

**Crestlake Homeowners' Association**  
**St Joseph Township Building**  
**May 21, 2015**  
**Board Meeting Minutes**

Call to order at 7:03pm by Daniel Wilson

Roll call

Daniel Wilson/President - Present	Open Position/Vice President
Adāna Adāms/Secretary - Present	Dennis Hueber/Treasurer - Present
Mike Birt/Sergeant at Arms – Present	Michele Guido/Member at Large - Present
Jaime Kofoot/Member at Large – Present	Tyson Royer/Member at Large - Present
Bethni Gill/Member at Large - Absent	

Guest: Jim Page

Let it be noted that Art Rapp resigned his position of Vice President via email to the board members on May 8, 2015 at 9:21am.

Michelle Guido moved approval of the March 19, 2015 minutes of the CHOA board meeting as written and submitted via email to board members.

Daniel Wilson seconded.

Unanimously approved.

Review of the monthly treasurer's report sent via email to members from Judie Puzey on 05/06/2015.

Dennis Hueber reported that an updated 2015 budget from the committee was sent to Judie Puzey.

Tyson Royer moved approval.

Michelle Guido seconded.

Unanimously approved.

Adana Adams reported the new home sales with names of new homeowners as found on the County Property Records website as of May 1, 2015.

604 Sycamore	Jeffrey & Michelle Primmer
507 Chestnut	Paul & Erica Campbell
510 Cedar	Justin C & Khara R Halbesleben
406 Winston	Jordan & Taylor Learnard
616 N Glover	Alec J & Patricia R Martin
504 S Cedar	Scott A Potter
504 N Cedar	Kara J Cain

Daniel Wilson informed the committee that we have two committee members who receive Hotline calls (voicemails via email) and if anyone else would like to be added we can easily add them.

Dennis Hueber moved approval of the secretary's report.

Mike Birt seconded.

Unanimously approved.

Architectural Report

Mike Birt reported a fencing approval request for a pie shaped lot at 506 South Glover Street.

Ponds and Commons Report

Tyson Royer is now managing our ponds and shorelines and is monitoring the algae and oxygen levels in each pond. Tyson reported he walked all the ponds before applying any chemical treatment to any of the ponds. He noted the edge of the ponds have substantial growth of weeds growing between the rocks and on the outer edge of the rock. He also noted 7 dead fish on Grand pond. Tyson checked oxygen levels in the water on Grand and Park Ponds and noted they were both within normal limits.

**Crestlake Homeowners' Association**  
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**May 21, 2015**  
**Board Meeting Minutes**

Tyson checked the wastewater coming from the drainage pipe between the two ponds and noticed the oxygen level was a bit lower than the oxygen levels in the actual ponds. This is probably related to the geese waste than anything else. Tyson will continue to monitor the oxygen levels.

Magnolia Pond has had an aerator the past few years to help keep the algae growth under control. The current aerator was rebuilt two years ago and is in need of having the motor and air pump rebuilt once again. Tyson Royer feels that he can control the algae on Magnolia pond with chemicals and monitor the oxygen levels for the same cost of rebuilding the aerator.

Daniel moved to spend the funds that were allocated to do repair work on the aerator to go to Tyson Royer to manage Magnolia Pond with chemicals.

Jaime Kofoot seconded.

Unanimously approved.

Daniel will measure a tree on Grand Pond and figure cost before getting bids for its removal.

Daniel will also have the Willow tree on Park Pond removed before the grout work begins.

Daniel/Duce Construction hopes to begin repair and grout work on Park and Grand Ponds beginning mid-June. He expects it will take about one week per pond, dependent on weather. Daniel will contact Ribbe Trucking who is under contract to do the dredging and rip wrap work on Magnolia Pond and inform them that work needs to be completed before end of summer 2015 so Duce Construction can complete the grout work.

A homeowner reported seeing a red fox on Grand Pond. Tyson Royer contacted animal control and the DNR. The DNR said there was little that would be done unless there was a family of them living on the commons and suggested that homeowners be cautious about leaving pets outside unless they were watched. Tyson contacted the concerned homeowner to follow-up that he had contacted the proper authorities about the situation.

#### Web and Communications

Daniel spoke with Matt Crider about the new website. Daniel reported that all the data from the former site has been imported to the new mobile friendly platform. Daniel would like to have a section on the website for board members that is password protected where all the signed contracts and documents are stored. Daniel requested feedback from the committee on any changes they might like to see and he will pass along the information to Matt.

#### Hotline report

Usual calls for letters for home closings.

Jaime Kofoot moved nomination of Jim Page as Vice President of the association if he so agreed.

Jim Page agreed to accept the position.

Dennis seconded.

Unanimously approved.

Review of changes to CHOA By-Laws was completed last month and the only further change suggested by Jim Page was to Article IV, Section One:

"The Board of Directors may, at any time, adopt policies which do not require an amendment to the By-Laws, but must be approved by meeting the quorum set for all other business conducted by the Board."

Jaime again read the section about where it explains what the dues period is and when they are paid.

**Crestlake Homeowners' Association**  
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**Board Meeting Minutes**

Daniel moved that the draft changes to the By-Laws be accepted as amended and that they be available to homeowners via the website for approval.

Mike Birt seconded.

Unanimously approved.

Jaime Kofoot will draft language for a notice to be sent to the homeowners that will be included with the Annual HOA fee invoice to be mailed out in early June. The notice will direct homeowners to the CHOA website. There will be information that Park, Grand and Magnolia Ponds will be undergoing some construction and to review and accept the final draft of the revised By-Laws and encourage homeowners to call the Hotline , send their vote to the CHOA post office box address or attend the July 15<sup>th</sup> Homeowner Board Meeting if they have any questions or concerns.

Mike Birt will make the photocopies on colored paper and deliver them to Judie Puzey by June 1.

Jaime Kofoot reported that there have been some issues with the language used in the letters that are sent for home closings by Judie Puzey.

Jaime Kofoot moved to create and send suggested language via email to CHOA Board Members for review and approval and once approved as created or revised, send it on to Judie Puzey for future letters.

Daniel Wilson seconded.

Unanimously approved.

Daniel will look into a loan application with Gifford State Bank with our existing account for 3-5 years borrowing \$70,000.

Next Meeting

Members agreed to move the meeting to Wednesday, July 15<sup>th</sup> rather than the usual Thursday meeting date.

Adana Adams moved to adjourn at 8:30pm.

Daniel Wilson seconded.

Unanimously approved.