



Crystal Knoll Terrace HOA

Meeting Minutes

03/13/2021

Opening: The 1st Quarter Board of Directors meeting was called to order at 2:03pm on March 13, 2021 by Kathy Gould.

Present

**Kara Kelly
Kathy Gould
Gus Kawell
Andrew Karaffa
William Holland**

Approval of Agenda

The below Agenda was discussed and approved by the board.

1. Board positions and terms as follows

President-- Kathy Gould -2 yr
Secretary -Christina Barnett-1 yr
Treasurer- Will Holland-2 yr
2 member at large - Gus(2 yr) and Andrew(1 yr)

2. The board voted to appoint Kara Kelly the webmaster title and have tasked her with setting up the HOA website, email, and G-suite of services to help assist in a workable foundation for the HOA and board members.

3. The board agreed that Kathy Gould will send a certified/return mail letter asking for access to the bank account to Bill Marsh.

4. The board tasked William Holland to look into other bank options as related to start up costs, fees and any other applicable information pertaining to.

5. Board brought forth clarification on dues and passed the following

Collection of Fees - Our yearly dues are \$100, however due to the board starting late 2020 the first year only ½ will be collected.

Schedule of fees :

July 2020- June 2021- \$50



June 2021 -July 2022 - \$100 (A discount of \$15 will be give if paid before June 2021(so \$85))

6. The HOA budget was discussed as follows:

The Light bill - Andrew Karaffa and Gus Kawell are tasked with finding out how much we owe and what we are responsible for as far as how many street lights.

The board solicits bids for mowing companies for the common areas, i.e. retention ponds, playscape, dead end areas and mail boxes.

Gus Kawell to get with Denise on acquiring a po box for the board to have payments mailed too.

Christina Barnett to get with Karissa on acquiring tax information.

The board discussed the state of the playscape and will solicit the original manufacturer on an estimate to get the playscape serviced.

The Mail box Coverings was also discussed as a cost that will need to be addressed at a later date.

7. Items board has discussed to be considered and looked at for future meetings and events
Community clean up in May.

- a. Displaying of flags
Section 1,3 and 4
- b. Christmas decoration contest
- c. BBQ neighborhood cookouts
 - i. Community event
 1. Volunteers needed.
 - ii. Free weed and feed
 - iii. Once a year bulk trash pick up
 - iv. Negotiate community yard sales
 - v. Dog park

8. The board discussed and approved their immediate priorities :

- Getting access to the old bank accounts and ledgers
- Creating a new bank account
- Getting Liability insurance
- Assessment collections
- Getting the lights

Additions to the Agenda



In addition to the above items, it was brought to motion and decided that Ben would be chair of a planning development committee with Karen Miller and Mark Pettigre

Also brought to motion and decided that Kara Kelly to be chair of the events committee.

There will also be a community newsletter on the new HOA website, along with our governing documents.

****It is the will of the board that before you bring any items to us that involves your neighbor to first try to open communications with them on the issue.**

Adjournment

The meeting was adjourned by Kathy Gould at 3:44pm on March 13th, 2021. The 2nd Quarter Board meeting to be held on April 24th, 2021 at 2pm at 112 Dogwood.

Minutes Submitted by : Christina Barnett

Minutes approved by : Kathy Gould