



CRYSTAL POND ANNUAL MEETING

THURSDAY, AUGUST 14, 2025

Ypsilanti Township Hall

6:00 p.m.

Opening Statements: President Patrick McGahan called the 2025 Annual Meeting of the Crystal Pond Condominium Association to order on Thursday, August 14, 2025 at 6:05 p.m. The motion was seconded by Scott Lange. Patrick welcomed everyone to the meeting and introduced Justin Mays and Mahyar Sadri of Level Up.

Determination of Quorum for voting purposes & proof of notice of meeting: Pursuant to the Bylaws, Notice of Call to Annual Meeting was mailed to all Co-owners on 6/25/25. Pursuant to Bylaw Article VIII, Section 4, a quorum (35%) is required (either present or by proxy) to conduct this meeting. Justin Mays announced 88 co-owners are qualified to vote with 31 constituting a quorum. There were 43 co-owners present and 3 proxies filed, for a total of 46, and a quorum was met.

Review of 2024 HOA Annual Meeting Minutes (August 21, 2024): Patrick announced that the minutes from the 2024 Annual Meeting held on August 21, 2024 were prepared by secretary Rachel Marceau, approved by the Board, and distributed to all co-owners.

Report of Officers & Committees:

- 1. Community Year in Review:** Patrick reported that last year Debbie Chamberlain and Roxann Repasy were elected to the Board; Level Up was hired as our property manager effective September 1, 2024; the checking account was moved to Huntington Bank (closer access); and a Reserve fund was opened (4.25% interest). In September 2024 dues were increased from \$170 to \$200 a month which enabled us to cover our Fall-Winter expenses "barely". In March of 2025, a Special Meeting was held and the Board's decision to increase dues to \$400 effective May 1 was presented to the co-owners. This increase has allowed us to not only pay all outstanding invoices, but also to establish the Reserve account. Patrick discussed increased transparency between the Board and the co-owners (entrance signs; announcements on units; newsletters; postings to the portal). The Board recognized that we needed guidance as we continued to grow, so in January we retained Hirzel Law LLC as our legal counsel. They specialize in HOA law and have been instrumental in reviewing documents and providing guidance and input on many issues.

Patrick discussed that everyone recognizes how "confusing/conflicting" the governing documents are, and that the Board is in the process of having them revised. In the meantime, they are our guide and are enforced for the benefit of everyone and the good of the community.

Two years ago, Patrick was asked by Lombardo to sign off on their workmanship, but he has not done so because of poor workmanship etc. At the recommendation of our attorney, proposed revised bylaws were hand-delivered to each co-owner (allowing the Board to file/defend lawsuits on behalf of the HOA with co-owner approval), yet not even half of the co-owners voted. This is your community and the Board acts with the best interest of the community in mind, but we cannot do so without your input. The Lombardo issue needs to be resolved one way or the other. Depending on our attorney's recommendations, another vote may be required.

Patrick announced that an annual audit (July 1, 2024-June 30, 2025) will be conducted on August 19, 2025 and the report will be reviewed by the Board and shared with co-owners.

Patrick thanked everyone for their support and interaction throughout the year.

2. **Grounds/Beautification Year in Review:** Scott Lange reported that five driveways were being replaced this week which is the end of the "crumbling driveway" repair for the older units. There are five units that have holes under the driveways due to Lombardo's faulty workmanship and downspout design. Repair of these driveways will be addressed in Spring of 2026 (regardless of whether funds from Lombardo have been received or not).

Scott reviewed the accomplishments of the past year: installation of geese repellant devices; Holiday decorating contest; Spring Garden Walk; two roofs completely replaced; partial replacement of one roof; fertilization by True Green; tree trimming throughout the community this week; power washing and gutter cleaning of all units; April Rain sprinkler repair with all units (except one) having sprinklers working properly. When Lombardo repaired a sewer line problem, they removed the sprinkler valves for one unit. April Rain will be installing two zones at this unit within the next two weeks and the sprinkler project will be completed. Discussion was held about damaged grass due to lack of water and also fertilization during the current heat wave.

Scott announced pending projects: There are 41 units needing siding repair due to damage by the mowers. (85% of damage occurred prior to Meadows being hired). Siding on the older units is no longer available, so when the siding project is started, additional siding will be purchased to alleviate this problem for the new units. Two units need masonry work done, and the South Entrance sign was not properly repaired when it collapsed two years ago. A North Entrance sign will also be considered. Gutter cleaning is going to be done twice a year to alleviate clogged gutters; downspouts will be buried as gutters are repaired; leaf guards are a possibility; two units have a gutter design flaw and The Gutter Doctor has been contacted and is working on a solution.

When the power washing/gutter cleaning was done by Lange's Home Improvement, the vendor listed issues he noticed at each unit. These issues have been added to the "task list" being maintained by the Board and include siding; shingle/roof repair, gutters, rotten wood, landscaping; cement, and paint.

Scott reminded co-owners that they are responsible (not the HOA) for: leaking and/or cracked doors and windows; siding damage (melting) by BBQ; and water faucets. Co-owners are asked to shut off the water valve during the winter to avoid damage to the faucet.

Co-owners will have the option to "opt out" of salting of their driveways and/or sidewalks this year, except for those co-owners who had replacements this year---those will need to be treated.

