

**CRYSTAL LANE COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
AUGUST 20, 2019**

- 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 20, 2019, at 7:00 PM. Location 13501 Zivi Avenue, Chino, CA. 91710.
- PRESENT** Dave Gillespie, President  
Mike Ford, Vice President  
Joanne Kirby, Secretary
- ABSENT** Ron Dallas, Treasurer  
  
Lori Yarborough, StoneKastle Community Management, Inc.
- CALL TO ORDER** The meeting was called to order at 6:10 pm by Dave Gillespie.
- MINUTES** A motion was made by Dave Gillespie, seconded by Joanne Kirby to approve the regular meeting minutes for July 16, 2019. All in favor. Motion carried.
- NEW BUSINESS** Exterior Window Cleaning Proposal  
A motion was made by Dave Gillespie, seconded by Joanne Kirby to approve a proposal from Mr. Window Cleaning in the amount of \$850.00. All in favor. Motion carried.
- Vendor Correspondence  
A motion was made and seconded to approve a proposal from Personal Touch for an annual increase of 7% or \$681.66 effective January 1, 2020. All in favor. Motion carried.
- NEXT MEETING** The next meeting will be held August 20, 2019 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 7:15 p.m.
- ATTEST** Respectfully Submitted by, Lori Yarborough, Community Manager.

**APPROVED**

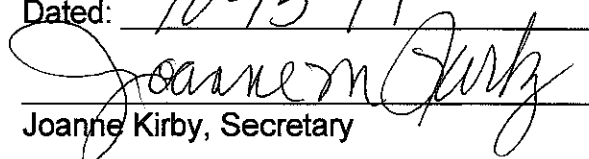
  
\_\_\_\_\_  
Dave Gillespie, Chairman of the Meeting

**CRYSTAL LANE COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
AUGUST 20, 2019 - PAGE 2**

**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 20, 2019 as approved by the Chairman of the Meeting.

Dated: 10-15-19

  
Joanne Kirby, Secretary