

CRYSTAL CREEK HOMEOWNERS' ASSOCIATION

2024 ANNUAL MEETING NOTICE

May 21, 2024

Dear Homeowner:

The Annual Meeting of the Crystal Creek Homeowners' Association will be held on Thursday, June 13, 2024, at 6:30 pm at the Union Township Civic Center in the Collegiate room.

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 2023 annual meeting minutes are enclosed.

We hope to see YOU on June 13th!

The Crystal Creek Homeowners' Association Board of Trustees

CRYSTAL CREEK HOMEOWNERS' ASSOCIATION

2024 ANNUAL MEETING
JUNE 13, 2024

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 21, 2024.
- V. Approval of 2023 annual meeting minutes:
- VI. Reports:
 - A. Management
- VII. Election
 - A. Election of Board of Trustees
 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
m.petts@spmhoa.com

Proxies sent to the management company must be received by 5:00 PM on June 12, 2024.

****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: m.petts@spmhoa.com

RETURN BY: June 7, 2024

**CRYSTAL CREEK HOMEOWNERS' ASSOCIATION
2023 ANNUAL MEETING
HELD JUNE 22, 2023
AT THE HOME OF MIKE STEELE**

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

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

Attendance: Board members in attendance included Wendy Lucas, Kevin Finni, Jason Mellott, Mike Steele and Jon Westerkamp. 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 2, 2023.

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

There were 15 households represented at the meeting.

Approval of the 2022 Annual Meeting Minutes: Mr. Steele motioned to approve the minutes and waive the reading. It was seconded by Ms. Lucas.

Management Report: Melissa Petts

As of June 15, 2023, the Operating account balance was \$14,635.24 and the Reserve account balance was \$32,924.81. The Reserve account was funded in March in the amount of \$2,830.00 for the 2023 reserve funding.

Currently, there is one seriously delinquent account in the amount of \$3,455.00. This account is in a Chapter 13 bankruptcy. The balance on the account is post-petition, so it is collectible by the Association. The bankruptcy is expected to expire in September 2023. If this account is not paid in full, the Association will proceed with filing a lien on the property. All legal fees will be applied to the owner's account.

Accomplishments:

All of the boxwoods were removed at the entrance and replaced with fire chief arborvitaes. Additional creek rock was installed to touch up the swale area.

A solar panel policy was adopted on March 22nd. A copy is posted on the website.

The fencing along the entrance and Crystal Creek Dr. was cleaned.

2023 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: Jason Mellott 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.

Victor Vess nominated himself
Jason Mellott nominated himself

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

Mr. Westerkamp was thanked for his service.

Old Business: None.

New Business:

A homeowner asked if there is a paving schedule to complete the remaining streets in the neighborhood. Union Township typically assesses the streets in the fall for the following year. Currently they do not have a schedule posted. Homeowners can express their concerns regarding the condition of certain streets to the Township's Service Director, Matt Taylor. The more residents that contact him, the better.

A homeowner asked if there is any additional information on the house being built at the end of Baccarat. The construction plans are not known. There is also uncertainty whether they could put in a driveway off of Baccarat to access the property. SPM will follow up with the Union Township Zoning Department to see if any permits have been filed.

The Board discussed a possible block party in September. Details to follow.

Adjournment: With no further business, Ms. Lucas motioned to adjourn the meeting. It was seconded by Mr. Finni. The meeting was adjourned at 7:03 pm.

Organizational Meeting:

President – Mike Steele
Vice President – Kevin Finni
Secretary – Wendy Lucas
Treasurer – Victor Vess
Member at Large – Jason Mellott

Adjournment: 7:05 pm.

These minutes are to be approved at the 2024 annual meeting.