



CRYSTAL POND BOARD OF DIRECTORS MEETING

OCTOBER 2024

MEETING MINUTES

LOCATION: Rachel Marceau's Residence, Swan Lake Circle

DATE: October 12th, 2024

ATTENDEES: Patrick McGahan, Scott Lange, Rachel Marceau, Debbie Chamberlain, Roxann Repasy

TIME: 8:00 am

I. CALL TO ORDER

Patrick called to order the recurring monthly meeting of the Crystal Pond Condominium Association Board of Directors on October 12th, 2024 at 8:15 am at Rachel Marceau's residence.

II. ROLL CALL

Patrick McGahan called the board of directors meeting to order with the following members present: Patrick McGahan, Scott Lange, Rachel Marceau, Debbie Chamberlain (via Zoom call), and Roxann Repasy.

III. MEETING AGENDA AND MINUTES REVIEW

Rachel Marceau reviewed the agenda and meeting minutes from the September 14th, 2024 Board of Directors meeting. The current meeting agenda was opened for discussion.

IV. OPEN ISSUES

- a) Finance Discussion
 - i) HOA Monthly Payments
 - (1) Property Management Transition: Payment Corrections

- (a) The board followed up with 17 co-owners in the month of September who needed to update their portal information and payment information with the transition from Casa Bella to Level Up
 - (i) There are still 8 co-owners who had difficulties with the payment transition for the month of October, but since reaching out to the co-owners directly, the issues have been resolved for the back dues and the upcoming months payments.
- (2) Units in Arrears
 - (a) The board is working with a collections agency to follow up on units in arrears and has a collections schedule in place for repayment of missing funds
- ii) Reserve Fund
 - (1) Per the Bylaws the association is required to have at least \$10,000 in a reserve fund
 - (a) The board is working on updating the amount per month that is allocated towards this reserve fund vs what is available for maintenance and yearly expenditures
 - (b) Upon transitioning to Level Up, it became clear that there were multiple unpaid invoices by Casa Bella which have since been corrected and the board is working on a payment schedule with any outstanding vendors
 - (2) The association is also expected to have a yearly formal review to better assess the yearly budget and the needs of the community
 - (a) As we obtain the rest of the documents from Casa Bella, more information and financial statements will be distributed.
 - (b) Please be on the lookout for more information and a summary towards the end of the year/ into the new year as we continue to collect the remaining documents from Casa Bella and balance our accounts
 - (3) The board is continuing to review and understand the potential for a Home Equity Loan and a Reserve Study for the community to assist with budgeting
- b) Maintenance Discussion
 - i) Bids for Contracts
 - (1) Snow Removal
 - (a) The board obtained quotes from the following landscaping companies for snow removal.
 - (b) Review was also performed on paying "per push" or as a seasonal (Nov-Apr)
 - (i) DJ's Landscape Management
 - 1. Seasonal: 16 visits: \$81,615
 - (ii) Michigan Grounds Maintenance
 - 1. Seasonal: Unlimited visits if >1-2" snowfall: \$52,000
 - 2. Per Push: \$3830
 - (iii) Meadow's Lawn and Trim
 - 1. Seasonal: \$64,000
 - 2. Per push: ~\$3000 (up to ~\$4,000 depending on amount of accumulation)

- (c) Based on the obtained quotes, services offered, and community resources, the board voted to give the bid to Meadow's Lawn and Trim on a "per push" basis
 - (i) This is by far the best price for the work requested given the anticipated lighter snowfall and cost
- (2) Roof Repair Quotes
 - (a) Single unit cost estimate for damaged roof of older unit
 - (b) The board obtained initial quotes from Freedom Contracting (\$13,400) and is awaiting cost estimate from Ledina
 - (i) Scott will follow up with Rocky for a quote as he has worked with us on generous financing in the past
 - (ii) The unit in question also has skylights which make the quote estimate more difficult.
 - 1. The board is reviewing possible options to mitigate the cost of replacement with and without skylights
- ii) Committees
 - (1) Beautification Committee
 - (a) Scott Lange will head up the Beautification Committee
 - (i) On Oct 12th, they hosted their fall cleanup day which included tree and shrub trimming, weed removal, and trash cleanup around the pond areas.
 - (ii) To help with external service costs, the beautification committee will also be helping to clean gutters this fall.
 - (iii) Please also note that power washing will be delayed from this fall until next spring due to current budget constraints.
 - 1. Also with winter soon approaching, the dirt and salt will likely negate any good work put in now.
 - (2) Lombardo Punchlist Committee
 - (a) Debbie Chamberlain will head up the Lombardo Punchlist Committee
 - 1. They are working on setting up a meeting date and obtaining cost assessments to complete repairs and modifications
 - 2. They are continuing to establish documentation outlining community expectations for finalization of corrections

V. NEW BUSINESS

- a) Bylaw Discussion
 - i) Insurance
 - (1) The board is ensuring that we have up-to-date insurance for the association and that it is available for co-owner viewing on the website
 - (2) Homeowners insurance is also required for each co-owner
 - ii) Registration

- (1) The board is ensuring that all members of the board are registered with the Michigan Condo Association and that all documents are completed for the Corporate Transparency Act (due December 2024)
 - (a) FINCIN: Department of Treasury, new requirements and regulations for Condo Associations
- b) Attorney Phone Call/ Presentation
 - i) The board had an introductory phone call with Kaleigh Long from Hirzel Law
 - (1) The board wanted to hear from a separate law firm from the one we were currently working with which was a hold-over from working with Casa Bella.
 - (a) This law firm would be independent of the property management company and could assist with any legal questions, arrears/collections payments, account operations, developer transfer, etc.
 - (2) The board heard about the various plan levels and upcoming changes to those plans for the new year
 - (a) Hirzel Law sent over various documents for the board to review for potentially switching law-firms to handle current issues
 - (3) The board will continue to discuss and review the plans and needs of the community before making any changes or decisions regarding hire (either on a plan or per hour basis)

Patrick McGahan adjourned the meeting at 11:15 am.

Next Board Meeting scheduled:

DATE: November 9th, 2024

Minutes submitted by Rachel Marceau to Level Up Property Management for posting to community website.