

Minutes of Regular Board Meetings (Required Civil Code Sec. 4525)
Crystal Cay Condominium Association

**CRYSTAL CAY CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 9, 2017**

GENERAL SESSION MINUTES

by Cresta Verde Landscape.

**APPOINTMENT OF
BOARD MEMBER**

The Board of Directors discussed the appointment of homeowner Hisham Hasbini to the Board of Directors.

Following discussion, a motion was made, seconded and unanimously carried to appoint Hisham Hasbini to the Board of Directors.

**ACCORD
CONSTRUCTION
MANAGEMENT – STREET
WORK
PROJECT MANAGEMENT
PROPOSAL**

The Board of Directors reviewed the proposal from Accord Construction Management to provide specifications and manage the bidding process and work completion for the street work needed in the community.

Following review and discussion, a motion was made, seconded and unanimously carried to approve the proposal from Accord Construction for the street repair project in the amount of \$150.00 per hour and not to exceed 7% of the total project amount.

**COMMUNITY GUTTER
CLEANING**

The Board of Directors reviewed the proposal for community wide gutter cleaning from ICON Construction and Maintenance.

Following review and discussion, a motion was made to approve the proposal from ICON for community wide gutter cleaning in the amount of \$4,180.00.

PARKING PROTOCOL

The Board of Directors discussed the current parking protocol.

Following discussion, a motion was made, seconded and unanimously carried to revise the parking rules to change it from 3 citations then a tow to 2 citations then a tow. In addition, the Board of Directors moved to issue all new decals to homeowners in the community. Management will provide the Board with proposed new decal designs.

NEXT MEETING

The next meeting is March 2, 2017

ADJOURNMENT

There being no further business to come before the board the general session meeting was adjourned to executive session at 7:42 p.m.

**EXECUTIVE SESSION
DISCLOSURE**

An Executive Session Meeting was held on January 17, 2017 to discuss the following:

- Approval of November 29, 2016 Executive Session Meeting Minutes
- Show Cause Hearing
- Violation Process and Protocol
- Collection Items
- Review of Violation Notices

ATTEST

I, Eileen Murek, the duly appointed and acting Secretary of the Crystal Cay Condominium Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Board of Directors meeting held on the date listed above, as approved by the Board of Directors for Crystal Cay Condominium Association.

Eileen Murek
Appointed / Acting Secretary

3/2/17
Dated

March 2, 2017
MEMBER SIGN IN SHEET

MEMBER SIGN IN SHEET

*The Board of Directors welcomes your comments. **Comments will be limited to 3 minutes per homeowner and each will be timed accordingly.** Please remember that this is your time to be heard by the Board. If a decision is needed regarding your issue, you are requested to put it in writing to be placed on the next Agenda for consideration. Also, please address your comments to the Board as a whole, as comments to individual members are not permitted. Keep your comments brief to the point, and do not repeat prior comments so that everyone can be heard. In the interest of time, if several people wish to address the same issue, the Board will request those with the same concern to appoint ONE person to speak collectively on their behalf. Your cooperation is greatly appreciated.*

Issue

Towing

**NOTICE OF
MEETING:**

Upon notice, duly given and received a Regular Session meeting of the Board of Directors of the Crystal Cay Condominium Association was held at 27261 Las Ramblas, Mission Viejo, California on January 17, 2017.

ATTENDANCE:

BOARD OF DIRECTORS MEETING

JANUARY 17, 2017

Ryan Sellers, President

Alba Abakonczyk, Vice President

Steve Nash, Treasurer/ Secretary

Erleen Murray, Member at Large

GENERAL SESSION MINUTES

Representing Mgmt.: Jennifer Anaya, Senior Community Manager

Others Present:

None

GUESTS

See sign in sheet

CALL TO ORDER:

Board President, Ryan Sellers, called the meeting to order at 6:46 P.M.

**HOMEOWNER
FORUM:**

In accordance with state statute, the Owners present were afforded the opportunity to address the Board of Directors.

