

Crown Colony HOA Board and Jeff/PMbD  
Thursday, May 22, 2025 4pm Zoom

**AGENDA**

**1. Property Walk Thru Report:**

- Purpose: Primarily for board review; no need to send to homeowners.
- Focus: Exterior issues, safety prioritization.
- **PMbD Key Priorities:** Trim, siding, gutters, roofs.
  - i. Open Task: Jeff will open tasks and get estimates/quotes
  - ii. Open Work Orders when assigned to a vendor.
  - iii. Jeff uses 515 Exteriors who will quote before they proceed
    - 1. Get up on roofs to see if there is anything missed from the ground and ask that it be added to the quote
  - iv. Determine how project is funded
- Gutters: Typically done in the fall, Crown Colony would like these cleaned now as they've not been done in the last 4 years.
  - i. 515 can get on the roof while looking a trim and determine which gutters need to be cleaned out (may not be all)
- Concrete - "lips" noted on property walk thru report
  - i. Jeff will get quote for mudjacking where the gap is 2"
  - ii. Speck USA is replacing two slabs that were under warranty and has quoted additional work. (Board Action: Board needs to let Jeff know how to proceed; do all together to conserve costs?)
- Cameras mounted - HOA has no governing language in Handbook/Covenants; needs to address. It becomes important when people move, leaving equipment holes in the exterior and expect HOA to fill.
- Lawn & Landscape
  - i. **Board Action:**Michelle will ask Miller Outdoor to
    - 1. Trim the shrubs where noted on the walk-thru
    - 2. Review "lawn needs treatment" specific to walk-thru
    - 3. Additional comments re lawn treatment:
      - a. Areas that are sparse, ask if Miller will sprinkle seed. Jeff prefers because no one will water sod.
      - b. For shade trees that are keeping grass from growing could ask Happy Tree to "trim up" so not so shaded.
- Emails to homeowners who have items that need attention:
  - i. **PMbD Action:** Jeff to please review the report for any units that have clean up needs and send friendly email
    - 1. 420 deck
    - 2. 310 and 320 backyard landscaping clean up.

- ii. **PMbD Action:** Jeff to let Board know when estimates are in from 515 to get the big picture of budget impact. Need to know where that will land as we consider the Capital Improvement Projects.

## 2. Capital Improvement Projects

- Drainage Tiles/Retaining Wall Replacement
  - i. **Board Action:** Michelle to ask Miller Outdoor to separate the estimates we have received into two separate quotes (1) Drainage Tiles and (2) Retaining Wall →Michelle will then send Collin's quotes to Jeff
  - ii. **PMbD Action:** Jeff will get a 2nd estimate
    - 1. Open Task and get quotes
    - 2. We'll then have two separate quotes from each vendor

## 3. Dryer Vent Wizard

- Units 110,13,0 530
  - i. 5/19 - all service work to 110 and 130 is complete
  - ii. **Board Action:** Michelle will send approved invoices to Jeff
- Put dryer vent cleaning on a two-year rotation to be paid by the Association
  - i. HOA had recently voted to pay the \$59 diagnostic fee and the \$100 to reseal/re-tar the roof vents
  - ii. Jeff recommends that because our units are attached the HOA should pay for these annual clean-outs and put on a 2-year rotation (budget for every other year in odd-numbered year).
    - 1. **PMbD Action:** Jeff will negotiate with Dryer Vent
    - 2. Jeff will open task to have all dryer vents cleaned
    - 3. Communicate with homeowners when details are known.

## 4. Vendor Management Process

- When does board contact vendor vs PMbD?
  - i. If within scope of a project Michelle (VP) can handle
  - ii. If not, send it to Jeff and PMbD will handle

## 5. Owner reimbursement/debit card

- **PMbD Action:** Steve to send driver's license to PMbD to finish the application for the card.

- 6. **Annual Meeting - Board Action:** Steve to let Jeff know the amount the Unitarian Church will charge Crown Colony to rent their space. Jeff can write a check or give credit card# over the phone; Jeff needs a receipt.

## 7. Resident Portal and Unit Tasks

- 110 has water again; siding issue

- **Board Action**: Make sure Michelle or Steve communicate with Loren #110 to open a task in the Residence Portal (here's the link to send to her). Make sure she says siding, and include pictures

#### **8. HOA Tasks**

- a. If the HOA Board wants to bring a task to be entered to the attention of PMbD, send an email to Bridget and she can log. [Admin@pm-bydesign.com](mailto:Admin@pm-bydesign.com)

Pam Kenyon, Secretary