

# Meeting Minutes for Crystal Park HOA Annual Meeting March 1, 2024

## I. MEETING DETAILS

Date: 3/1/2024

Time: 5 - 6 pm

Location: Johnson County Library - Monticello branch, large conference room

## II. ATTENDEES (Board) + 12 residents

Jessica Rolston, Jamie Curboy, Danielle Elliott, Patrick Lansdon

## III. MEETING OPENING

A. Call to Order - 5:02pm

B. Published Agenda Review & Adoption - 5:04pm

## IV. ACTION ITEMS.

A. No action items scheduled.

## V. DISCUSSION ITEMS.

A. Officer reports

a. President (Jessica Rolston).

i. Trash service

1. Negotiated new multi-year contract with WasteManagement

ii. Re-established Architectural Control Committee to approve exterior home projects (e.g., painting, decks, patios, etc.)

iii. Solicited bids for pool parking lot repair (Spring 2024)

iv. Solicited bids for pool fence repair (2024 tentatively)

v. Plan to solicit bids for tree trimming/removal on HOA property (2024)

vi. Continual publication of HOA newsletter to keep residents up-to-date

vii. **Current board members' term limits are expiring! Looking to recruit new board members in summer/fall 2024.**

b. Vice President (Jamie Curboy).

i. Significant repairs and maintenance to the pool area in 2023

1. Pergola replacement

2. Mudjacking of sidewalk and pool deck

3. Repair/replacement of plaster & tile

4. Fresh paint/upgrades to pool house exterior and bathroom

5. New locking mechanism and security card system for entry

ii. New pool operator for daily cleaning and chemical adjustments.

Cost-savings will net the HOA ~\$6,000 annually.

iii. City and county permits/inspections are scheduled and we are on track to open Memorial Day 2024.

c. Treasurer (Danielle Elliott)

i. Projected 2024 dues collection is \$134,000

ii. Dues collection stands at 92% as of March 1

- iii. Implemented online dues payment system (CheddarUp)
  - iv. A detailed budget projection is available on the HOA [website](#).
  - v. A long-term goal is to build a reserve fund for emergency repairs and large projects.
- d. Secretary (Patrick Lansdon)
    - i. Overhauled website and communication with residents
    - ii. New website at [www.crystalparkha.com](http://www.crystalparkha.com)
      - 1. Updated FAQ section
      - 2. Historical annual budgets and meeting minutes
    - iii. Created emails specific to the board ([crystal.park.hoa@gmail.com](mailto:crystal.park.hoa@gmail.com)), treasurer ([treasurer.crystal.park.hoa@gmail.com](mailto:treasurer.crystal.park.hoa@gmail.com)), and Architectural Control Committee ([acc.crystal.park.hoa@gmail.com](mailto:acc.crystal.park.hoa@gmail.com)).
- B. Upcoming Project Timeline/Updates.
    - a. Pool parking lot repair and resurfacing (Spring 2024)
    - b. Pool fence repair - Spring/Fall 2024 (tentative)
    - c. Replace pool deck caulking - Spring/Fall 2024 (tentative)
    - d. Tree trimming around pool and stormwater retention basin (Summer 2024)

## VI. HOMEOWNER INPUT.

- A. Concerns about low-hanging trees on HOA property and sediment in the stormwater retention pond.
- B. Questions about repairing the playground and replacing the playground surface
- C. When is the pool cleanup day? **A pre-opening cleanup is TBD.**
- D. Who is responsible for tree-trimming along Johnson and Monticello? **Excluding HOA-owned property, residents are responsible for maintaining and replacing trees on their properties abutting Johnson and Monticello.**
- E. Who is responsible for shoveling sidewalks along Johnson and Monticello? **Excluding HOA-owned property, residents are responsible for shoveling sidewalks abutting both the back and front of their properties within 48 hours of last snowfall.**
- F. Homeowner request to add proposed projects/maintenance timeline to the HOA website
- G. Questions about keeping HOA dues in an interest-bearing account for passive income.
- H. Questions about the amount of money needed in a reserve fund for the HOA and a proposed timeline to achieving that amount.

## VII. ADJOURNMENT.

Meeting adjourned - 5:40pm