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CRYSTAL CREEK HOMEOWNERS' ASSOCIATION

2022 ANNUAL MEETING NOTICE

May 23, 2022

Dear Homeowner:

The Annual Meeting of the Crystal Creek Homeowners' Association will be held on Tuesday, June 14, 2022, at 6:30 pm at the Clermont County Library in Union Township. The address is 4450 Glen-Este Withamsville Rd.

The affairs of the Association are managed by a Board of five (5) Trustees, who are members of the Association. The main purpose of the meeting will be to elect three (3) homeowners to serve on the Board for 2-year terms. Please consider volunteering to join the Board, your participation is needed!

The meeting allows each homeowner to participate directly in the decision-making process of your Homeowners Association. **YOUR ATTENDANCE IS IMPORTANT!** You should be aware that per the bylaws, Section 3.8 states: No member shall be eligible to vote or to be elected to the Board of Trustees who is shown on the books of the Association to be more than thirty (30) days delinquent in the payment of any assessment due the Association. You should also be aware that late fees are considered part of assessments due the Association.

The Annual Meeting Agenda, proxy, Board candidate form and 2021 annual meeting minutes are enclosed.

We hope to see YOU on June 14th!

The Crystal Creek Homeowners' Association Board of Trustees

CRYSTAL CREEK HOMEOWNERS' ASSOCIATION

2022 ANNUAL MEETING
JUNE 14, 2022

AGENDA

- I. Call to Order: 6:30 pm
- II. Welcome and Introductions:
- III. Attendance:
- IV. Proof of Notice: Notice of the meeting was mailed to each member of record on May 23, 2022
- V. Approval of 2021 annual meeting minutes:
- VI. Reports:
 - A. Management
- VII. Election
 - A. Election of Board of Trustee
 1. Nominations
 2. Motion and second to close nominations
 3. Nominees to address the membership about their interest to serve on the Board of Trustees
 4. Vote
- VIII. Old Business:
- IX. New Business:
- X. Adjournment:

PROXY INFORMATION

If you are unable to attend the meeting, you can participate by exercising your vote of proxy in one of two ways as follows:

1. You may appoint someone to vote as your agent. Simply place the name of your agent in the space provided. Your agent will receive a ballot at the meeting and vote for you at that time.
2. Select to abstain. Simply write "Abstain" in the space provided. This will indicate that you wish to abstain from voting, but will contribute to the establishment of a quorum needed to elect Board Members.

PLEASE RETURN ALL COMPLETED PROXIES TO:

STONEGATE PROPERTY MANAGEMENT, INC.
 431 Ohio Pike, Suite 210
 Cincinnati, OH 45255
melissa.petts@spmhoa.com

Proxies sent to the management company must be received by 5:00 PM on June 10, 2022.

****Proxies will not be accepted at the meeting****

**CRYSTAL CREEK HOMEOWNERS' ASSOCIATION
 ANNUAL MEETING OF THE MEMBERSHIP
 PROXY**

Date: _____

I, the undersigned Homeowner, represent that I am unable to attend the Annual Meeting of the Association and hereby appoint:

_____ as an agent, in my name, place and stead, to vote on my behalf as he/she sees fit on all business that may come before the meeting.

Name (please print)

Signature of homeowner

Address

Date

**IT IS IMPERATIVE TO RETURN YOUR PROXY IF YOU CANNOT ATTEND.
THE MEETING CANNOT BE HELD IF A QUORUM IS NOT ESTABLISHED.**

CRYSTAL CREEK HOMEOWNERS' ASSOCIATION
Board of Trustee Candidate Form

Date: _____

From: _____

Address: _____

Day Time Phone: _____

Evening Phone: _____

Email address: _____

My goals and objectives if elected to the Board of Trustees would be:

Please list any experience or reasons you would make a good Board Member:

Community Association experience:

Civic organizations and positions held:

Other comments:

If you are interested in serving on the Board, please complete this form and return it to:
Stonegate Property Management, Inc.
431 Ohio Pike, Suite 210
Cincinnati, OH 45255
Email: melissa.petts@spmhoa.com
RETURN BY: June 10, 2022

**CRYSTAL CREEK HOMEOWNERS' ASSOCIATION
2021 ANNUAL MEETING
HELD JUNE 28, 2021
AT THE CLERMONT COUNTY LIBRARY**

Call to Order: Melissa Petts called the meeting to order at 6:32 pm.

Welcome and Introductions: Ms. Petts welcomed the homeowners and thanked them for attending. The Board members then introduced themselves.

Attendance: Board members in attendance included Wendy Lucas, Mike Steele and Jon Westerkamp. Michele Deutsch and Jennifer Miller were absent with notice. Melissa Petts represented Stonegate Property Management, Inc. (SPM).

Proof of Notice: Ms. Petts confirmed the notice of the meeting was mailed to all members of record on June 11, 2021.

A quorum was not represented in person or by proxy. There were 13 households represented. The owners in attendance did not object to holding the meeting.

Approval of the 2020 Annual Meeting Minutes: Carolyn Farwick motioned to approve the minutes and waive the reading. It was seconded by Janie Powers.

