

## **Crown Colony Court Monthly Board Meeting**

### **Minutes**

Wednesday, September 30, 2026

Jen Cronin, Unit #230, 5:30pm

**I. Call to Order** Jen Cronin called the meeting to order at 5:31p

**Present:** Jen Cronin, President; Patty Link, Vice President; Wayne Martens, Treasurer, Debbie Avitt, Secretary

Homeowners: None In Attendance

**II. Resident Comments** Received In-Person, via Text, or Email

- Pam Kenyon: Asked to place a sign at the driveway entrance advertising the Book Sale
  - After review of the Handbook the Board declined this request. The decision was based on the Handbook and the lack of criteria to approve/decline requests.
- Pam Kenyon: Suggested to add Financial Reports to monthly meeting minutes
  - The Board agreed this is a good idea and will follow-up to ensure everyone is able to view the Financial Reports through the Resident Center or the reports will be provided with the monthly meeting minutes.
- Shannon Corkreang : Behind Bldg 1; Several trees are overgrown and need of trimming
  - Board agreed and requested quotes (more info below under Projects)

**III. Approval of Minutes August 2026-Approved**

**IV. Treasurer's Report**

A. Account Balances

a. Cash Balances

i. Operating

1. Checking: \$1,749.68

ii. Reserve Funds

1. Capital Reserve \$113,058.54

2. Emergency Fund (Certificate of Deposit) \$79,049.04

**IV. Business Items**

A. Property Management by Design (PMbD)

a. 2027 Property Management by Design (PMbD) Contract

PMbD has provided an updated contract effective January 2027

The Board is reviewing the details and changes

The new contract needs to be signed and returned to PMbD by the end of October 2027

b. Tasks open/work orders in progress

i. #1497629-1 #440 Ceiling Stain has been approved; 515 Exterior has been contracted to do the work. This will be coordinated by PMbD

B. Projects

a. Unit #240 Brick Tuck Point/Century Brick Repair \$1800.00

Approved; PMbD will coordinate with the Century Brick Repair to schedule time for the repair

- b. Mailbox Retaining Wall  
Approved; PMbD will coordinate with Stone Cross to remove and replace the existing retaining wall. The WASPs we all experienced last summer created the urgency and necessity to replace the existing wall.
- c. Tree Trim Maintenance behind Bldg 1 and throughout the Community
- d. Approved: PMbD will coordinate with Wright Tree Service to schedule
- e. Siding/Trim/Paint Repair Project  
515 Exteriors have been onsite throughout this past summer. The replaced roof trim boards and roof -flashing; the last phase of this project is to paint all outside trim  
Approved: PMbD will coordinate with CertaPro Painters to have this scheduled and completed this Fall.

**V. Adjourn**-meeting was adjourned at 7p

Notice of Next Meeting: ; Wednesday, October 14, 2026; 5:00pm; Wayne Martens, Unit 520,

**Minutes Prepared by:**  
Debbie Avitt, Secretary