

MINUTES  
Windsor Village Plat 3 HOA Board Meeting  
October 9, 2024

Board Officers Present: Diana Shafer, Tim Lallier, Pam Ritchhart, Cindy Eckhart

Guest: Jeff Horner, Property Manager

**FY25 Budget**

Jeff Horner submitted the projected budget for 2025.

1. The HOA's insurance premium with Auto Owners was projected at 14% average increase. It will be adjusted when he receives the premium invoice.
2. All but \$1000 in the checking account will be moved to the Reserve Account in early January to start the new year.
3. Jeff proposed that the HOA place \$50,000 into a 12-month CD. There will be approximately \$35,000 left in the Reserve Fund. MOTION was made to move \$50,000 in a 12-month CD. APPROVED unanimously.
4. Jeff received the 2024-2025 snow removal contract from Etch Outdoor Living. After discussion, the Board agreed to keep the snow removal and lawn care contracts separate. MOTION to approve the new snow removal contract. APPROVED unanimously.
5. Due to FY25 budget, the Board declined increasing HOA dues. The Board has discretion to re-visit a possible increase based on mid-year budget status.

**Drainage Ditch Clean-up**

Cindy reported that Caliber/City of Ankeny took pictures on the drainage ditch last week. After ditch has been cleaned out, Jeff will have a group clean out the drainage grates. The total cost of the clean-up will be shared 50/50 between the 2 HOA's.

**Annual Meeting**

The next Annual Meeting will be held on April 14, 2025 starting at 7:00 pm in the Albaugh Senior Center meeting room if available. Jeff will contact the Senior Center to book the space.

**Rules & Regulations**

**Annual Meeting Attendance:** The Board discussed assessing the Owners a \$100 fee if they do not submit a Proxy Form if they are unable to attend the meeting, or if they do not show up at the meeting. MOTION to have Jeff draft a document that will be sent to the Owners prior to the Annual Meeting. Jeff will send the draft to the Board to review and approve. APPROVED unanimously.

**Rental Properties:** The Board discussed having Jeff contact a lawyer about the guidelines of creating rules & regulations for stipulating that Owners cannot not sell their unit(s) with the intent for using it as a rental property; and also the guidelines for adding this rule & regulation to our current Covenants.

**Outdoor Lighting**

Jeff noticed that a few outdoor overhead garage lights were not functioning and not a uniform color throughout the HOA. MOTION to have Jeff price the appropriate bulk LED lighting and report back to the Board. APPROVED unanimously.

The next Board meeting to be determined.

Meeting Adjourned at 8:30 pm.

Submitted by:

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