

**CRYSTAL LANE COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MARCH 18, 2014
MINUTES**

NOTICE Upon due notice given and received, the regular meeting of the Board of Directors of the Crystal Lane Community Association was held on March 18, 2014 7:00 pm, at 13501 Zivi Avenue, Chino, CA. 91701.

PRESENT Dave Gillespie, President
Mike Ford, Vice President
Ron Dallas, Treasurer
Joanne Kirby, Secretary
Regina Price, Member

Beth Bruley, StoneKastle Community Management, Inc.
Alison Cave, StoneKastle Community Management, Inc.

CALL TO ORDER The meeting was called to order at 6:30 pm by Dave Gillespie President.

OPEN FORUM There were two (2) homeowners present during open forum. Topics of discussion were (1) The upcoming garage sale. (2) National night out.

**EXECUTIVE
SESSION
DISCLOSURE**

Beth Bruley, Manager, reported that there was an Executive Session of the Board of Directors held to hold hearings and to discuss member discipline matters and contracts.

MINUTES Motion was made by Dave Gillespie and seconded by Mike Ford to approve the Regular Session meeting minutes of February 28, 2014. Motion carried.

**FINANCIAL
STATEMENT**

The February 28, 2014 financial statements have been provided by management and reviewed. Motion was made by Dave Gillespie and seconded by Mike Ford to approve the financial statement as submitted. Motion carried.

Delinquent Assessments – Lien Approvals
No action taken.

**UNFINISHED
BUSINESS**

Fob System Upgrade Proposal
This item was tabled pending additional proposals.

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Pool Deck Seal Proposals

This item was tabled pending confirmation if the local pool supply company (Euclid Pool Supply) can recommend a local vendor to do the work.

Concrete Art Re-Staining/Seal Proposal

The Board reviewed proposals obtained from Concrete Art and Surface Renovators to re-stain the entry pavement along with all of the decorative art throughout the community. After discussion, Motion was made by Dave Gillespie and seconded by Mike Ford to deny the proposals and not to proceed with this project. Motion carried.

**NEW
BUSINESS**

National Night Out

The Board reviewed the "Save the Date" flyer for National Night Out that is scheduled for August 5, 2014. Management was instructed to proceed with scheduling this event with Olivia Le Van from Chino Police Department.

Community Garage Sale

The Board reviewed correspondence received from homeowner requesting the Board consider having a community wide garage sale in April. After discussion the board agreed to hold the garage sale on April 26th. Management was instructed to post the information on the website. The Social Committee will hand out flyers.

Pool Drain Cover Proposals

This item was tabled pending confirmation if the local pool supply company (Euclid Pool Supply) can provide the covers and/or recommend a local pool vendor.

Power Wash Walkways Proposal

The Board reviewed a proposal obtained from Personal Touch Cleaning to power wash/steam clean the entry and walkways throughout the community. Management was instructed to request Personal Touch to change the proposal for cleaning if the five (5) entry streets only.

Reserve Study Proposals

The Board reviewed proposals obtained from Advanced Reserve Solutions, Association Reserves and Strategic Reserves to prepare the 2014/2015 reserve study. Motion was made by Regina Price and seconded by Mike Ford to approve the proposal from Strategic Reserves at a cost of \$289.00 for update only. Motion carried.

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Draft Audit

The Board reviewed the draft audit prepared by CPA Inouye, Shively, Longtin and Klatt for the year ended December 31, 2013. Motion was made by Dave Gillespie and seconded by Mike Ford to approve the audit as submitted. Motion carried.

Permit Approvals

The Board reviewed the recently submitted parking permit applications, the following applications have been approved;

- 13542 Gold Medal – for two permits
- 7033 Angora St. – for one permit
- 13574 Mashona – for one permit
- 13548 Corsican Ct. – for one permit
- 13420 Gold Medal – for one permit

**NEXT
MEETING**

The next meeting will be held March 18, 2014 at 6:30 pm at Crystal Lane Clubhouse.

ADJOURN

There being no further business to come before the Board of Directors at this time, the meeting was adjourned at 7:42 p.m.

ATTEST

Respectfully Submitted by, Beth Bruley, Community Manager.

APPROVED



Dave Gillespie, Chairman of the Meeting

SECRETARY'S CERTIFICATE

I hereby certify that I am the duly Appointed and Acting Secretary of the Crystal Lane Community Association, and do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the Minutes of the Board of Directors Meeting held March 18, 2014 as approved by the Chairman of the Meeting.

Dated: 4/15/14



Jeanne Kirby, Secretary