



## CRYSTAL POND BOARD OF DIRECTORS MEETING

### JUNE 2025 MEETING MINUTES

**LOCATION:** Roxann Repasy's Residence, Swan Lake Circle

**DATE:** June 7, 2025

**ATTENDEES:** Patrick McGahan, Scott Lange, Debbie Chamberlain, Roxann Repasy

**TIME:** 9:10 am

#### I. CALL TO ORDER

Patrick called to order the recurring monthly meeting of the Crystal Pond Condominium Association Board of Directors on June 7, 2025, at 9:10 a.m. at Roxann's residence.

#### II. ROLL CALL

Patrick McGahan called the board of directors meeting to order with the following members present: Patrick McGahan, Scott Lange, Debbie Chamberlain and Roxann Repasy.

#### III. MEETING AGENDA AND MINUTES REVIEW

The minutes from the May HOA Board meeting were previously approved and posted on the Resident Portal.

The current meeting agenda was opened for discussion.

#### IV. OPEN ISSUES

##### A. Tasks' Status:

1. Scott reported that April Rain was on-site last week. They checked each sprinkler head for damages and adjusted the direction/spray as necessary, adjusted the water pressure for the system to 70%, reconfigured the number of units attached to each circuit, and changed the system to alternate days (not all units on the same day) twice a week. They identified damaged sprinkler heads that will need to be replaced (appx. 100), as well as "unnecessary" sprinkler heads that can eventually be removed. April Rain will be returning in the next couple of weeks to replace the heads etc. Co-owners are asked to report any sprinkler issues to the Board. We should see a reduction in our water usage with the pressure reduction, and reduction in time the system is working as well as two days a week compared to last year.
2. Due to medical issues with Medina Roofing, Scott will be seeking new bids for two roofs that are being replaced this year. One roof will be replaced as soon as possible, and the second roof may be delayed until later in the year depending on the cost.
3. Scott advised that the Beautification Committee suggested looking into the cost of having the ponds "professionally" cleared. Once the 20+ years of growth has been

removed, it would be much easier for the community to maintain. Level Up and Scott are both securing bids, and two companies have been on-site and will be submitting their bids next week.

4. The Gutter Doctor replaced two more gutters that were leaking due to a design flaw. Scott is working with them on developing a new gutter design.
5. Meadows did not mow on June 6<sup>th</sup> due to the Yard Sale as well as the condition of the grass.
6. Power washing/gutter cleaning will continue weekly until the project is completed. An email will be sent to co-owners (utilizing the Portal) whose units are “on the list” for the upcoming week. The vendor is using the individual unit’s water supply (cost savings of appx \$60,000), and an announcement will be made to advise co-owners of this and why. The vendor is also compiling a list of repairs needed at each unit which the Board will add to the list of “tasks” we are already maintaining.
7. A mold remediation company has inspected a unit with mold due to poor drainage. The unit was found to have the mold properly treated and no further damage should occur. The unit will need to have repairs to the foundation and Scott will be securing bids for this work to be completed.

**B. Lombardo Punch List:**

1. Patrick is in contact with our attorney who has submitted all the information to Lombardo.
2. The inspection report on sewer repairs will be sent to the attorney for forwarding to Lombardo.
3. Patrick was unable to obtain any documents from the Township and has advised the attorney of same.
4. Roxann will contact our attorney about the necessity of bylaw amendments to ensure we are able to file a lawsuit against Lombardo if necessary.

**C. Financial Review:**

1. A spreadsheet showing quarterly revenue, expenses, and outstanding invoices was reviewed, and payments approved.
2. The March-May P/L statement is being prepared for posting to the Portal within the next week.
3. Delinquent accounts were reviewed.
4. Deb will be contacting Level Up regarding our upcoming insurance renewal(s) and looking into the possibility of utilizing only one company. We may also find a lower rate now that we are maintaining a reserve fund.
5. A Petty Cash Fund is not feasible. Invoices for Board expenses will continue to be submitted to Deb for approval and she will then forward to Level Up for payment.