- No Homeowners were present.

MINUTES:

The Board of Directors reviewed the draft minutes from the November 29, 2016 General Session Meeting,

Following review, a motion was made, seconded, and unanimously carried to approve the Minutes as presented.

**FINANCIAL
STATEMENT**

The Board of Directors reviewed the unaudited financial statement for the period ending December 31, 2016, as submitted by Amber Property Management.

Following review, a motion was made, seconded, and unanimously carried to accept the financials as submitted, subject to year-end review by the Association's auditor

DISCUSSION ITEMS:

CVL LANDSCAPE

The Board of Directors reviewed the reports from CVL Landscape for the month of November and December.

**REQUEST FOR 3RD
PARKING PERMIT**

The Board of Directors reviewed the request for a 3rd parking permit from the homeowner/tenants at 27 Grenada.

Following review and discussion, a motion was made, seconded and unanimously carried to approve the request, conditional upon Management obtaining additional information and clarification.

**RESIGNATION OF BOARD
MEMBER**

The Board of Directors reviewed the resignation of Director Abakonczyk due to sale of her unit.

A motion was made, seconded and unanimously carried to accept Director Abakonczyk's resignation.

**CRYSTAL CAY CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 18, 2016**

GENERAL SESSION MINUTES

ADJOURNED

There being no further business to come before the Board of Directors in General Session, the meeting was adjourned at 8:37 pm.

NEXT MEETING

The next meeting is TBD.

**EXECUTIVE SESSION
DISCLOSURE**

An Executive Session Meeting was held on September 20, 2016 to discuss the following:

- Approval of August 23, 2016 Executive Session Meeting Minutes
- Show Cause Hearing
- Violation Process and Protocol
- Collection Items
- Review of Violation Notices

ATTEST

I, Steve Nash, the duly appointed and acting Secretary of the Crystal Cay Condominium Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Board of Directors meeting held on the date listed above, as approved by the Board of Directors for Crystal Cay Condominium Association.

[Signature]
Appointed / Acting Secretary

11/29/16
Dated

**NOTICE OF
MEETING:**

Upon notice, duly given and received a Regular Session meeting of the Board of Directors of the Crystal Cay Condominium Association was held at 27261 Las Ramblas, Mission Viejo, California on October 18, 2016.

ATTENDANCE:

BOARD OF DIRECTORS MEETING
Directors Present: Ryan Sellers, President

OCTOBER 18, 2016
Barbara Blaszczczyk, Vice President

Steve Nash, Treasurer/ Secretary

Ellen Murray, Member at Large

GENERAL SESSION MINUTES

Representing Mgmt.: Jennifer Anaya, Senior Community Manager

Others Present:

None

GUESTS

No guests were present

CALL TO ORDER:

Board President, Ryan Sellers, called the meeting to order at 7:50 P.M.

**HOMEOWNER
FORUM:**

In accordance with state statute, the Owners present were afforded the opportunity to address the Board of Directors.

- No Homeowners were present.

MINUTES:

The Board of Directors reviewed the draft minutes from the September 20, 2016 General Session Meeting,

Following review, a motion was made, seconded, and unanimously carried to approve the Minutes as presented.

DISCUSSION ITEMS:

The Board of Directors reviewed the unaudited financial statement for the period ending September 30, 2016, as submitted by Amber Property Management.

Following review, a motion was made, seconded, and unanimously carried to accept the financials as submitted.

CVL LANDSCAPE

The Board of Directors reviewed the landscape walk through report as provided by Cresta Verde Landscape.

**PARKING RULE
CHANGE**

The Board of Directors reviewed the proposed parking rule changes.

Following review and discussion, a motion was made, seconded and unanimously carried to approve the proposed rule change to go out to the community for comment as follows:

The rule shall be changed to read that two citations shall be issued and any vehicle that receives a third citation for the same violation shall be towed.

In addition, the Board of Directors voted to revert back to the previously approved parking procedures and require that all vehicles receiving a permit be registered to the Crystal Cay address and that each tenant must provide proof of such.

