



## CRYSTAL POND BOARD OF DIRECTORS MEETING

### MAY 2025 MEETING MINUTES

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

**DATE:** May 3, 2025

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

**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 May 3, 2025, at 9:05 a.m. at Roxann'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

The minutes from the April HOA Board meeting were previously approved and posted on the Resident Portal.

The current meeting agenda was opened for discussion.

#### IV. OPEN ISSUES

##### A. Tasks' Status:

1. Scott reported that he will secure bids for painting of a ceiling that sustained extensive water damage prior to roof replacement.
2. Two units had shingles blown off during the most recent storm. The vendor has been contacted, and the shingles will be replaced within the next week.
3. April Rain will be on-site within the next couple of weeks to check the sprinkler system. Currently there are over 45 units on one control cycle. April Rain will be changing the units attached to this cycle to other cycles, which will shorten the length of the watering. The system will also be set for watering 2 days a week. They will also examine the sprinkler heads at all units for damage, as well as ensuring the "spraying direction" is correct.
4. Cement replacement (driveways, sidewalks, steps) has been completed.
5. True Green has applied the first round of fertilization and weed control.
6. Scott will be meeting with Meadow Lawn Care regarding some areas in the community that can be mowed closer to the property lines as well as areas where edging is not

satisfactory. With the removal of the phone line boxes and cut/buried lines, the mowers are cutting those areas as well.

7. A co-owner reported a broken window sustained during mowing. Scott has contacted Meadow Lawn Care and they will be replacing the window.
8. Roof replacement (2 units) will be scheduled for early July

**B. Lombardo Punch List:**

1. Patrick will be meeting with the Township's Mechanical Inspector this week to see what information he has on Township approvals of completed units etc.
2. Per Jeff Lee's (Lombardo) request and our attorney, Scott secured Majestic Inspection Services to perform an extensive engineering report on all roofs within the community. This report has been received, reviewed by the Board, and sent to the attorney. Majestic will be out this week to perform the same type of engineering report on cement/concrete/roads etc. When received, the report will be reviewed and forwarded to our attorney.
3. Conference call with David Poirier (Hirzel Law, PLC)
  - i. The engineering reports we are securing are perfect. We cannot submit reports on "damages etc." from vendors who would be doing the repairs/replacements.
  - ii. Patrick gave Dave a quick history lesson on the development of the community.
  - iii. Dave advised Patrick of what information/documents he should request from the Mechanical Inspector next week.
    - a. Township approvals
    - b. Initial Site Plan vs Final Site Plan (what should be done vs what was done)
    - c. Township control over the development
  - iv. Dave will review all the information we have from Casa Bella, and if the information is incomplete, he will prepare and send a "Records Request" to them. It is a statutory requirement that we are entitled to complete minutes from all meetings with Casa Bella, Lombardo, and/or the Township.
  - v. Dave's assistant will be sending the Board a "checklist" so we can track what is needed and/or received during this process. The date of transition (from Lombardo to the Board) and documentation of conditions of that transition are a large factor in our claims.

- C. Financial Review:** The current balances of the checking account and reserve account were reviewed. Outstanding invoices were discussed and payments approved.

**D. Beautification Committee:**

1. Clean-up of the ditches at the South Entrance as well as the middle pond is scheduled for May 17, 2025. Previously volunteers had to "wait" for brush/trees to be cut, so Scott and Paul Rango will begin cutting on Monday, May 12<sup>th</sup>. A few volunteers will be cleaning the flower beds at both entrances so new plants can be added when the weather permits.
2. Two more "Geese Repellent" devices will be purchased and installed within the next week (one in the middle pond and a second in the large pond). A Thank You announcement will be posted to the Resident Portal acknowledging all contributors. Thank You letters will be emailed to each contributor (one mailed).
3. The Community Yard Sale will be held June 6-8 (Friday-Sunday). "Easels" will be placed at each entrance announcing the sale, and co-owners need to register so the committee can provide yard signs.
4. The committee is finalizing plans for the Community Picnic (co-sponsored by Level UP) that will be held on July 19, 2025.

5. Xfinity/Comcast will be contacted again this week regarding the cables at the North end of the property line that need to be buried.
6. The Township will be contacted regarding repairing/replacing the light post damaged by Lombardo.
7. When April Rain is on-site, they will bury the cables near/in the front pond.

**E. Facebook Page:** Deb Chamberlain created a Crystal Pond Condominium Facebook page which the Board will access and review. The plan is to have the page rolled out to the community in June.

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

**A. MODIFICATIONS:** Discussion was held and a procedure adopted for Board approvals which will reduce the approval period.

1. A co-owner's request for railings on the front and back of their unit was reviewed and approved.
2. A co-owner's request for the purchase and planting of a tree in the Cul de sac near their unit was reviewed and approved.

The "Modifications that Require Prior Board Approval" list was finalized by the Board and will be posted to the Resident Portal this week. While co-owners still need to consult the governing documents for full details etc., the list will provide "easy access" to what they "can and cannot do".

**B. ANNUAL MEETING:** Patrick will contact the Township this week and secure a date in August for the Annual Meeting (tentative date is August 14). A Call to Meeting, Nomination Form, Proxy Form, Agenda, and the 2026-2027 will be mailed to all co-owners prior to the meeting as required by the Bylaws.

**C. GOVERNING DOCUMENTS:** Drafts of Amended & Restated Articles of Incorporation, Amended & Restated Master Deed and Amended & Restated Bylaws have been received from Hirzel Law, PLC and are being reviewed by the Board. Once our review is completed, revisions an/or questions will be returned to the attorney for creation of a "final draft". This is a multi-step process and the Board we will keep the co-owners informed of its progress. **A reminder that any revisions to the governing documents must be voted/approved by the co-owners.**

The next Board Meeting will be held at Roxann's residence and is scheduled for Saturday, June 7, 2025 at 9 a.m.

Patrick McGahan adjourned the meeting at 12:30 p.m.

Submitted by:

Roxann Repasy  
PR Officer/ Acting Secretary

Dated: 5/5/2025