



Crystal Pond Board of Directors Meeting

August 8, 2026 Meeting Minutes

Location: Roxann Repasy's Residence

Attendees: Scott Lange, Roxann Repasy, Diana Eaton, Paul Rangos

I. Call to Order: Scott called the meeting to order at 8:05 a.m.

II. Roll Call:

- a. The meeting was called to order with the following members in attendance: Scott Lange, Roxann Repasy, Diana Eaton and Paul Rangos.

III: Monthly financial review:

- a. The Board reviewed the July Operating Account statement for the period of July 1-July 31, 2026.
- b. The July monthly financial report was reviewed and after one modification was approved. The report will be posted to the Resident Portal.
- c. The Board reviewed the July Reserve Account statement for the period of July 1-July 31, 2026. The reserve fund continues to increase earning interest every month.
- d. The Board approved payments to: Meadows Lawn Care (mowing; rain garden maintenance) and Hirzel Law.
- e. The Board approved payment to Farm Bureau upon receipt of the invoice which is due 8/20.
- f. The Board approved the monthly auto-payment to Meadows Lawn Care for concrete. Level Up confirmed this payment is scheduled for the 3rd of every month (Meadows will receive on the 11th).
- g. Scott announced that Michigan Lake & Pond did not charge for the July treatments.

IV: Tasks/Vendor/Projects update

- a. Meadows Lawn Care will be replacing and painting wood siding on a single unit in August and another double unit will be done in September. No units were done in July.
- b. Discussion was held regarding the filling of voids at 5 properties. This is a multi-process project which involves installing gutter guards, burying downspouts, mud jacking, and topsoil leveling. The project is on the 10-year plan for Spring 2027.

V: Co-owner concerns:

- a. The Board has received inquiries about dryer vent cleaning/maintenance which is the responsibility of the co-owner.
- b. The Board is aware of issues with holes around the wood flashing on some units. These will be corrected at the time the wood trim is replaced/painted.
- c. A co-owner inquired about "individual" garage sales. There is nothing preventing co-owners from having a garage/yard sale, but we do ask that they be respectful of the "limited common elements". The community garage sale is sponsored by the Beautification Committee with the thought that there would be "multiple" locations within the community, resulting in more shoppers.
- d. A co-owner inquired about when the large weeds on the outside of the front pond were going to be trimmed. Since community "pond clean-up days" have not been successful, projects of this type fall on the Board/Beautification Committee. Clean-up has been started and (depending on weather), a second clean-up date is scheduled for Sunday August 16th.
- e. There have been several complaints about a teenager riding a motorbike throughout the neighborhood. This teenager has been identified and does not live in our community. Video of his trespassing has been shared with the Washtenaw County Sheriff Department. Unfortunately, the police cannot do anything unless they "see him riding in the neighborhood". However, since the teenager has become aware that we have video, there have been no further occurrences.

VI: Convenience Fee for Credit Card Payments:

On August 3rd, three members of the Board met with Level Up. At that meeting the Credit Card Convenience Fee Process was reviewed. This process will ensure that the credit card convenience fees charged by Buildium for HOA dues that are paid via credit card are transferred to Level Up. That process was approved by both the Board and Level Up. The “history” of this situation as well as the process will be presented to the co-owners at the Annual Meeting so they understand the reason and the process we will now have in place.

VII: Other:

- a. Insurance Premiums: Our current policy expires 10/21. Level Up will be contacted to start looking at costs, carriers, etc.
- b. Level Up Annual Contract: We have been advised by Level Up that the monthly premium will not be increased for 2026-2027.

Motion made and seconded: “I move that we continue using Level Up as our Property Manager for the period of September 1, 2026 through September 2027 at the cost of \$1,200 per month.”

Level UP is preparing the contract for signature and per the approved motion, will continue with the monthly auto-payment of the fee

VIII: Next Meetings: Monday, August 17, 2026 at 5 p.m. at Roxann’s (new board)
Saturday, September 12, 2026 at 8 a.m. at Roxann’s (monthly)

Scott Lange adjourned the meeting at 8:59 a.m.

Submitted by:

Roxann Repasy
Acting Secretary
Dated: August 10, 2026