ADJOURNED

There being no further business to come before the Board of Directors in General Session, the meeting was adjourned at 8:37 pm.

NEXT MEETING

The next meeting is TBD.

**EXECUTIVE
DISCLOSURE**

SESSION An Executive Session Meeting was held on September 20, 2016 to discuss the following:

- Approval of August 23, 2016 Executive Session Meeting Minutes
- Show Cause Hearing
- Violation Process and Protocol
- Collection Items
- Review of Violation Notices

ATTEST

I, _____, the duly appointed and acting Secretary of

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| NOTICE OF MEETING: | Upon notice, duly given and received a Regular Session meeting of the Board of Directors of the Crystal Cay Condominium Association was held at 27261 Las Ramblas, Mission Viejo, California on September 20, 2016. |
| ATTENDANCE: | <p>Directors Present: Ryan Sellers, President Barbara Abaconczyk, Vice President Steve Nash, Treasurer/ Secretary Eileen Murray, Member at Large</p> <p>Representing Mgmt.: Jennifer Anaya, Senior Community Manager</p> <p>Others Present: None</p> |
| GUESTS | No guests were present |
| CALL TO ORDER: | Board President, Ryan Sellers, called the meeting to order at 6:35 P.M. |
| HOMEOWNER FORUM: | <p>In accordance with state statute, the Owners present were afforded the opportunity to address the Board of Directors.</p> <ul style="list-style-type: none"> • No Homeowners were present. |
| MINUTES: | <p>The Board of Directors reviewed the draft minutes from the August 23, 2016 General Session Meeting,</p> <p><i>Following review, a motion was made, seconded, and unanimously carried to approve the Minutes as presented.</i></p> |
| DISCUSSION ITEMS: | <p>The Board of Directors reviewed the unaudited financial statement for the period ending August 31, 2016, as submitted by Amber Property Management.</p> <p><i>Following review, a motion was made, seconded, and unanimously carried to accept the financials as submitted.</i></p> |
| CVL LANDSCAPE | The Board of Directors reviewed the landscape walk through report as provided by Cresta Verde Landscape. |
| CVL LANDSCAPE – REMOVAL OF DECLINING ESCALONIA | <p>The Board of Directors reviewed the proposal for the removal of the remaining declining Escallonia as presented by CVL in the amount of \$9,640.00.</p> <p><i>Following review and discussion, a motion was made, seconded and unanimously carried to approve the proposal from CVL to remove the remaining declining Escallonia in various areas in the amount of \$9,640.00.</i></p> |
| ICON CONSTRUCTION AND MAINTENANCE – 31 GRENADA | <p>The Board of Directors reviewed the proposal from ICON Construction and Maintenance for additional repairs due to water damage at 31 Grenada in the amount of \$4,217.00.</p> <p><i>Following review and discussion, a motion was made, seconded and unanimously carried to approve the proposal from ICON Construction and Maintenance for additional repairs due to water damage at 31 Grenada in the amount of \$4,217.00.</i></p> |
| ANTIS ROOFING – WATER TESTING AT 97 GRENADA | <p>The Board of Directors reviewed the proposal from Antis Roofing for water testing at 97 Grenada in the amount of \$165.00 per hour with a 3 hour minimum.</p> <p><i>Following review and discussion, a motion was made, seconded and unanimously carried to approve the proposal from Antis Roofing for water testing at 97 Grenada in the amount of \$165.00 per hour with a 3 hour minimum.</i></p> |
| REPIPING IN THE COMMUNITY | <p>The Board of Directors discussed the re pipes that have been completed in the community.</p> <p>There being no further business to come before the Board of Directors in General</p> |

