

**CRYSTAL LANE COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 1, 2016 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 August 1, 2016, at 7:00 PM. Location 13501 Zivi Avenue, Chino, CA. 91710.
- PRESENT** Dave Gillespie, President
Joanne Kirby, Secretary
Ron Dallas, Treasurer
- Robin Allen, StoneKastle Community Management, Inc.
- ABSENT** Regina Price, Member
Mike Ford, Vice President
- CALL TO ORDER** The meeting was called to order at 7:00 pm by Dave Gillespie.
- OPEN FORUM** There were 2 Homeowner Present
- EXECUTIVE
SESSION
DISCLOSURE** Robin Allen, Manager, reported that there will be an Executive Session of the Board of Directors held on August 1, 2016 immediately following General Session.
- MINUTES** Motion was made by Mike Ford, seconded by Joanne Kirby to approve the Regular Session meeting minutes of July 11, 2016 Motion carried.
- FINANCIAL
STATEMENT** Motion was made by Ron Dallas, seconded by Joanne Kirby to approve the financial statement ending June 30, 2016 as submitted. Motion carried.
- LIEN FILING** No liens at this time
- UNFINISHED
BUSINESS** Fob/Gate System
This item has been tabled to allow Director Ron Dallas and Management to review the items and process needed to restore the current system

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NPG Paving Project

A motion was made by Ron Dallas, seconded by Dave Gillespie to hold check until crack seal streets with problems are corrected. Motion Carried.

**NEW
BUSINESS**

Tree Trimming

A motion was made by Dave Gillespie, seconded by Ron Dallas to approve Villa Park proposal in the amount of \$23,130.00. Motion carried.

Lighting Proposal

Tabled obtain additional proposals.

Roof Inspection Proposal

A motion was made by Ron Dallas, seconded by Dave Gillespie to not complete a roof inspection on the clubhouse in 2016. Motion carried.

Annual Meeting 2016

A motion was made by Joanne Kirby, seconded by Dave Gillespie and carried to approve the annual meeting as noted:

- Date, time and location: November 6, 2016 at the Crystal Lane Clubhouse.
- Does the Board wish to conduct a Regular Meeting prior to the Annual Meeting? YES
- A motion is required to direct Management to send a request for candidates to all members and to accept into nomination all candidates whose statements are received by the deadline date.
- Record Date of Ownership: The Association's Bylaws, Article IV, Section 4.9 provide that the Board may/shall establish a record date for determining Members entitled to vote at the meeting. The Bylaws state the record date of the meeting if recorded prior to 8:00 a.m. in the county of San Bernardino.
- Approval of Agenda: Enclosed is a sample agenda for the Annual Meeting. A) Does the Board wish to make a presentation to the membership outlining its accomplishments for the past year, and goals for the coming year? NO B) Will there be retiring Directors? NO

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- Recommendation regarding Excess Funds Resolution:
- **Apply to Following Year Assessments: Any excess funds would be allocated to the Operating Budget, thereby decreasing or eliminating the need for an increase in assessments that may be deemed necessary by the Board of Directors**
- Appoint Ballot Inspectors: Inspector(s) Cathie Force of Election should be appointed at least 60 days prior to the Annual Meeting Date to allow them an opportunity to review the Election and Voting Rules. Appointments may be made in an open session of the Board or via Action without Meeting.
- Attorney Present; NO
- Architectural Application
There were no applications to review at this meeting.

13591 Gold Medal Correspondence
Motion was made by Joanne Kirby, seconded by Dave Gillespie to keep the current format and content of the meeting minutes. Motion carried.

**NEXT
MEETING**

The next meeting will be held September 6, 2016 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 8:11 p.m.

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ATTEST

Respectfully Submitted by, Robin Allen, Community Manager.

APPROVED

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 August 1, 2016 as approved by the Chairman of the Meeting.

A UNANAMOUS MOTION WAS MADE TO APPROVE THE AUGUST 1, 2016 MINUTES AS PRESENTED AT THE SEPTEMBER 12, 2016 GENERAL SESSION MEETING.