

CRYSTAL CREEK HOMEOWNERS' ASSOCIATION

2026 ANNUAL MEETING NOTICE

March 2, 2026

Dear Homeowner:

The Annual Meeting of the Crystal Creek Homeowners' Association will be held on Thursday, March 26, 2026, at 6:30 pm at the Union Township Civic Center. It will be in the Queen City Room that is located downstairs. The address is 4350 Aicholtz Road.

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.

If you cannot attend this meeting, you may still participate in your Association's operation by assigning your Proxy to an individual who will be attending. If you appoint someone who will attend the meeting to act as your agent, place their name in the blank space provided on the Proxy form. Fill in your name, address, sign the form and return the completed proxy to Stonegate Property Management. Your agent will be able to vote for you at the meeting. If you are going to attend the meeting, you will not have to fill out the Proxy since you will vote during the meeting.

We hope to see YOU on March 26th!

The Crystal Creek Homeowners' Association Board of Trustees

CRYSTAL CREEK HOMEOWNERS' ASSOCIATION

2026 ANNUAL MEETING
March 26, 2026

AGENDA

- I. Call to Order: 6:30 pm at the Union Township Civic Center
- II. Welcome and Introductions:
- III. Attendance:
- IV. Proof of Notice: Notice of the meeting was mailed to each member of record on March 2, 2026.
- V. Approval of 2025 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 March 25, 2026.

****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: March 18, 2026

**CRYSTAL CREEK HOMEOWNERS' ASSOCIATION
2025 ANNUAL MEETING
HELD AUGUST 5, 2025
AT THE UNION TOWNSHIP CIVIC CENTER**

Call to Order: Melissa Petts called the meeting to order at 6:29 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 Kevin Finni, Wendy Lucas, Mike Steele and Victor Vess. Melissa Petts represented Stonegate Property Management, Inc. (SPM).

Jason Mellott resigned his seat on November 7, 2024 as he moved from the community.

Proof of Notice: Ms. Petts confirmed the notice of the meeting was mailed to all members of record on July 14, 2025.

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

There were 11 households represented.

Approval of the 2024 Annual Meeting Minutes: Mr. Vess motioned to approve the minutes and waive the reading. It was seconded by Mr. Finni.

Management Report: Melissa Petts

As of August 1, 2025, the Operating account balance was \$10,699.48 and the Reserve account balance was \$22,763.85. The Association also has a CD at Guardian Savings Bank currently earning 3.75% interest with a balance of \$21,783.61 after the 2nd quarter. Total Reserve funds are \$44,547.46.

Currently, there is 1 delinquent account totaling \$410.00. This includes 2025 assessment, late fees and a legal fee for a collection letter.

The Board looked into the possibility of adding 4 street lights in the community after discussion was had at last year's annual meeting. This included 1 on each corner. Duke provided a proposal in the amount of \$23,489.18. This can be paid over a 1-, 3-, 5-, 7- or 10-year term. The longer the term, the more the total cost would be. The bills would be increased by the monthly payment on the investment, as well as an additional maintenance and usage charge of \$33.88 + riders and taxes. There is concern about the effectiveness with them spread out so far apart. The Board agreed not to move forward with this project.

Beach's Trees removed a dead crabapple tree at the entrance and removed and replaced a dead maple tree along the tree line on Crystal Creek Dr. last fall.

They will be replacing another dying maple tree along the tree line on Crystal Creek Dr. They will also be trimming back the honeysuckle and weeds behind the fence approximately 4 feet.

There were 10 improvement applications reviewed over the past year.

Waterford Way, Lenox Dr. and Baccarat is on the schedule with Union Township to be resurfaced in 2027. Major patch work was recently completed.

2025 Contractors:

Landscape Maintenance – GroundSystems (2-year contract)
Irrigation Maintenance – Dotson Irrigation
Insurance – Erie Insurance
Property Management – Stonegate Property Management, Inc.
Tax Return – Dawson & Company

Election: Melissa Petts

This evening, the following two seats are up for election: Victor Vess and the open seat. 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.

Jennifer Fehn nominated herself.
Victor Vess nominated himself.
Esel Wilhide nominated Michael Wilhide.

The residents voted and the ballots were counted by Melissa Petts and Wendy Lucas.

Ms. Fehn and Mr. Vess were elected to the Board.

Old Business: None.

New Business:

A homeowner asked if the brush could be cut on the left side of the entrance as you are leaving the community. It is hard to see if a car is coming from that direction. It was confirmed that it is on the adjacent Lot owner's property. The Association will ask the owner if he will cut it back.

A newsletter will be sent out once a year to give the residents an abbreviated reminder of the rules in the community. Additional items to include is a reminder to stop at all stop signs, especially at the intersection of Gorham and Waterford. Many drivers are not stopping and going too fast through the intersection. Also address the safety issue regarding parking on the street. Be aware of parking signs and park only in approved locations. Park on one side of the street so emergency vehicles can get through when needed.

The township will be contacted to inquire about the possibility of speed bumps and a solar speed sign.

There is a concern about cars parking at the end of Baccarat on the concrete slabs in the right-a-way, as well as too close to the entrance/exit to the community. Residents should call the non-emergency line for the police department.

A homeowner stated there is a form residents can fill out with the police department if you are going to be gone for an extended period of time. The cops will patrol the house during that time period and provide a detailed report when you return.

Adjournment: With no further business, Mr. Vess motioned to adjourn the meeting. It was seconded by Ms. Lucas. The meeting was adjourned at 6:57 pm.

These minutes are to be approved at the 2026 annual meeting.