

**Crown Colony Court HOA Board Meeting Minutes**  
**March 13, 2025, 7:00 PM**

**I. Call to Order** Meeting called to order at 7:05 PM.

- a. **Board:** Steve Wiseman, Michelle Messer, Pam Kenyon, Kenny Cronin
- b. **Residents:** Todd Pearson

**II. Resident Comments**

- a. In-person: Todd Pearson (Unit 130) attended to provide detail on his unit's condensation issues.
- b. Email: Jen Cronin (Unit 230); sill plate over patio door.
- c. Condensation issues (530; 130; 110) **Steve** to provide historical docs to PMbD
  - i. Unit 530 – Fixed theirs; please retain receipts in case this is HOA responsibility to be reimbursed
  - ii. Unit 110 – Need next steps determined by Imperial
  - iii. Unit 130 – Need next steps determined by Imperial

**III. Treasurer's Report** – Kenny

- a. Monthly expenses: Paid 2024 income taxes on interest earned from savings and CD.
  - i. Federal: \$852
  - ii. State: \$156.26
  - iii. Total: \$1,008.26 PMbD/Jeff Horner will cut checks from the operating account.
- b. Fund balances as of February 28:
  - i. Operating: \$1,754.81
  - ii. Emergency Reserve (Lincoln Savings): \$18,158.17
  - iii. Capital Reserve (Community Choice): \$140,713.95
  - iv. Total: \$161,054.93
- c. **Motion** to approve the 2025 budget assembled by PMbD:
  - i. **Moved by:** Michelle
  - ii. **Seconded by:** Steve
  - iii. **Discussion:** Moving from July-June to calendar-year budget with PMbD; just different timing; no impact. Lawn care might be slightly higher/or lower, but that's the benefit of the per-service pricing vs flat-fee (Miller Outdoor).
  - iv. **Vote: Passed unanimously**
- d. CD Investments: Kenny researched four different scenarios:
  - i. Community Choice Jumbo Deposit: 4.24% APY, 15 months, \$90,000; Non-Jumbo: 4.3% APY, 15 months
  - ii. Green State Credit Union: 4.4% APY, 12 months
  - iii. Bank Iowa: 4.3-4.4% APY

- e. **Motion** to invest \$75,000 for 15 months at Community Choice at 4.3 APY, or better.
  - i. **Moved by:** Steve
  - ii. **Seconded by:** Michelle
  - iii. **Discussion:** With \$158k+ in reserves, board comfortable with committing \$75k (roughly half) to a CD
  - iv. **Vote: Passed unanimously**
    - 1. Kenny noted it would be April before he could make this transaction.
- f. **2025 Budget Finalization:** Transitioning from a July-June to a calendar-year budget. PMbD prepared the 2025 budget based on CCC 2024 historical and expected 2025 expenditures.
  - i. **Motion** to approve the 2025 budget as provided by PMbD.
    - 1. **Moved by:** Kenny
    - 2. **Seconded by:** Steve
    - 3. **Discussion:** Board discussed lawn care actuals might come in a little higher if we go with per-service pricing, but budget can handle it.
    - 4. **Vote passed unanimously**
- g. **2025 Contract Renewals**
  - i. **Motion** to approve estimate #271 submitted by Miller Outdoor Services for the period March 31, 2025 to March 31, 2026.
    - 1. **Moved by** Kenny
    - 2. **Seconded by** Michelle.
    - 3. **Discussion:** Renew Miller Outdoor Services lawn/mow/snow contract at a pay-per-service model vs flat-fee for better cost control. (For example, needing only 3 chemical applications vs 5 as budgeted, to cover aeration.)
    - 4. **Vote passed unanimously.** Michelle to contact Miller for new contract and provide to PMbD/Jeff Horner.
  - ii. **Motion** to maintain Wright Outdoor Solutions for planting of new, replacement trees this spring, and contract with Happy Tree for the every-two-year Ash Borer injections, and other needs in 2025.
    - 1. **Moved by:** Michelle
    - 2. **Seconded by:** Steve
    - 3. **Discussion:** PMbD recommends Happy Tree. Their arborist provided CCC a pricing for treatment plan we can choose to execute as needed.
    - 4. **Vote passed unanimously**

*Business items/project list, next page.*

*Started this list to help us keep short- and long-term projects on the horizon.*

IV. **Business Items/Projects (near-term & long-term)**

<b>Current</b>	<b>Status/Action</b>	<b>Date</b>
Property walk-thru	Steve to schedule w/ PMbD	TBD
Condensation issues	Steve to send docs to PMbD; awaiting Imperial to respond	TBD
Sill plate over patio door #230	Jen to request structural engineer inspection (Michelle to provide referral)	TBD
Road repairs/Speck	PMbD (Steve sending info)	TBD
Long-term tree care & maintenance plan	Michelle & Board (develop plan)	TBD
<b>Future</b>	<b>Status/Action</b>	<b>Date</b>
Exterior Light Fixtures	Michelle LeBlanc and Shannon Corkrean to work with PMbD	After July 1, 2025
Water management	Michelle/Miller Outdoor	
Retaining wall (north grounds)	Michelle/Miller Outdoor	

V. **Adjourn:** Meeting adjourned 8:15pm

VI. **Next Meeting:** Thursday, April 10, 7:00pm (Pam Kenyon's, 440)

Respectfully submitted,  
Pam Kenyon, Secretary