

MINUTES – JUNE ZOOM MEETING
Crown Colony Court HOA Board & Jeff Horner, PMbD President
Date: June 19, 2025

Board Members Present: Michelle, Kenny, Pam | **Absent:** Steve
PMbD: Jeff Horner

A. OPEN TASKS, WORK ORDERS & WALK-THRU FOLLOW-UP

1. Property Walk-Thru

- **Action:** Jeff to follow up with Chris at 515 Exteriors to identify incomplete jobs and update the Task List.

2. Active Work Orders

- **Unit 110:** Ceiling water damage likely caused by a satellite dish installed in a roof valley (photo provided by 515 Exteriors).
 - **Action:** Confirm if dish is still in use; relocate if active.
 - **Action:** Jeff to request before/after roof work photos from all vendors.
 - **Related:** 515 Exteriors also noted unsealed roof vents on an adjacent unit and sent photos to Jeff, who will forward to Dryer Vent Wizard (Unit 130).
- **Unit 240:** Critter hole in siding where trim meets roof.

3. Tasks Pending Board Decision

Note: These are part of a broader deferred maintenance project (owner email sent June 23, 2025). Jeff will close these individual tasks and reopen them as Master Tasks.

- **Unit 530:** Water in basement after heavy rain; possibly from failed retaining wall, drainage tile, surface drainage problem to the East or sump pump. Investigating.
 - **Action:** Homeowner to contact Dry Basement Foundation Repair.
 - **Action:** Jeff to reclassify as Master Task.
- **Units 220 & 230:** Sliding doors jammed due to Building #2 foundation settlement.
 - **Action:** Jeff to reclassify as Master Task.
 - **Action:** Jeff to consult Jim Tometich on remedy pricing and confirm if a retaining wall is viable.
- **Unit 210:** NW corner erosion tied to Building #2 foundation.
 - **Action:** Jeff to reclassify as Master Task.

B. BUILDING #2 – TOMETICH ENGINEERING REPORT

- **June 10, 2025:** Board and Jeff met with Jim Tometich to review his May 2025 report. Findings confirm ongoing foundation settlement; 2015 and 2018 recommendations remain valid.
- **Next Steps:**
 - Board discussed pursuing a north retaining wall and chemical soil treatment (2018 recommendations).
 - Jeff emphasized that the retaining wall may be a key structural fix, citing similar issues at developments like Druid Hill.
 - **Action:** Jeff to email Tometich for next steps and updated pricing.

C. DEFERRED MAINTENANCE PROJECTS

Board stressed the importance of communicating the following to owners (email sent June 23, 2025):

- **South Retaining Walls/Drainage Tiles:** Replace behind Buildings #3 and #5.
- **North Retaining Wall:** New wall needed behind Building #2 (per 2018 Tometich report).
- **Ongoing Foundation Repairs:**
 - Building #2 has documented foundation issues since 2013.
 - From 2024 Annual Meeting (President's Report):

"Foundation repair work will start soon on Unit 220. Buildings 1 and 2 continue to struggle with foundation issues. It may be time for a new engineering assessment. The main issue is 'floating' basement floors, where voids beneath concrete slabs lead to shifting."

- **Road & Concrete Repairs:** \$9,350 approved for roadwork at east cul-de-sac.
- **Roof Status:** All roofs replaced in 2020 and are in good condition.

Zoom Meeting Adjourned at 3:15pm

Pam Kenyon, Secretary