



# CRYSTAL POND BOARD OF DIRECTORS MEETING

MARCH 2025 MEETING MINUTES

**LOCATION:** Patrick McGahan's Residence, Swan Lake Circle

**DATE:** March 8, 2025

**ATTENDEES:** Patrick McGahan, Scott Lange, Debbie Chamberlain, Roxann Repasy (via phone)

**TIME:** 9:05 am

## I. CALL TO ORDER

Patrick called to order the recurring monthly meeting of the Crystal Pond Condominium Association Board of Directors on March 8, 2025, at 9:05 am at his 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. Roxann Repasy attended by phone.

## III. MEETING AGENDA AND MINUTES REVIEW

Roxann Repasy was asked to serve as Secretary for this meeting. The minutes from the February meeting were previously approved and posted on the Resident Portal.


The current meeting agenda was opened for discussion.

## IV. OPEN ISSUES

### A. Open Violations:

1. Several open violations for Holiday Decorations and (2) violations for non-operable/no-licensed vehicles have been resolved. There are no outstanding violations at this time.
2. Discussion was held regarding Violation Letters being emailed to the co-owner, posted to their Resident Portal, and hand-delivered. Notifications via USPS are sporadic, and could cause issues with the compliance deadline.

### B. The Condominium Legal Report Card:

1. The Report Card prepared by Hirzel Long on February 12, 2025 has been received and reviewed by the Board. The rating of CPCA was (E): 119 Points or Fewer: "Your governing documents and operational procedures are in significant trouble"
  2. One issue was the 2023 Annual Report had not been filed by Casa Bella. Level Up was contacted, and they have prepared and filed the required report.
  3. The majority of the issues are with our governing documents. The previous Board did not have a good basis for drafting the documents, and the documents were adopted when Lombardo Homes was still involved with the Governance of the community.
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4. The Board agreed that a good starting point is a drafting of new documents so we can have a path for the future of the community. Once this has been completed, we will be able to better evaluate the remaining issues and where to direct our focus.
5. Hirzel Long will be notified that the Board is requesting a draft of new documents that we will review over the summer months. Our goal is to have them ready for co-owner approval at the Annual (August) Meeting.

**C. Tasks' Status:**

1. A co-owner submitted a Modification Request for garden beds and/or fencing. Scott Lange met with the co-owner and shared their discussion and the co-owners plans with the Board. The Board tabled a final decision until our April Meeting and the co-owner will be advised that a decision will be reached in early April.
2. Gutter Doctor repaired a gutter and downspouts this past week which will close two "open" tasks.
3. Scott will contact April Rain and see if there is an issue with having True Green perform aeration during the summer (concern over sprinkler placement). The Board will review in April.
4. Power Washing/gutter cleaning will be scheduled for the second week in June (more details to follow).
5. The purchase of Advertising Easels with placement by each entrance, as well as the building and placement of Announcement Boards by each mailbox will be tabled until next year due to the cost.

**D. Status on Contractor's Bids:**

Scott has been unable to secure a 3<sup>rd</sup> bid for summer lawn maintenance. The proposed contracts from Meadows Lawn Care and Ground Control were reviewed by the Board, and the following motion was made, seconded, and approved by the Board:

***"A contract will be signed with Meadow Lawn Care for 2025 Summer lawn maintenance"***

**E. Financial Review:**

1. The current balances of the checking account and reserve account were reviewed.
2. Level Up sends all invoices to Debbie Chamberlain (Treasurer) for review prior to payment, and all previous outstanding invoices (prior to Level Up) are being paid off as quickly as possible. April Rain has been paid in full.
3. Co-owners with outstanding balances were reviewed.

**F. Mid-Year CCPA Owners' Meeting:**

1. All co-owners were mailed a copy of the Notice of the March 13, 2025 "Special Meeting" via USPS, and Debbie will hand-deliver a copy to each co-owner. The Meeting Notice was also posted to the Resident Portal and emailed to co-owners.
2. The Board reviewed the meeting agenda and presentation.
3. Level Up will supply copies of the presentation for all co-owners in attendance. A copy of the hand-outs will be posted to the Resident Portal following the meeting.

**V: NEW BUSINESS:**

- A. Open Board Position:** Discussion was held regarding leaving this position unfilled until the Annual (August) Meeting election of Board Members, and having Roxann continue to serve as acting secretary through the Annual Meeting.
- B. "Welcome Packet":** The "Welcome to Crystal Pond Condominiums-a Guide to Living in Our Community" will be tabled until after the new governing documents are adopted.
- C. Selling Condos:** A realtor will be contacted to see if there are any issues with selling units because of the "Lombardo Umbrella". This matter will be reviewed at the Board's April meeting.

**D. Modifications:**

1. A 'Community Cohesiveness #2-Modifications' will be posted to the Resident Portal and emailed to co-owners next week. Compliance with this process will streamline the approval process and hopefully reduce fines and the frustration of co-owners.
2. A "Modifications Requiring Prior Approval" List is being developed by the Board. This will show what modifications/restrictions need PRIOR approval before proceeding. The list will also include any specifications etc., to better assist co-owners in their projects

Patrick McGahan adjourned the meeting at 10:33 a.m.

The next Board Meeting will be held at Roxann's residence and is scheduled for Saturday, April 5, 2025 at 9 a.m.

Submitted by:

Roxann Repasy  
PR Officer/ Acting Secretary

Dated: 3/11/2025