



www.spmhoa.com

p: 513.528.3990

f: 513.528.5105

## **CRYSTAL CREEK HOMEOWNERS' ASSOCIATION**

### **2021 ANNUAL MEETING NOTICE**

June 11, 2021

Dear Homeowner:

The Annual Meeting of the Crystal Creek Homeowners' Association will be held on Monday, June 28, 2021, 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 two (2) homeowners to serve on the Board for 2-year terms.

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 2020 annual meeting minutes are enclosed.

We hope to see YOU on June 28th!

*The Crystal Creek Homeowners' Association Board of Trustees*

# **CRYSTAL CREEK HOMEOWNERS' ASSOCIATION**

2021 ANNUAL MEETING  
JUNE 28, 2021

## 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 June 11, 2021
- V. Approval of 2020 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](mailto:melissa.petts@spmhoa.com)

Proxies sent to the management company must be received by 5:00 PM on June 28, 2021.

**CRYSTAL CREEK HOMEOWNERS' ASSOCIATION  
 ANNUAL MEETING OF THE MEMBERSHIP  
 June 28, 2021  
 PROXY**

Date: \_\_\_\_\_

I, the undersigned Homeowner, represent that I am unable to attend the Annual Meeting of the Association on June 28, 2021 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](mailto:melissa.petts@spmhoa.com)  
RETURN BY: June 25, 2021

**2020 ANNUAL MEETING OF THE MEMBERSHIP**  
**AUGUST 19<sup>TH</sup> 2020 – starting at 6:00 pm**

**MINUTES**

---

- I. Call to Order: 6:00 pm via Zoom, attendees at Jon Westerkamp's residence and Charlie Rapiere representing management.
- II. Welcome and Introductions
- III. Attendance: A quorum was not present. Jennifer Miller moved to continue the meeting without a quorum. Becky Finni 2<sup>nd</sup> the motion. The motion carried with no objections.
- IV. Proof of Meeting Notice was present.
- V. Approval of Annual Minutes: Jennifer Miller moved to approve the June 20, 2019 minutes. Jon Westercamp 2<sup>nd</sup> the motion. The motion carried.
- VI. Treasurer Report – Financial Review
  - a. December 2019 Financials
    - i. Operating ended the year with a balance of \$8,120.88
    - ii. Prepaid balance of \$9100.00 YTD variance of \$284.00
    - iii. Reserves ended the year with a balance of \$32,600.58
  - b. Delinquent Accounts
    - i. EE – Equity Experts will take over all accounts 90 days delinquent.
    - ii. 1 account delinquent at \$2,316.00
- VII. Manager Report
  - a. 2019 Activities
    - i. New Landscape company started July 1, 2019 – Ground Systems
    - ii. Plants replaced in entryway - \$1,217.97
    - iii. New creek rock was installed - \$888.39
    - iv. Bed edging was established - \$899.26
    - v. Viburnum hard pruning - \$1,329.79
    - vi. Stump removals - \$2,204.10
    - vii. Legal opinion for online voting and Annual Meeting procedure.
    - viii. Legal opinion regarding Bylaws, voting, board positions and board participation.
    - ix. Mailbox Amendment passed – enforcing everyone to become complaint was next step prior to COVID 19.
    - x. Wendy Lucas took orders and built 6 mailboxes for residents who needed them. We expect to take orders for more again this fall.
  - b. 2020 Activities
    - i. Saved the HOA \$152.00 on Insurance for 2020.

- ii. Storm damage unexpected expense of \$1538.79
- iii. Removal of fallen tree of the fence expense \$152.12
- iv. Legal opinion for Commercial parking
- v. Front entry wall will need to be patched and repaired. Jon Westercamp will look at it again and based on what he finds, we will get bids to repair.
- vi. Spruce trees at front entry have a fungus – Board is seeking bids to treat the fungus or remove and replace the Spruces.
- vii. Continued maintenance and usage of website to promote community information sharing. We have 121 residents across 76 households who are registered for <https://www.crystalcreek-hoa.com>. The site averages about 30 users per week.

VIII. Election of Board of Trustee Members

- a. There are 3 board positions available
  - b. Introduction of candidates – There are three candidates: Wendy Lucas, Mike Steele and Michele Deutsch.
  - c. Open and Close the Nominations from the floor – Just for formalities sake, everyone interested in running should already be on the directed ballot.
  - d. Vote – By acclamation Mike Steele, Wendy Lucas and Michele Deutsch.
- IX. Open Discussion: Amending the Declaration. Can we amend the rule that work trucks are allowed in driveways? Can we change the quorum of votes to amend the declaration? Can we amend the bylaws to lower the quorum for the Annual Meetings? Can we add sheds? Homeowners can form a committee and review all these together so residents can consider one bundle of amendments.
- X. Adjournment: Wendy Lucas moved to adjourn the meeting with no further business to discuss. Brandy Albright 2<sup>nd</sup> the motion. The motion carried.