Scott then discussed pond cleaning. He has contacted vendors about professionally having the ponds cleaned and treated. The first year all three ponds would have the reeds/brush/weeds removed. A treatment schedule is then implemented for each pond to deter growth as well as treat for algae etc. Chemicals are Township approved, and not harmful to fish, wildlife, plants etc. Co-owners felt the cost (appx. \$15K for the first year) was too expensive and expressed that they do not wish any maintenance of the ponds at this time.

- 3. Level Up Year in Review:** Justin Mays and Mahyar Sadri discussed the accomplishments they have seen since taking over in September. There is good communication between Level Up and the Board and the community is lucky to have a Board that is so involved and concerned for their interest. Justin reminded co-owners that Level Up is the first point of contact for any issues—whether they open a task, or send an email, or call, they communicate with the Board quickly. The opening of our Reserve Fund is seen as a huge step forward, as well as all the projects we have been able to complete and the relationship we have with vendors. The community is looking great and co-owners should be proud to live here.

Appointment of Inspector of Elections: Patrick announced that Justin Mays and Mahyar Sadri from Level Up will serve as Inspector of Elections.

Election of Directors: There are 3 open seats on the Board of Directors that are two-year terms. We have also received Debbie Chamberlain's resignation as Treasurer, so a fourth position is also open to finish out her term which is for one year. The nominees receiving the most votes will be elected to the two-year terms, and the nominee receiving the least number of votes will be elected to the one-year term. Per Bylaw Article XI, Section 8, at the first meeting of the Board following this meeting (scheduled for August 23, 2025), the directors will elect the officers (President/VP/Secretary/Treasurer).

Patrick announced the (2) nominees on the ballot are Patrick McGahan & Scott Lange and asked for other nominations from the floor. Scott Lange nominated Emily Isaacson & Diana Eaton. Both nominees introduced themselves to the co-owners and accepted the nominations. Voting co-owners were asked to add Emily and Diana to the ballot; vote for not more than (4) nominees; fold their ballot(s) in half, and pass to the end of the row for collection. The question was asked as to why a "voice vote" could not be called as there were only (4) nominees and (4) openings, and it was explained that due to having to know who receives the "least votes" to finish out the one-year term, we needed a paper vote.

Unfinished Business: Patrick advised that Hirzel Law LLC has prepared revised governing documents that the Board will be reviewing and presenting to the co-owners for approval. He emphasized that again, co-owner input is invaluable.

Scott asked for input as to why co-owners did not return the ballots for the proposed revised bylaw regarding bringing a lawsuit against Lombardo. Some co-owners expressed concerns about giving too much power to the Board, and others stated they found the cover letter too confusing so they ignored it. Co-owners were again asked to bring this type of question to the Board for explanation. Several co-owners did raise concerns and questions and these were addressed. There was a question as to whether or not all units received the mailing and they were advised that all 90 units were included—this was not just a vote by new units. Discussion was held about the Designated Representative Voting Form and whether or not that was used for the mailing of the ballots. It was explained that the attorney was contacted prior to the mailing regarding the DRV Form and we were advised that the form is for "notification of mailings" only, and is not required for voting.

Co-owners asked what happens now that we cannot sue Lombardo, and Patrick explained that we still have the option to file a lawsuit, but we are not sure what steps are needed until we hear back from the attorney. The question of what the deadline for filing a lawsuit is, was also not able to be answered at this time.

Election Results: Pursuant to Bylaw Article VII-VOTING, Section 6 Majority: a majority shall consist of more than 50% of those qualified to vote. Mahyar Sadri announced that 21 votes constituted a majority and 30 ballots were cast. Patrick McGahan, Scott Lange, and Emily Isaacson were elected to the Board of Directors for two-year terms, and Diana Eaton was elected to the one-year term.

New Business: None

Open Discussion: The Board is aware that residents from the trailer park continue to ride bikes and fish within the community. No Trespassing signs are posted on the walking trail. Individuals from the KOA camp walk and operate a golf cart within the community. Co-owners were told to call the police as we are a “private community”.

Discussion was held regarding the items on the Lombardo Punch List. Co-owners were reminded that the list contains only items on the “outside” of the unit (areas the HOA is responsible for), not items inside the unit (co-owner responsibility). The completed list was given to the attorney and forwarded to Jeff Lee of Lombardo. Following receipt of the list, Lombardo requested “documentation” for roof and cement damage. Scott arranged for two engineering surveys to be completed, one for roof/shingles/eaves and the other for concrete (driveways, sidewalks, steps). Both surveys were sent to Lombardo upon completion and there has been no correspondence from them since that time. Co-owners were also advised that the Township does not have records of any approvals/reviews of construction. The “funds” being held by the Township will not be released to us until the Lombardo issues are resolved and/or the Lombardo Release is signed. Discussion was held if something can be done to bring Lombardo’s actions “to light” as we are obviously not the only community having issues with them.

Close of Meeting: There being no further business, Patrick McGahan again thanked everyone for coming and closed the 2025 Annual Meeting of Crystal Pond Condominium Association at 7:32 p.m. Motion was seconded by Michael Matevia.

Submitted by:

Roxann Repasy
Acting Secretary/PR Officer

August 16, 2025