



Crystal Pond Board of Directors Meeting

September 2025 Meeting Minutes

Location: Diana Eaton's residence, Swan Lake Circle

Date: September 6, 2025

Time: 8:40AM

Attendees: Scott Lange, Roxan Repasy, Diana Eaton, Emily Isaacson

I. Call to order

- A. Scott called the meeting to order at 8:40am.

II. Roll Call

- A. The meeting was called to order with the following members in attendance: Scott Lange, Roxann Repasy, Diana Eaton, and Emily Isaacson.

III. New board member

- A. Paul Rangos volunteered to join the board as our fifth member. Bylaws state in Section XI Board of Directors, Section 6: Vacancies "Vacancies on the board of directors shall be filled by vote of the majority of the remaining Directors" and "each person so elected shall be a Director until a successor is elected at the next annual meeting of the Association".
- B. Scott motioned to vote Paul onto the Board of Directors until the next annual meeting. Unanimous vote of approval from all Board members. Welcome Paul.
- C. Paul will be named a "Director at Large".

IV. Lombardo Update

- A. Scott, Diana, and Roxann had a meeting with Dave from Hirzel Law on 8/29. He came to Crystal Ponds so he could see the roofs and driveways and sidewalks. Freedom of Information Act request form for information regarding the details of Lombardo project was filled out. Additional information was requested by the attorney; quotes for sewer repair were provided.
- B. Dave is going to Lombardo with the additional information we provided and will get back to us. If we are going to go for litigation, a special meeting will be called for co-owners to ask questions and vote - Dave will be there.
- C. Should a meeting be called, it will be no sooner than 10 days from announcement, and no later than 60. There would be a ballot to vote on litigation, and the co-owners can ask questions at the special meeting before submitting their vote.
- D. There was clarification provided on the statute of limitations for litigation. It was found that this would start at the transition date, when Lombardo finished. Documentation from previous meetings shows transition date of October 2023. The statute of limitation is 3 years from project completion, which started as of October 2023, thus will end October 2026.

V. Monthly Financial Review

- A. August statement, sent out to co-owners via the resident portal.
- B. Our bills are even with Meadows, we are in the black with them. Payments going forward will be the value from the previous month.
- C. The reserve fund is increasing, gaining interest each month.
- D. The Board approved payments to Lange Home improvement for power washing, Meadows, TrueGreen, Roofman, Gutter Doctor, and Hirzel Law.
- E. Anticipated invoices for September
 - 1. April Rain for 2 new sprinkler zones.
 - 2. Roofman for 2 gutter repairs.
 - 3. Meadows to be given monthly payments from October to March for concrete work that was completed this summer.

VI. Insurance

- A. Insurance is due at the end of October. A questionnaire regarding the roofs has been submitted to State Farm. We are shopping around for insurance to ensure the best policy and price.
- B. Several roofs need to be replaced. We will be looking at doing this over the next year.

VII. Task/Project Status Updates

- A. No immediate task update.
- B. Pond conundrum, lots of people have lots of opinions. The plan for now is to mow everything down in the fall and readdress this in the spring.
- C. Gutter cleaning of all units is planned for November after all of the leaves have fallen.

VIII. Modification Requests

- A. Diana requested to trim trees and clean up the invasive plants by the side of her home. The Board approved this request.

IX. Facebook

- A. A new private Facebook page has been created - "Official Crystal Ponds Co-Owners". This page is for community connection and involvement, and is not to be used for modification requests or arguments. It will require administrator approval to join the group to keep it limited to only co-owners. All members will need to agree to group rules of kindness, respect, and no bullying.

X. Newsletter

- A. Emily presented the September newsletter for approval to post to resident portal and Facebook. The newsletter was approved and posted to both the portal and Facebook.

XI. Audit

- A. As mentioned in the previous meeting, our annual audit was unable to be completed due to a lack of forms and information. Janette Carras, an independent auditor, volunteered to perform a quarterly audit for us at no cost to the association to review new processes and financials. This will keep us on track for our yearly audits.

XII. Governing Documents

- A. There is a proposed draft by Hirzel Law to clean up the governing documents. Bylaws are NOT changing, documents are just being combined into a more readable and understandable, single document.
- B. Lombardo specific and contractor language will be removed as it is no longer relevant since Lombardo is no longer in the community and all units are completed and occupied.
- C. Kayleigh from Hirzel Law is going to work on this after the first of the year.

XIII. Neighborhood Watch

- A. Everyone in the community is a member of our neighborhood watch. Thank you for keeping our community safe! Please direct any concerns to the board email at crystalpondcondoHOA@gmail.com.
- B. Signs will be placed at the entrances and along the back path to display there is a neighborhood watch here.

XIV. Communication

- A. Co-owners will be reminded that LevelUp is the first point of communication. LevelUp will contact the Board if our action is required.
- B. Co-owners are also reminded that vulgarities will not be tolerated when communicating with LevelUp or via the HOA email. Respect and professionalism is expected of all co-owners.

The next board meeting will be held at Roxann's residence and is scheduled for Saturday, October 11th at 8am.

Scott Lange adjourned the meeting at 11:50am

Submitted by: Emily Isaacson, Secretary. Dated September 11, 2025.