settling up back dues for one unit, which occurred when we changed over the system for pulling monthly HOA fees. Everything will tie out when those are settled. (\$820)
- C. Unit 220 basement foundation. Estimate by Anchored Walls, \$7,540.
 - Ken to send the 10% downpayment so work can begin.
 - Pam moved we accept the bid; Michelle seconded. Motion passed.

IV. Business Items

- A. Board transition and determining board positions
 - Governing documents state residents elect the board, and the board meets to determine the positions.
 - Kenny moved for a unanimous ballot for Steve Wiseman to serve as President, and Michelle Messer to serve as Vice President. Motion passed.
 - A new, non-voting position for Immediate Past President was approved at the Annual Meeting. Jen Cronin has agreed to serve in this one-year consultative, non-voting position for one year beginning August 2024. Jen volunteered to write up proposed amendment language for bylaws.
- B. Trees with dead areas
 - Debbie contacted Wright Outdoor Solution to evaluate trees with considerable dead areas. Confirmed they cannot be saved and should be removed.
 - Quote is \$3,345.89 to remove the four pear trees and grind the stumps.
 - 520
 - 210
 - 220
 - 310
 - Debbie will contact Seth and introduce him to Michelle who will serve as project contact going forward.
 - There is one more small “stick tree” to be included in the quote.
 - Michelle will get revised quote, discuss best timing to have the trees removed, and discuss replacement options.
 - Large evergreen tree by mailbox looks scraggly. Board wondered if the tree could be trimmed. Seth said it’s not something Wright can do; they won’t trim from the bottom up. Steve thinks we could take it up a level or two and cover up the wounds. Will continue discussion.
 - Keep this topic on September agenda as Michelle gets revised quote and timing to remove.
- C. Property manager
 - Will send the two proposals we have to Steve and Michelle for their review.
- D. Unit 220 basement - Covered above
- E. Unit 230-240 shared back corner brick façade update - Covered above
- F. Any additional issues/concerns - Debbie and Jen volunteered to be on a governing documents committee for review and updates should one be formed.

V. Schedule September meeting Thursday, September 19, 5pm, Pam Kenyon (Unit 440)

VI. Adjournment - Motion to adjourn meeting at 6:37pm by Kenny; seconded by Steve.

Pam Kenyon, Secretary