



# CRYSTAL POND BOARD OF DIRECTORS MEETING

FEBRUARY 2025 MEETING MINUTES

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

**DATE:** February 22, 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 February 22, 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. The minutes from the January meeting were previously approved and posted on the Resident Portal.

The current meeting agenda was opened for discussion.

## IV. OPEN ISSUES

A. HOA Board Vacancy: The Board received an email resignation from Secretary Kimberly Williams effective February 13, 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."*

An announcement regarding the open position will be posted on the Resident Center and if necessary, announced at the March HOA Meeting.

B. Tasks' Status:

1. A co-owner submitted a Modification Request for garden beds and/or fencing. The co-owner was advised that more information is required before the Board can vote on the request.
2. Scott has contacted Meadows Lawn Care regarding sign damage from snow removal vehicles. Meadows will repair/replace when weather permits.
3. Scott advised that road and driveway damage is increasing. Areas that were repaired previously by Lombardo are now an issue, as well as new cracks in concrete. These items will be included on the Lombardo Punch List as well as repairs for all road pavement and driveway repair/replacement for 70 units.

4. One co-owner had a sewer issue due to faulty construction by Lombardo. The issue has been resolved, however, Scott is securing a quote for all sewers to be checked and “cleaned” to ensure no further issues. This cost will be added to the Lombardo Punch List.
5. Downspouts continue to be an issue resulting in wood rot and damaging drainage on the property. The cost of replacement will be reviewed.

C. Status on Contractors Bids:

1. Scott has received 2 bids for summer lawn maintenance, and is awaiting a 3<sup>rd</sup> bid before submitting to the Board for approval.
2. The contracts with True Green (fertilization/insect control) and Lange Home Improvement (power washing/gutter cleaning) have been signed.

D. Financial Review: The P/L statement for the last quarter was reviewed as well as outstanding invoices etc. A final P/L statement will be posted to the Resident Center after February month end.

E. Mid-Year CCPA Owners’ Meeting:

1. Notice of the March 13, 2025 “Special Meeting” was prepared for mailing to all co-owners on February 18<sup>th</sup>.
2. The Board reviewed Debbie’s presentation.

F. Lombardo Punch List Committee: The current list was reviewed, and Debbie will add additional expense to the final list (see Tasks’ Status), after which it will be forwarded to our attorney.

**V: NEW BUSINESS:**

A. Violations: Open violations against co-owners were reviewed by the Board with the following actions being approved:

1. Illegally parked/abandoned vehicle will be tagged for towing (at owner’s expense). Another inoperable/no valid license vehicle on the same property will need to be removed no later than March 1<sup>st</sup> or be towed (at owner’s expense).
2. A second violation and \$25 fine will be assessed against 2 co-owners with outstanding violations.
3. An extension until February 26<sup>th</sup> is granted to a co-owner after which a second violation and \$25 fine will be assessed.

B. Beautification Committee:

1. The Committee will continue in 2025.
2. Current members will be contacted to see if they will continue serving on the committee, as well as an announcement asking for any additional committee members.
3. One idea the committee will be looking into is a “community garden”.

Patrick McGahan adjourned the meeting at 11:00 a.m.

The next Board Meeting will be held at Patrick’s residence and is scheduled for Saturday, March 8, 2025 at 9 a.m.

Submitted by:

Roxann Repasy  
PR Officer/ Acting Secretary

Dated: 2/23/2025