

CRYSTAL CREEK HOMEOWNERS' ASSOCIATION

2025 ANNUAL MEETING NOTICE

May 19, 2025

Dear Homeowner:

The Annual Meeting of the Crystal Creek Homeowners' Association will be held on Tuesday, June 10, 2025, at 6:30 pm at the Union Township Civic Center. It will be in the Collegiate 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 two (2) 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 2024 annual meeting minutes are enclosed.

We hope to see YOU on June 10th!

The Crystal Creek Homeowners' Association Board of Trustees

CRYSTAL CREEK HOMEOWNERS' ASSOCIATION

2025 ANNUAL MEETING
JUNE 10, 2025

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 May 19, 2025.
- V. Approval of 2024 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 9, 2025.

****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 4, 2025

**CRYSTAL CREEK HOMEOWNERS' ASSOCIATION
2024 ANNUAL MEETING
HELD JUNE 13, 2024
AT THE UNION TOWNSHIP CIVIC CENTER**

Call to Order: Melissa Petts called the meeting to order at 6:31 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, Jason Mellott and Victor Vess. Wendy Lucas and Mike Steele 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 May 21, 2024.

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

There were 12 homes represented in person and by proxy.

Approval of the 2023 Annual Meeting Minutes: Mr. Finni motioned to approve the minutes and waive the reading. It was seconded by Mr. Mellott.

Management Report: Melissa Petts

As of June 7, 2024, the Operating account balance was \$17,437.04 and the Reserve account balance was \$16,712.70. The Association opened a CD at Guardian Savings bank earning 5.25% interest with a balance of \$20,548.04 after the 1st quarter. This is in addition to the Reserve account balance.

Currently, there are no delinquent accounts.

Accomplishments:

The tree line along the fence on Crystal Creek Dr. was trimmed back.

There were 12 improvement applications reviewed over the past year.

The Board did not renew the insurance policy with American Family and approved Erie Insurance saving the Association approximately \$200.00 this year.

The low voltage transformer that controls the entry lights is cracked and causing the GFCI to trip. The Board approved Curry Electric to replace the transformer.

2024 Contractors:

Landscape Maintenance & Irrigation – GroundSystems
Insurance – Erie Insurance

Property Management – Stonegate Property Management, Inc.
Tax Return – Dawson & Company

Election: Melissa Petts

This evening, the following three seats are up for election: Kevin Finni, Wendy Lucas and Mike Steele. Three homeowners are needed to serve on the Board for 2-year terms.

Mike Steele nominated himself
Kevin Finni nominated himself
Wendy Lucas nominated herself

By a vote of acclamation, Mr. Steele, Mr. Finni and Ms. Lucas were elected to the Board.

Old Business: None.

New Business:

Discussion was had regarding the clearing at the end of Baccarat and whether the house that is going to be built will be part of Crystal Creek's HOA. It is unlikely because this parcel is not part of the plat for Crystal Creek, but SPM will verify.

A homeowner asked if the community's streets are scheduled to be repaved. It was confirmed that they are not listed on the township or county websites schedule for this year.

A resident mentioned there is an issue with speeding in the neighborhood. A temporary speed sign is an option.

It was stated there is an issue with owners parking on both sides of the street. The residents were instructed to call the police department.

The streets are very dark at night and the possibility of installing street lights on the corners was discussed. SPM will get a proposal to determine the cost.

A homeowner asked if the conversation has been brought up again about sheds. There has not been communication regarding them lately. The possibility of allowing a pool house was brought up for consideration. If this would be pursued again, it was recommended not to propose only certain brands and models of sheds, but propose guidelines that are specific to size, height, color and location. An improvement application would be required to ensure compliance.

It was confirmed there is not a noise ordinance in the HOA documents. There is a township ordinance. Call the police if there is an issue.

Adjournment: With no further business, Mr. Vess motioned to adjourn the meeting. It was seconded by Mr. Finni. The meeting was adjourned at 7:11 pm.

These minutes are to be approved at the 2025 annual meeting.