**D. 2025-2026 Budget**

Per the Bylaws: ARTICLE II ASSESSMENTS, Section 3(A) Budget:

***“The Board of Directions of the Association shall establish an annual budget in advance for each fiscal year and such budget shall project all expenses for the forthcoming year which may be required for the proper operation, management and maintenance of the Condominium Project, including a reasonable allowance for contingencies and reserves....”***

Debbie Chamberlain submitted the Budget for review, and the following motion was made, seconded, and the Board approved: ***“The 2025-2026 Budget as presented is adopted”***.

The budget will be included in the Annual Meeting information mailing (mid-June) as well as posted to the Portal.

**E. Beautification Committee:**

1. Several co-owners participated in the May 17<sup>th</sup> clean-up day. Unfortunately, there were a couple of eye injuries, so the Committee will be providing safety goggles going forward.
2. Ten co-owners who registered for the Community Yard Sale were provided signs, as well as additional signs being placed at intersections. Several other co-owners also participated in the sale. Patrick reported that he had received positive feedback on the signs placed at the entrances.
3. A Garden Walk is planned for June 29<sup>th</sup>. Co-owners will be enjoying all the beautiful flower beds within the community “up close and personal” and selecting the winner of a \$100 VISA gift card. The announcement will be posted to the Portal this weekend.
4. The committee is finalizing plans for the Community Picnic (co-sponsored by Level UP) that will be held on July 19, 2025.
5. There are some older trees that need trimming within the community which may be part of the Fall Clean Up. (more details to follow).
6. Depending on the cost of “professional” clearing of the pond, a Pond Clean-up Day will be scheduled soon
7. Several “blank mailbox keys” were donated by a co-owner for use in the event of a lost key and/or the need for an extra key.

- F. Facebook Page:** An announcement will be sent out advising co-owners of the Facebook page. Deb is the administrator of the page and has been posting items.

**V: NEW BUSINESS:**

**A. MODIFICATIONS:**

1. A co-owner’s request for a privacy fence was reviewed and denied by the Board.
2. A co-owner’s request for a flower bed was reviewed and approved by the Board.

**B. VIOLATIONS:**

1. A violation for parking/blocking the sidewalk was reviewed and it was determined that the violation has been corrected and the co-owner will be advised that the violation has been closed/resolved.
2. Two other possible violations were discussed by the Board and the Board found that the co-owners were in compliance and no letters will be sent.

- C. COMMUNICATION:** The Board discussed a procedure for email correspondence between the Board as well as guidelines when corresponding with co-owners and/or third parties.

- D. ANNUAL MEETING:** The Call to Annual Meeting (August 14, 2025), Nomination Form, Proxy Form and Agenda were reviewed and approved by the Board. The Annual Meeting packet will be sent to Level Up for mailing next week.

**E. Co-OWNER CONCERNS:**

1. An email from a co-owner asking for further explanation of the dues increase was reviewed by the Board. The Board’s response to her questions/concerns will be sent to the co-owner no later than June 9<sup>th</sup>.
2. A co-owner had contacted Level Up regarding concerns about mosquitos, bugs etc. on the middle pond. Level Up advised the co-owner that we are inquiring about professionally clearing the pond and/or another Pond Clean Up day being scheduled. The Board will wait for bids on the ponds before taking any further action.

**F. GOVERNING DOCUMENTS:** A meeting to review the drafts of Amended & Restated Articles of Incorporation, Amended & Restated Master Deed and Amended & Restated Bylaws is scheduled for June 9, 2025 at 5:30 p.m.

The next Board Meeting will be held at Roxann's residence and is scheduled for Saturday, August 2, 2025 at 9 a.m.

Patrick McGahan adjourned the meeting at 12:15 p.m.

Submitted by:

Roxann Repasy  
PR Officer/ Acting Secretary

Dated: 6/12/2025