Management Report: Melissa Petts

As of June 15, 2021, the Operating account balance was \$17,586.60 and the Reserve account balance was \$26,537.77. The Reserve account will be funded in the amount of \$521.00 for the 2021 reserve funding.

Currently, there are 3 homeowners who have not yet paid the 2021 fees. Late fees have been applied. There is one seriously delinquent account in the amount of \$2,811.00, which is in bankruptcy.

The Board contracted with SPM as of January 1, 2021, for a 2-year contract. The management company handles the finances for the Association, works with the CPA on the tax return, handles collections, gets bids, works with the Board to create the operating budget and works to resolve homeowner concerns.

SPM also tours the community on a monthly basis to check for violations. Notices will be sent to anyone who is not in compliance with the documents. The goal is to ensure that the community's beauty and aesthetics are being maintained, which raises everyone's property values. The documents can be found on the Crystal Creek website, or you can call SPM and they can be emailed to you.

Improvement Applications are required for all exterior improvements. Please make sure these are submitted and approved before starting your project. The applications are available on the SPM website www.spmhoa.com or you can call the office to have one emailed to you. Please allow 7-10 business days for the approval process.

2021 Accomplishments:

The wood fence on the west side of Crystal Creek Dr. was deteriorating and was replaced with a white vinyl fence matching the other sections of fencing.

All of the fencing was power washed by Brady Arnold, a resident in the community.

The Board approved the removal of the Blue Spruce trees at the entrance due to needle cast. They will be replaced with Green Giant Arborvitae's in the fall.

2021 Contractors:

Landscape Maintenance & Irrigation – GroundSystems
Insurance – American Family Insurance
Property Management – Stonegate Property Management, Inc.
Tax Return – Dawson & Company

Election: Melissa Petts

This evening, the following two seats are up for election: Jennifer Miller and Jon Westerkamp. Two homeowners are needed to serve on the Board for 2-year terms.

Board members review the monthly financial reports, review improvement applications, review bids, award contracts, direct the property manager and make decisions for the Association. Board meetings are held quarterly. Most communication is done through email.

Kevin and Becky Finni nominated Jon Westerkamp
Jason Mellott nominated himself

By a vote of acclamation, Mr. Westerkamp and Mr. Mellott were elected to the Board.

Old Business: None.

New Business:

Debbie and Jim Hoffman have been kind enough to store the community's holiday lights for the last 2 years and did most of the work to hang them during that time period. They are moving out of the neighborhood. If anyone would be willing to store the lights and/or head up a holiday decorating committee, please let SPM or a Board member know.

Ms. Lucas stated they would like to organize a community event one weekend near the Christmas holiday to put up the decorations.

A homeowner asked how tall the Green Giant Arborvitae's will be. It was stated they will start off around 6-7' tall and grow to approximately 30-35' tall. They grow approximately 3' per year.

A homeowner asked if annual meetings could continue to be held via zoom. Ms. Petts will verify if the Association can legally continue virtual annual meetings.

A homeowner asked if it would be possible to have a block party, combined with the annual meeting, to possibly get better attendance. Ms. Petts stated it should not be a problem as long as the meeting requirements are met.

A homeowner asked if there are any plans for paving the streets in the community. Ms. Lucas discussed this with Matt Taylor, Union Township's Service Director, a year ago. At that time, he stated they were 2-3 years out for a total re-pavement.

A homeowner stated the street sign at the corner of Lennox Dr. and Gorham Dr. is missing. Ms. Petts will contact Mr. Taylor to get it replaced.

A homeowner stated how much they appreciate the Crystal Creek website. It is very helpful to receive a weekly email to see what is happening in the community, and the website link is provided.

A homeowner asked if there has been talk of another community yard sale in the fall. Another homeowner stated they are having one on July 17th if anyone would like to join.

A homeowner wanted to confirm the shed amendment did not get enough interest to pursue. It was confirmed 64 affirmative votes are needed to pass an amendment. There were 35 affirmative votes and 24 no votes per the survey that was conducted. Is this something the Board will continue to bring up for discussion each year? The Board will continue to listen to the interest in the community and assess it when it comes up.

A homeowner stated there has been discussion of why playsets are permitted but not sheds. Ms. Lucas confirmed playsets are allowed per the By-Laws. Is there a requirement for the location of the playsets? Ms. Petts read the restriction that they are to be located at the rear of the residence and not encroach upon the side or rear setback lines.

A homeowner asked what the status was on the account in bankruptcy. SPM has made multiple efforts to get this information from the previous legal team, and from the homeowner, and will continue to investigate. The next step would be to get the Association's legal team involved.

A homeowner asked about the dead trees at the entry way along the fence. The owner of the adjacent property has been contacted and asked to remove the trees. They agreed to make any repairs to the fence if it is damaged by their trees.

Adjournment: With no further business, Mr. Steele motioned to adjourn the meeting. It was seconded by Ms. Finni. The meeting was adjourned at 7:16 pm.

Organizational Meeting:

President – Jon Westerkamp
Vice President – Mike Steele
Secretary – Wendy Lucas
Treasurer – Michele Deutsch
Member at Large – Jason Mellott

These minutes are to be approved at the 2022 annual meeting.