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| NOTICE OF MEETING: | Upon notice, duly given and received a Regular Session meeting of the Board of Directors of the Crystal Cay Condominium Association was held at 27261 Las Ramblas, Mission Viejo, California on August 23, 2016. |
| ATTENDANCE: | <p>Directors Present: Ryan Sellers, President Barbara Abaconczyk, Vice President Steve Nash, Treasurer/ Secretary Eileen Murray, Member at Large</p> <p>Representing Mgmt.: Jennifer Anaya, Senior Community Manager</p> <p>Others Present: None</p> |
| GUESTS | No guests were present |
| CALL TO ORDER: | Board President, Ryan Sellers, called the meeting to order at 6:35 P.M. |
| HOMEOWNER FORUM: | <p>In accordance with state statute, the Owners present were afforded the opportunity to address the Board of Directors.</p> <ul style="list-style-type: none"> No Homeowners were present. |
| MINUTES: | <p>The Board of Directors reviewed the draft minutes from the July 19, 2016 General Session Meeting,</p> <p><i>Following review, a motion was made, seconded, and unanimously carried to approve the Minutes as presented.</i></p> |
| DISCUSSION ITEMS: | <p>The Board of Directors reviewed the unaudited financial statement for the period ending July 31, 2016, as submitted by Amber Property Management.</p> <p><i>Following review, a motion was made, seconded, and unanimously carried to accept the financials as submitted.</i></p> |
| CVL LANDSCAPE | The Board of Directors reviewed the landscape walk through report as provided by Cresta Verde Landscape. |
| ANTIS ROOFING – ROOF MAINTENANCE PROPOSAL | <p>The Board of Directors reviewed the proposal from Antis Roofing for Annual Roof Maintenance.</p> <p><i>Following review and discussion, a motion was made, seconded and unanimously carried to approve the proposal from Antis Roofing for annual roof maintenance in the amount of \$34,916.00.</i></p> |
| REQUEST FOR REIMBURSEMENT | <p>The Board of Directors reviewed the request for reimbursement for electricity from the homeowner at 77 Martinique from running equipment due to leak that occurred.</p> <p><i>Following review and discussion, a motion was made, seconded and unanimously carried to approve the reimbursement to the homeowner in the amount of \$18.38.</i></p> |
| REPIPING IN THE COMMUNITY | The Board of Directors discussed the re pipes that have been completed in the community. |
| ADJOURNED | There being no further business to come before the Board of Directors in General Session, the meeting was adjourned to Executive Session at 7:00 p.m. |
| NEXT MEETING | The next meeting is TBD. |
| EXECUTIVE SESSION DISCLOSURE | <p>An Executive Session Meeting was held on July 19, 2016 to discuss the following:</p> <ul style="list-style-type: none"> Approval of June 21, 2016 Executive Session Meeting Minutes Show Cause Hearing |

**NOTICE OF
MEETING:**

Upon notice, duly given and received a Regular Session meeting of the Board of Directors of the Crystal Cay Condominium Association was held at 27261 Las Ranchas Mission Viejo, California on June 21, 2016.

ATTENDANCE:

BOARD OF DIRECTORS MEETING
Directors Present: Ryan Sellers, President
JUNE 21, 2016
Abaconczyk, Vice President
Steve Nash, Treasurer/ Secretary
GENERAL SESSION MINUTES
Eileen Murray, Member at Large

Representing Mgmt.: Jennifer Anaya, Senior Community Manager

Others Present: None

GUESTS

Morgan Wilson Jr. of CVL Landscape attended to discuss the tree trimming and other landscape items throughout the Community.

CALL TO ORDER:

Board President, Ryan Sellers, called the meeting to order at 6:35 P.M.

**HOMEOWNER
FORUM:**

In accordance with state statute, the Owners present were afforded the opportunity to address the Board of Directors. The following items were presented to the Board:

- See Sign In Sheet

MINUTES:

The Board of Directors reviewed the draft minutes from the May 31, 2016 General Session Meeting,

Following review, a motion was made, seconded, and unanimously carried to approve the Minutes as presented.

DISCUSSION ITEMS:

The Board of Directors reviewed the unaudited financial statement for the period ending May 31, 2016, as submitted by Amber Property Management.

Following review, a motion was made, seconded, and unanimously carried to accept the financials as submitted.

