

Crown Colony HOA
Board Meeting Minutes
07.09.24
5:30 p.m.
Jen Cronin's Unit (230)

I. **Call to order** 5:31pm by President Jen Cronin. In person: Jen Cronin, Debbie Avitt, Kenny Cronin; by Zoom, Pam Kenyon

II. **Comments from residents** None

A. In-person

B. Those received since the last meeting (calls, texts, emails, etc.)

III. **Treasurer's Report – Kenny Cronin**

- June. No capital expenditures this month
 - Water use down again, year over year (thank you residents!)
 - Income is overstated by \$410 due to a timing with HOA fees for one unit.
 - Please note the Crown Colony Court Treasurer has its own email address as this role passes from person to person who serve in the capacity of Treasurer. The address is added to the bottom of the Contact List.
- June fund balances:
 - Operations: \$15,909.41
 - Capital: \$56,000 + (\$52,000 in a CD which matures in 7 months)
 - Emergency: \$31,000+
- **Motion to approve the June Treasurer's Report by Jen; seconded by Debbie. Motion passed.**

IV. **Business Items**

A. **Unit 220 basement** Anchored Walls made an onsite visit; likely the same foundation issue Darlene Oliver experienced last year in 210. Foundation cracks caused by voids that form beneath the basement floor, which causes the floating floor to crack and shift. Bid from Anchored Walls is \$7,540 (to be paid from the Emergency Fund). Will require a 10% downpayment (Anchored Walls is under new ownership).

- **Motion to accept the bid by Pam; seconded by Jen. Motion passed.**
 - *Note: The board raises this as an example for why having a property management company would be beneficial.*
 - *Manage the project; get the quotes*
 - *Obtain the permits*
 - *Meet the vendor at the homeowner's property*
 - *Maintain communication with homeowner and ensure job is completed on time and on budget*

B. **Unit 230-240 back, shared façade** There is crumbling on the shared back corner façade of units 230-240. Century Brick was contacted to come look at the façade of units 230-240, which needs repair. He noted the work done 10 years ago was not done by a specialist or tradesman (not Century Brick). Estimate from Century Brick is ~\$8,000 (to be paid from the Emergency Fund).

- **Motion to approve 230-240 shared brick work and any ancillary work up to \$9,000, as needed and to complete the project, by Pam; seconded by Jen. Motion passed.**

C. **Unit 210 ceiling stain** There is a ceiling stain in master bedroom after recent heavy rains. Jen will call roofer to set up time to check it out. Repainting the stain once the issue is identified and fixed is homeowner responsibility.

D. **Unit 540 ceiling stain and crack** Nielsens sent an email to the board asking for clarification on stain and cracks in wall. Jen will reply.

E. **Upcoming board positions (2 terms expiring)** Jen will send an email to both people who have indicated interest (Michelle Messer and Larry Kehoe).

F. **Any additional issues/concerns.** The HOA Board continues to discuss the advantages of having a property manager for the HOA. This will be an agenda item at the Annual Meeting.

V. **Prepare for July's Annual Meeting** Pam sent Notice of Annual Meeting on July 4. The following items will be emailed to all owners ahead of the Annual Meeting on July 15 (1) 2023 Annual Meeting Minutes (2) 2024 Annual Meeting Proxy (3) Agenda (4) Financial reports and miscellaneous attachments.

VI. **Adjournment** 6:37pm

- **Motion to adjourn by Deb; seconded by Kenny.**

Respectfully submitted,
Pam Kenyon, Secretary