



# CRYSTAL POND BOARD OF DIRECTORS MEETING

NOVEMBER 2024

## MEETING MINUTES

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

**DATE:** November 9th, 2024

**ATTENDEES:** Patrick McGahan, Scott Lange, Rachel Marceau,  
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 November 9th, 2024 at 9:10 am at Patrick McGahan's residence.

### II. ROLL CALL

Patrick McGahan called the board of directors meeting to order with the following members present: Patrick McGahan, Scott Lange, Rachel Marceau, Debbie Chamberlain, and Roxann Repasy.

### III. MEETING AGENDA AND MINUTES REVIEW

Rachel Marceau reviewed the agenda and meeting minutes from the October 12th, 2024 Board of Directors meeting. The current meeting agenda was opened for discussion.

### IV. OPEN ISSUES

- a) Finance Discussion
  - (1) Units in Arrears
    - (a) All units previously in arrears are now either up to date on expected HOA payments or are continuing to follow the agreed upon payment plan to correct past due statements.

ii) Reserve Fund

- (1) Per the Bylaws the association is required to have at least \$10,000 in a reserve fund
  - (a) The board is establishing the proper amount in the reserve fund and is in the process of working with the bank to adjust the amount that is allocated towards this reserve fund monthly.
    - (i) This requires our new Treasurer, Vice President and President to establish a proper savings account and be responsible for proper maintenance and set up of this account until such time that officers change.
  - (b) Upon transitioning to Level Up, it became clear that there were multiple unpaid invoices by Casa Bella which have since been corrected and the board is working on a payment schedule with any outstanding vendors
    - (i) Many of the unpaid bills have been addressed and are in various stages of repayment to necessary vendors
- (2) The association is also expected to have a yearly formal review to better assess the yearly budget and the needs of the community
  - (a) Please be on the lookout for more information and a summary in the new year as we continue to collect the remaining documents from Casa Bella and balance our accounts
- (3) The board is continuing to review and understand the potential for a Home Equity Loan and a Reserve Study for the community to assist with budgeting

b) Maintenance Discussion

- (1) Roof Repair Quotes
  - (a) Two units are in desperate need of repair due to damage
    - (i) Cause for concern of damage to interior of the unit due to leaks
    - (ii) Cost savings to repair both units at same time
      1. Due to overall cost, unit roof replacement will be delayed until spring. Necessary repairs will be completed as a holdover to get through the winter without any additional damage before the full replacement will be completed
  - (b) Scott followed up with Ledina on obtaining quotes for the roof, we would again be able to work with them on a financing contract (1/2 of payment due at time of replacement, ½ paid in 6 monthly installments interest free.)
- (2) Sprinklers
  - (a) Additional sprinkler system repairs will need to be made in the spring for areas along the sidewalk along Swan Lake Circle.
    - (i) The cost will be allocated to the Lombardo punch list for damage done to lines during road and driveway work

ii) Committees

- (1) Beautification Committee
  - (a) Scott Lange will head up the Beautification Committee

- (i) On Nov 16<sup>th</sup>, they hosted a second fall cleanup day which included tree and shrub trimming, weed removal, and trash cleanup around the pond areas.
    - (ii) Additional work was done to clear out the walking path behind the community and perform full removal and mulching of trees and limbs cut during the first cleanup day in October.
  - (2) Lombardo Punchlist Committee
    - (i) The committee met for the first time at the beginning of November to review all available community documents prior to Lombardo construction and assess necessary repairs and corrections under Lombardo's responsibility.
      - 1. Additional work will be performed to update the list for any exterior corrections and assign cost assessments to complete repairs and modifications
      - 2. They are continuing to establish documentation outlining community expectations for finalization of corrections
- c) Bylaw Discussion
  - i) Registration
    - (1) The board is ensuring that all members of the board are registered with the Michigan Condo Association and that all documents are completed for the Corporate Transparency Act (due end of December 2024)
      - (a) FINCIN: Department of Treasury, new requirements and regulations for Condo Associations
      - (b) During the December meeting, all board members will provide necessary information for the completion of this requirement
    - (2) A memo will be sent out to all co-owners as well to ensure that there is a full address, any rental information (if applicable), mortgage information, and insurance information on file for all co-owners and required by the Bylaws and MI Condo Act.
  - d) Attorney Discussion
    - i) Since the prior board meeting, the board has been reviewing documentation from Kaleigh Long from Hirzel Law and is preparing to address our communities law firm needs.
      - (1) This is in preparation for any counsel needed for addressing the Lombardo punch list and coming to an agreement on correction or compensation
        - (a) This law firm would be independent of the property management company and could assist with any legal questions, arrears/collections payments, account operations, developer transfer, etc.
      - (2) The various plan levels provided by Hirzel law were reviewed from the prior meeting and the board will follow up with Kaleigh for upcoming changes to those plans for the new year
        - (a) Depending on her response and cost adjustments for the new year, the board will either prepare to discuss further at the December meeting and reach a hiring agreement or will delay until the new year.

## V. NEW BUSINESS

a) Community Cohesiveness

i) In response to additional Bylaws violations throughout the community, a reminder letter will be sent/ delivered to all co-owners as a reminder of expectations throughout the community.

(1) Some of the main items addressed are as follows:

- (a) Garbage and recycling cans stored in common areas and visible from the street
- (b) Failure to pay HOA dues and any accrued monthly late fees in a timely manner.
- (c) Garbage and recycling cans stored in common areas and visible from the street.
- (d) Failure to remove pet waste from common areas including sidewalks, driveways, bike paths, pond shores, lawns, etc.
- (e) Cars/trailers blocking public sidewalks or remaining parked on street for longer than overnight or weekend recreation use.
- (f) Outdoor furniture, recreational equipment and unsightly materials not stored properly in the offseason.
- (g) Feeding wildlife and/or stray animals (ie. Waterfowl and ground-dwelling mammals)

Patrick McGahan adjourned the meeting at 11:35 am.

Next Board Meeting scheduled:

**DATE:** December 7th, 2024

Minutes submitted by Rachel Marceau to Level Up Property Management for posting to community website.