

Crystal Shores Condo Association Annual Meeting Minutes – May 25, 2019

Meeting was called to order at 9:10 AM

7 Lots represented so a quorum was established

Roll Call:

Present:

Karen – 3 lots; Curt & Carol – 1 lot; Dean & Pat – 1 lot; Tim & Tisha – 1 lot; Rick & Arleen – 1 lot

Absent:

Trim - Brnjac – 1 lot; Jason & Molly – 2 lots; Osterhout – 1 lot; Gitner – 1 lot; Klaiber – 1 lot

1. Review 2018 Minutes

- a. Minutes reviewed and approved as published.
 - i. Motion to approve- Rick Darter. Seconded by Carol Hicks.
 - ii. Motion approved with no objections

2. Treasurer Report

- a. \$13,918.14 as of this date.
- b. Trash bill paid and up to date
- c. Insurance annual premium paid and current.
- d. Checks yet to be written include small amounts owed to Karen for flowers; to Dean for gas and Rick for Beach cleanup refreshments.

3. Corporation Document

- a. Pat Marsh has agreed to continue being responsible for this function.
- b. Paperwork is due to the State and comes to Pat in Sept. each year.
- c. Pat has filed 2019 certificate paperwork and her new address with the State so she will get Sept 2019 no interruption.
- d. Web site that tracks this is LARA / state of Michigan under Department of Regulatory Affairs if anyone wants to see it.

4. Beach Clean-up 2019

- a. Tim reported. Started a week earlier this year. Dean started earlier to spread out the amount of time spent he spends on his tractor. We began removing first row of fencing to allow tractor to pull sand. The entire project was completed by the second weekend (May 12th)
- b. Special thanks to the participants - Marsh / Keck / Hicks / Darter / & Oberle families.
- c. **Dates for 2020 beach clean-up and snow fence removal set for May 2 & 3 with alternate weekend May 9 & 10**

5. Crystal Shores Website discussion

- a. Curt will make changes from documents provided. Changes included verbiage from "homeowner" to read "condominium association."
- b. Curt will attach the following documents to the website: Welcome document, Contact Form, Association Contacts, Beach Rules & Etiquette, Community Info Reminders.
- c. Curt will provide login credentials to association members to post pictures etc. to one of the web pages.

- d. Dean made Motion made to Provide the website to local realtors and those with current signs.
 - i. Curt & Tisha seconding the motion. All voted to approve so motion carried. **Tim and Tisha will be responsible** for making contact and providing the website address to all realtors mentioned.
- e. Motion made by Curt to allocate up to \$200 for a sign with website address to be attached to the current sign at the condo association street entrance.
 - i. Dean seconded the motion and vote was unanimous.
 - ii. Motion approved.

6. **Contact List**

- a. Karen will provide a list of phone numbers to Tim. **Tim will distribute** to the residents in a separate e-mail to each so all have phone numbers in case of emergency or need to contact owner.

7. **New Business:**

- a. Tisha made a motion to have the association responsible for the cost of snow fence replacement used to maintain our beach with an annual budget of \$250.00 or approximately 5 rolls of fencing and posts if required.
 - i. Carol seconded motion and the vote was unanimous.
 - ii. Motion was approved.
- b. Dean made a motion to compensate Mike Tundo \$100 in an Amazon card for his assistance with beach clean-up and maintenance. **Carol will be responsible** for getting the card.
 - i. Tisha seconded motion. Vote was unanimous.
 - ii. Motion was approved.
- c. Collection of past due association Dues
 - i. Karen presented options available to the Association.
 - ii. **Karen will do the required initial investigation and her office will prepare and send a letter.**
 - iii. **Tim and Curt are to validate the amount due and submit to Karen for inclusion into the letter.**
 - iv. Tisha made the motion to pursue debt validation letter allowing 30 days for resident to dispute. If not paid by that time, a law suit is to be filed.
 - 1. Motion was seconded by Dean. Vote was unanimous.
 - 2. Motion to pursue past due association dues is approved.
- d. Karen made the motion to approve the creation of a license for the purpose of allowing our road and dumpster to be used by the current neighbor parallel to the road. Karen will be responsible for creating the license agreement. The license to be ongoing and dues of \$300 to be collected June 1st of each year. Agreement to be exclusive with current neighbor only and expires with every new owner. Does not apply if property is subdivided. **Karen will send a copy to residents prior to providing to neighbor.**
 - i. Tisha seconded the motion. Vote was unanimous.
 - ii. Motion to crease the lease/license was approved.
- e. Road Maintenance

- i. Tisha made a motion to pay up to \$500.00 for crack sealing of the road.
 - ii. Dean seconded the motion. Vote was unanimous
 - iii. Motion to get road crack sealed was approved.
 - iv. **Further, Tim will find out who did the road sealing of Stephens drive. Tim will get a price for both road sealing and crack repair prior to hiring a contractor.**
 - f. Mowing near road for maintenance;
 - i. Discussion held by group how to handle. Karen will take care of the lot she owns. Association will pay for the rest.
 - 1. **Tim to get a quote from Bill at Shoreline for cutting the “rest” 2X per month.**
 - 2. Further action tabled until facts are known.
 - g. Snow plowing:
 - i. Plan discussed that we want snow plowed at 4” or more only. All agree that personal driveways are owner’s responsibility.
 - 1. **Tim to get a price from Bill at Shoreline**
 - 2. **Karen will get with Esch for their information**
 - 3. **Each resident to mark driveways with “poles” before winter to help snow removal company locate driveways**
 - h. Snow fence installation week:
 - i. October 12th and 13th were dates agreed
- 8. **2020 Meeting date:**
 - a. Memorial weekend 2020 on Saturday at 9:00 AM
 - i. Put this into your calendars.
- 9. **Adjourn**
 - a. Dean made motion to adjourn.
 - i. Rick seconded and vote unanimous
 - ii. Adjourned at 11:30 AM

Respectfully,

Tim Keck