

**CRYSTAL LANE COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
NOVEMBER 18, 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 November 18, 2015, at 7:00 PM. Location 13501 Zivi Avenue, Chino, CA. 91710.

**PRESENT** Dave Gillespie, President  
Mike Ford, Vice President  
Joanne Kirby, Secretary  
Ron Dallas, Treasurer

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

**ABSENT** Regina Price, Member

**CALL TO ORDER** The meeting was called to order at 7:00 pm by Dave Gillespie.

**OPEN FORUM** There were 2 Homeowner Present

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**EXECUTIVE  
SESSION  
DISCLOSURE**

Lori Yarborough, Manager, reported that there was an Executive Session of the Board of Directors held on November 18, 2015.

**MINUTES** Motion was made by Ron Dallas and seconded by Dave Gillespie to approve the Regular Session meeting minutes of October 26, 2015 with the change of Lori Yarborough absent and Robin Allen present. Motion carried.

**FINANCIAL  
STATEMENT**

The October 31, 2015 financial statement has been provided by management and reviewed. Motion was made by Ron Dallas and seconded by Dave Gillespie to approve the financial statement as submitted. Motion carried.

**Lien Filing**

A motion was made by Ron Dallas, seconded by Mike Ford to approve the filing of liens on the accounts discussed in Executive Session. Motion Carried

APN 1052-593-17-0000

APN 1052-595-25-0000

APN 1052-593-33-0000

APN 1052-593-38-0000

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**UNFINISHED  
BUSINESS**

Clubhouse Remodel/ Painting Proposals

The Board discussed this item and have tabled it until the next meeting.

**NEW  
BUSINESS**

Audit Tax Proposal

Motion was made by Mike Ford and seconded by Joanne Kirby to approve the proposal presented by Inouye Shively Longtin & Klatt in the amount of \$1,025.00 to prepare the 2015 tax audit and tax filing. Motion carried.

NPG Change Order

Motion was made by Ron Dallas and seconded by Dave Gillespie to approve the change order presented by NPG Pavement to complete the crack seal in the amount of \$3,000.00 prior to the seal coat. Motion carried.

Homeowner Correspondence

At the request of the Board, Management will notify all homeowners requesting resolution on outstanding violations on rules and regulations; will be answered by the Board of Directors after the monthly Board Meetings.

**NEXT  
MEETING**

The next meeting will be held January 4, 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 8:05 p.m.

**ATTEST**

Respectfully Submitted by, Lori Yarborough, Community Manager.

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APPROVED



~~Dave Gillespie~~, Chairman of the Meeting

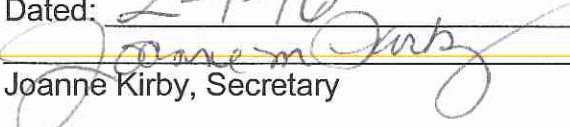


**SECRETARY'S CERTIFICATE**

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 November 18, 2015 as approved by the Chairman of the Meeting.

Dated:

2-1-16

  
Joanne Kirby, Secretary

