

**CRYSTAL LANE COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MARCH 24, 2015
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 24, 2015, at 7:00 PM . Location 13501 Zivi Avenue, Chino, CA. 91701.

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

Robin Allen , StoneKastle Community Management, Inc.
Lori Yarborough , StoneKastle Community Management, Inc.

ABSENT Ron Dallas, Treasurer

CALL TO ORDER The meeting was called to order at 6:51 pm by Ron Dallas.

OPEN FORUM There were 3 Homeowners Present

**EXECUTIVE
SESSION
DISCLOSURE**

Lori Yarborough, 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 Joanne Kirby to approve the Regular Session meeting minutes of February 17, 2015 Motion carried.

**FINANCIAL
STATEMENT**

The February 28, 2015 financial statement has been provided by management and reviewed. Motion was made by Dave Gillespie and seconded by Regina Price to approve the financial statement as submitted. Motion carried.

Delinquent Assessments – Lien Approvals
There were liens to review for March 2015

Accounts to collection attorney
There were no accounts to send to the collection attorney.

Account Balance Write Offs
This item was tabled until the April meeting.

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**NEW
BUSINESS**

2014 Audit Draft

Motion was made by Mike Ford and seconded by Joanne Kirby to approve the 2014 draft audit prepared by Shively, Longtin & Klatt. Motion carried.

Pool and Spa Re-Plaster

This item was tabled until the April meeting.

Pool Trellis Replacement

This item was tabled until the April meeting.

Clubhouse Rental Checklist

Management looked into the misc. charge from Personal Touch in December 2015 of \$21.56. The fee was for excess clean up from an event. Management created the enclosed checklist in January 2015 which has been completed by Personal Touch at each event cleaning. The homeowner deposit is not returned until checklist is received by Personal Touch to determine if funds should be held from the event deposit. No action was taken.

**NEXT
MEETING**

The next meeting will be held April 21, 2015 at 7:00 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 7:18 p.m.

ATTEST

Respectfully Submitted by, Lori Yarborough, Community Manager.

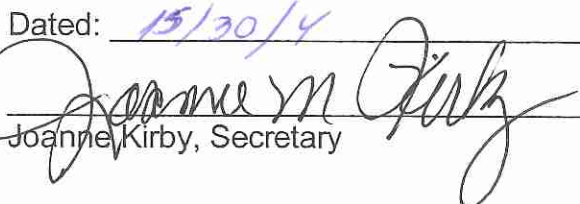
APPROVED



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 24, 2015 as approved by the Chairman of the Meeting.

Dated: 15/30/14


Joanne Kirby, Secretary