

Minutes for Craftsman at Greenview Crossing Owners Association

Type of Meeting Regular Board Meeting

Meeting Date Thursday, September 18, 2025

Meeting Time 6:00 pm

Property Management provided by Property Management by Design (PMbD)

Call to Order - Elise

- Call to order at 6:02 PM

HOA Board Members Present:

- Elise Smith - President
- Marie Kline - Vice President, AVR Chair
- Alison Whale - Secretary
- John Newell - Treasurer
- Tom Reese - Member at Large, Grounds Chair

Homeowner Forum – Open time for homeowners attending - Elise

Approval of Previous Meeting Minutes - Elise

- **Motion: Approve minutes from August 21, 2025**
 - John motion
 - Tom second
 - All approve

Treasurer's Report - John

- Projected to end the year with ~\$14k in excess operating funds
- **Motion: Approve financials as of September 18, 2025**
 - Tom motion
 - Alison second
 - All approve

Property Management Report - Elise

- Operations vs Reserve Categorization
 - Reserve Elements cannot be added unless they meet standard HOA practices and accounting guidelines. Current Reserve Elements are: Concrete Streets, Curbs, Catch Basins and Sidewalks; Irrigation: timers/controllers, backflow valves and major repairs; exterior front lights. Any new Reserve Elements must be vetted and saved for by the Board.
- Walk-Through
 - PMbD walk-through is typically done in the spring.
- Task reporting for general HOA concerns need to be sent to the PMbD admin email.

Grounds / Landscaping Updates - Tom

- Tree Replacements
 - All trees selected for replacement have been planted.
 - Invoice for trees and planting service has been paid.
- Fall Bush Trimming
 - Already budgeted, will go ahead and schedule
- Sod Damage Repair - 3701 Raintree, 3703 Raintree, 816 Rosewood
 - Sod damage repairs have been completed.
- Edging Replacement Update
 - Houses selected for 2025 edging replacement have been completed.
- Lawn Mowing Update
 - Will apply treatment for crabgrass per contract.
- Irrigation Update - Relay repair/water expense projections from Ken
 - See financial section

Architectural Variance Review Committee - Marie

- New AVR Process
- There are now four (4) members on the committee, Marie Kline, Jodie Bredlowe, Nancy Christianson and Becky Kalitzki.
- Include language for policy around garage door colors to be included in a style guide.
- Color palette will be provided for approval in the upcoming months.
- Request small tasks to be completed by a handyman once a month, will save requests until the scheduled date.

New AVR's

- **Stamped Concrete Patio - 806 Redwood**
 - Waiting further information before proceeding with approvals.
- **Repaint trim on front porch - 3701 Raintree**
 - Pending application.

Previously discussed AVR's Needing Action

- None

Unfinished Business - Elise

- Ash Trees treatments
 - **Motion: Hire Family Tree Care to treat 6 trees at 806 Redwood, 807 Redwood, 808 Redwood, 808 Rosewood, 812 Rosewood, and 3706 Raintree and trim out the dead limbs for more clear monitoring.**
 - John motion
 - Alison second
 - All approved
- Special Board Meeting date/time for 2026 Budgeting and Dues

New Business - Elise

- Decision on how community lightbulbs will be changed and stored
 - Will include with handyman visit once per month
 - Send request to PMbD for lightbulb storage, etc.
- Establish decision response process outside of Board meetings
- Establish regular communications to all homeowners
 - Set up revolving google doc for content compilation
- Introduce Covenant Summary and Rules & Regulation document draft
 - Please review Rules and Regulations and Summary of Covenants document for October meeting.
- 818 Redwood bush replacement
 - Tom will work with PMbD to remove and replace.

Executive Session - Board Members Only

- No delinquent dues
- John has delivered a resignation from the board effective September 30, 2025, will remain on a finance committee until further notice.

Meeting Adjourned - Elise

- **Motion: Adjourn meeting at 7:50 PM.**
 - Alison motion
 - Tom second
 - All approve

Next Meeting Regular Board Meeting

Date: October 16, 2025

Time: 6:00 PM – 7:30 pm

Location: Ankeny First United Methodist Church Rm 105