



## CRYSTAL POND BOARD OF DIRECTORS MEETING

### AUGUST 2025 MEETING MINUTES

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

**DATE:** August 2, 2025

**ATTENDEES:** Patrick McGahan, Scott Lange, 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 August 2, 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, and Roxann Repasy.

#### III. MEETING AGENDA AND MINUTES REVIEW

The minutes from the June HOA Board meeting were previously approved and posted on the Resident Portal. (no meeting held in July)

The current meeting agenda was opened for discussion.

#### IV. OPEN ISSUES

##### A. Tasks' Status:

1. April Rain has been on-site several times and all but one issue has been resolved. They are scheduled to install two zones at a unit that does not have sprinklers. The sprinklers throughout the community will remain on the current schedule and pressure settings.
2. Replacement of second roof has been completed by Roofman.
3. Scott will be contacting vendors for bids on replacing damaged siding.
4. Scott has one more vendor to contact regarding pond clean-up. Update will be provided at the Annual Meeting.
5. Level Up will be contacting The Gutter Doctor to seek a solution to two eaves that have excessive overflow.
6. Level Up will be contacting a masonry vendor to secure bids for tuckpoint work on two units.
7. Scott is securing bids for repair/replacement of (4) driveways that have large holes under them. The work needs to be completed before Fall. At the time the four driveways are done, the gutters near the driveway (between the units) will be buried to prevent a recurrence of the issue.

8. Power Washing/Gutter cleaning has been completed. Ray Lange provided notes from each unit regarding issues (siding, gutters etc.) and a list is being maintained by the Board. These issues will be addressed as funds become available, with siding being addressed now.

**B. Lombardo Punch List:**

1. The Punch List as well as requested surveys and documentation have been supplied to Lombardo, and at the recommendation of counsel, proposed Bylaw Amendments were sent to all co-owners. The vote on the proposed Amendments was not considered due to a lack of 2/3 ballots being returned.
2. Patrick advised the attorney of the “no-vote”, and we are waiting for direction on what happens next. An update will be provided at the Annual Meeting.

**C. Financial Review:**

1. June and July financial reports were reviewed and accepted by the Board.
2. An audit for Fiscal Year 2024-2025 is scheduled for August 19<sup>th</sup>. Roxann will be working with Level Up to secure any remaining information not supplied by Debbie Chamberlain. The audit will be for both the checking and reserve accounts.
3. Discussion was held regarding Level Up taking a more active role in bill paying. The Board will prepare a directive to Level Up authorizing them to make payments to recognized vendors as well as recurring payments without needing prior approval. This will streamline the process and allow most payments to be made on the same day.
4. A “cash balance summary” was prepared and posted to the Portal for the month of June. As July 1 is the start of a new fiscal year, financial reports will be prepared and posted monthly. Level Up will be contacted to see what type of reporting they are able to provide.
5. Delinquent accounts were reviewed. The Board recognized that a procedure needs to be in place and will work with Level Up to develop one.

**D. Other**

1. Discussion was held regarding expired leases and Level Up will be contacted regarding the status of securing copies of current leases.
2. Level Up will be contacted regarding obtaining insurance quotes. Roxann will also contact Kayleigh Long (Hirzel Law) to see if they have any recommendations.
3. Discussion was held regarding “corporate storage” of any original documents, voting results, etc. in a central secure location, rather than with board members. Level Up and Hirzel Law will be contacted to see if this is something they are in a position to provide.
4. The Association’s annual report must be submitted to LARA no later than October 1, 2025. Hirzel Law will prepare the report for us as part of our service agreement, and Board members will be provided to Kayleigh Long after elections.

- E. Facebook:** The page was created as not only as a way to further communicate community events, but to assist other co-owners. Although the page is limited to Crystal Pond co-owners only, recommendations for vendors (handyman; electrical; heating/air conditioning etc.) as well as “Marketplace” items should be shared to assist others. A Facebook administrator will be assigned after elections.

**V: NEW BUSINESS:**

- A. RESIGNATION:** Patrick McGahan received Debbie Chamberlain’s resignation as Treasurer effective July 29, 2025, and said resignation was accepted by Board. The Board agreed that it is not necessary to appoint a Treasurer prior to the Annual Meeting. Per Bylaw, Article XI: BOARD

OF DIRECTORS, Section 6: Vacancies: “....Each person so elected shall be a Director until a successor is elected at the next annual meeting of the Association...” Four (4) Board of Director positions will be open for election at the annual meeting: (3) for 2-year terms, and (1) a 1-year term to fulfill the remainder of Debbie’s term.

**B. ANNUAL MEETING:**

1. Only one nomination form was received by Level Up prior to the August 1, 2025 deadline. Two candidates were nominated & accepted the nominations. If we are unable to function due to a lack of board members, control of the HOA will be turned over to Level Up.
2. The draft agenda was reviewed and topics of presentations discussed
3. Patrick will emphasize the importance of community participation. The Board needs input from co-owners as to what they need, what they expect. We have asked for opinions and/or participation but get little to no response.
4. Justin Mays & Mahyar Sadri from Level Up will be handling sign-in and ballot distribution as well as serving as Inspectors of Elections.

**C. MODIFICATIONS:** none.

**D. VIOLATIONS:** Per Board approval, Level Up has been directed to assess \$25 fines against two co-owners due to violations not being resolved. If the violations are not corrected within 10 days, a \$50 fine will be assessed.

**E. COMMUNICATION:** Co-owners will be reminded that Level Up is the first point of contact. Level Up will contact the Board if action on our part is required.

The next Board Meeting will be held at Roxann’s residence and is scheduled for Saturday, August 23, 2025 at 9 a.m.

Patrick McGahan adjourned the meeting at 11:20 a.m.

Submitted by:

Roxann Repasy  
PR Officer/ Acting Secretary

Dated: 8/4/2025