



# CRYSTAL POND BOARD OF DIRECTORS MEETING

## JANUARY 2025 MEETING MINUTES

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

**DATE:** January 18, 2025

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

**TIME:** 9:00 am

### I. CALL TO ORDER

Patrick called to order the recurring monthly meeting of the Crystal Pond Condominium Association Board of Directors on January 18, 2025, at 9:10 am at Roxann Repasy'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

Roxann Repasy was asked to serve as Secretary for this meeting. She reviewed the agenda and meeting minutes from the December 7, 2024 Board of Directors meeting.

The Board discussed modifying the process of distribution of the minutes to co-owners. Going forward, the minutes will be reviewed by the Board within two weeks of any meeting and after approval, will immediately be posted to the Resident Center Portal.

The current meeting agenda was opened for discussion.

### IV. OPEN ISSUES

- A. HOA Board Vacancy: The Board received a letter of resignation from Secretary Rachel Marceau effective January 1, 2025. Per our Bylaws, Section XI BOARD OF DIRECTORS, Section 6: Vacancies:

*"Vacancies in the Board of Directors...shall be filled by vote of the majority of the remaining Directors, even though they may constitute less than a quorum...Each person so elected shall be a Director until a successor is elected at the next annual meeting of the Association."*

Kimberly Williams was nominated and accepted the nomination. The following motion was made, seconded, and the Board approved: **"Kimberly Willams will serve as HOA Board Secretary until a successor is elected at the next annual meeting of the Association"**. (Kimberly joined the meeting at appx. 10 a.m.)

- B. Lombardo Punch List Committee: The current list was reviewed, and Debbie will add an additional expense (see Tasks Section C) to the final list. The list and supporting documentation will be

forwarded to our attorneys within the next week. Patrick will contact Ypsilanti Township for a copy of the “pre-construction inspection” report.

- C. Tasks’ Status: Scott advised of a reoccurring sewer issue with one of the units. The drain has been snaked, jetted, and scoped. There are rocks obstructing the drain which will need to be removed. This sewer was repaired during construction by Lombardo, but was not repaired properly. The additional plumbing expenses will be added to the Lombardo Punch List. Patrick will call Jeff Lee next week to make arrangements for Lombardo to replace the entire sewer line.

Scott will be securing (3) bids for 2025 Summer lawn care, insect control, and fertilization.

- D. Financial Review: The Reserve Fund has been established, and there is a monthly automatic deposit from the Operating Account into the fund. Monthly expenses were reviewed as well as outstanding balances. Debbie is working on the proposed budget.

Debbie has requested (but not received) prior years’ financial records from Casa Bella Property Management for the annual fiscal review. Our attorney may need to request these for us to ensure we are in compliance.

Scott advised that Crystal Ponds owns a fully functioning, slightly used water pump (removed from one of the detention ponds). He has contacted some of our vendors but they are not interested in purchasing it. Debbie will make arrangements to list the item on Facebook Marketplace. Any funds received will be placed in the Operating Account.

- E. Mid-Year CCPA Owners’ Meeting: Patrick has been advised that renovations are being done at the Township Hall, so the Council Room is not available for the meeting we scheduled on February 5<sup>th</sup>. He will contact the Township on Tuesday and see if March 13<sup>th</sup> is available. Once the new date is confirmed, an Announcement will be posted to the Resident Center Portal advising of the rescheduled date.

The agenda for the Mid-Year meeting was discussed, as well as proper notification to all Co-owners etc.

#### **V: NEW BUSINESS:**

- A. Legal Representation: The Board reviewed Fee Agreements from Hirzel Law PLC. The following motion was made, seconded, and the Board approved: ***“CPCA secure Hirzel Law PLC as our legal representation by agreeing to the Flat Fee Schedule and Gold Premium Service Agreement.”*** The Gold Premium Service Agreement provides several additional services (not at an hourly rate) that the Board felt were vital. Patrick signed the agreement and it will be mailed to Hirzel Law next week.
- B. Violation Notification: A response and supporting documentation were received from a Co-owner regarding a recent violation notice. After Board review and discussion of the governing documents, as well as the response and supporting documentation, the Board found the violation to be valid. A letter stating the Board’s decision will be emailed to the Co-owner next week.

Patrick McGahan adjourned the meeting at 12:20 p.m.

The next Board Meeting will be held at Roxann’s residence and is scheduled for Saturday, February 22, 2025 at 9 a.m.

Submitted by:

Roxann Repasy  
PR Officer/ Acting Secretary

Dated: 1/20/2025