LANDSCAPING – CVL

The Board of Directors reviewed the proposal from CVL in the amount of \$16,329.00 for tree trimming throughout the community.

The Board of Directors discussed the tree trimming and determined to approve the following:

Trimming of 36 Bottlebrush trees in the amount of \$2,484.00

Trimming of 31 Palms in the amount of \$1,426.00

Trimming of 28 Palms in the amount of \$980.00

Total Amount Approved for Immediate Trimming: \$4,890.00

Approval of trimming of Coral Trees in September in the amount of \$1,020.00

**LANDSCAPING
IRRIGATION REPAIRS-
CVL**

The Board of Directors reviewed the proposal from CVL Landscape for broken irrigation items noted on the Irrigation Report dated June 7, 2016. CVL recommended a (2) man irrigation crew for (3) days at an NTE of \$2,040.00.

Following discussion a motion was made, seconded and unanimously carried to approve the proposal from CVL in an amount not to exceed \$2,040.00.

**LANDSCAPING – NON
OPERATIONAL
STATIONS**

The Board of Directors reviewed the proposal from CVL Landscape to investigate the non operable irrigation stations in an amount of \$2,520.00 for labor to work on all (7) seven stations as they all have wiring and valve problems.

Following discussion, a motion was made, seconded and unanimously carried to approve the proposal from CVL to investigate all 7 irrigation stations in the amount of \$2,520.00.

**NOTICE OF
MEETING:**

Upon notice, duly given and received a Regular Session meeting of the Board of Directors of the Crystal Cay Condominium Association was held at 27261 Las Roubidas Mission Viejo, California 92651-2016

ATTENDANCE:

BOARD OF DIRECTORS MEETING
Directors Present: Ryan Sellers, President

MAY 31, 2016
Abaconczyk, Vice President

Steve Nash, Treasurer/ Secretary

Eileen Murray, Member at Large

GENERAL SESSION MINUTES

Representing Mgmt.: Jennifer Anaya, Senior Community Manager

Others Present: None

GUESTS

No guests

CALL TO ORDER:

Board President, Ryan Sellers, called the meeting to order at 6:30 P.M.

**HOMEOWNER
FORUM:**

In accordance with state statute, the Owners present were afforded the opportunity to address the Board of Directors. The following items were presented to the Board:

- No homeowners were present

MINUTES:

The Board of Directors reviewed the draft minutes from the April 19, 2016 General Session Meeting,

Following review, a motion was made, seconded, and unanimously carried to approve the Minutes as presented.

FINANCIALS:

The Board of Directors reviewed the unaudited financial statement for the period ending April 30, 2016, as submitted by Amber Property Management.

Following review, a motion was made, seconded, and unanimously carried to accept the financials as submitted.

DISCUSSION ITEMS:

**CVL-TREE
TRIMMING**

The Board of Directors reviewed the proposal from CVL in the amount of \$16,329.00 for tree trimming throughout the community.

The Board determined to table this item to the June meeting pending further information to be obtained by Management.

**CVL – REMOVAL
OF DEAD PLUM -85
MARTINIQUE**

The Board of Directors reviewed the proposal from CVL in the amount of \$150.00 to remove the dead Plum tree at 85 Martinique.

Following discussion, a motion was made, seconded and unanimously carried to approve the proposal from CVL in the amount of \$150.00 to remove the dead Plum tree at 85 Martinique.

**RESERVE STUDY
PROPOSAL**

The Board of Directors reviewed the proposal from Association Reserves to complete the 2016 reserve study. Management advised the Board of Directors that records indicate a site visit is not necessary until 2017.

Following discussion, a motion was made, seconded and unanimously carried to approve the proposal from Association Reserves for the loyalty update plan at a flat annual fee of \$850.00 per year for 3 years.

RATIFICATION OF

#Jennifer Anaya#####J#e#n#n#i#f#e#r#
#A#n#a#y#a##M#i#c#r#o#s#o#f#t#
#W#o#r#d#####m#####