

**MINUTES**  
**MEETING OF THE BOARD**  
**CREST HOUSE CONDOMINIUM ASSOCIATION**  
**TUESDAY, JUNE 17, 2025**  
**2:15 P.M.**  
**VIA ZOOM**

Present:

Martin Catmur  
Amy Gregonis  
Ryan Darby, Toad Property Management, Manager  
Kezia Bechard, Toad Property Management  
April Pannell, Toad Property Management

Ryan called the meeting to order at 2:18 p.m. and confirmed there was a quorum. The purpose of the meeting was to discuss the transition to a new management company.

Martin explained Rob Harper of Toad had signed the letter to remove his name from the Association's bank accounts. Martin and Amy would go to Community Banks and add their names to the account.

Kezia said the Association did not have their own PO Box and had been using the Toad PO Box of 2776. Kezia said she would hold mail at the Toad office until a new PO Box could be set up.

The AppFolio software for the Association would be disconnected on July 1, 2025 and owners would need to change payment information for their dues. Amy and Martin agreed to follow up and notify owners of where to send dues payments.

It was agreed keys would be retained by Toad and handed over closer to July 1, 2025. Kezia handed the laundry keys to Amy.

Kezia said she would prepare an Excel spreadsheet with Owner and Vendor information and copies of recent invoices. April confirmed a General Ledger would be prepared and handed over. Amy requested information for the past three years. Amy said she would reach out to Vendors to change information. Kezia said she would provide information to Amy as soon as possible and the remaining information would be on a thumb drive, including prior tax returns. Bank statements would be obtained directly from Community Banks after the change of signers.

April said financials through June 30, 2025 would be provided as soon as possible after that date and by July 15<sup>th</sup> at the latest. April confirmed the 2024 tax return was on extension and Kezia agreed to follow up with Shirley at Red Squirrel. April confirmed Shirley would be able to access the Association's financial information to complete the tax return.

Ryan confirmed that Crest House had paid Elk Ridge II their portion of the trash collection. Toad would be giving Elk Ridge II a credit for the remaining portion of the trash collection. Other than ongoing trash bills, Crest House no longer has an obligation to Elk Ridge II over past trash bills.

Amy confirmed she would take over the 1099 filings each year and any filing of regulatory updates/renewals.

Kezia confirmed the insurance policy with American Family is due for renewal on August 18, 2025 and American Family would no longer be insuring homeowner associations. Martin suggested the new property manager start to research renewal options.

Amy and Martin said they would work on the Rules & Regulations after the transition to new management.

Kezia confirmed all unit owners were up-to-date with dues and currently all had a zero balance. A refund check had been issued to one owner who had overpaid dues.

Ryan said he would email Amy a copy of the General Ledger through May 31, 2025.

Kezia said she would provide information for annual renewals with the Secretary of State.

Kezia confirmed there were no maintenance hours currently during June. Martin said he would check the washer/dryer.

Kezia handed over copies of the historical data prior to 2023. Kezia also handed over the check books and deposit slips for the Association.

At 3:05 p.m. the meeting adjourned.

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Prepared by Rob Harper,  
Toad Property Management