

Crown Colony Court Monthly Board Meeting
Thursday, May 8, 2025 | 5:00 PM
Michelle Messer's (Unit 530)

I. Call to Order

Meeting was called to order at 5:03 PM by President Steve Wiseman.

Board Members Present:

- Steve Wiseman, President
- Michelle Messer, Vice President
- Pam Kenyon, Secretary
- Kenny Cronin, Treasurer

Homeowners Present:

- Katie Pearson (Unit 130) – attended to discuss HOA vs. homeowner responsibilities regarding condensation-related repairs (details below).

II. Resident Comments

A. Received In-Person, via Text, or Email:

- **Coyotes:** Kenny reported seeing two coyotes on the street last week during a run. An alert email was sent to all owners.
- **Soaker Hoses Request:** Chuck Kolb requested new soaker hoses for the “sign garden” at the Crown Colony entrance. (The Board thanks Chuck for his ongoing work to keep the entry looking attractive.)

III. Treasurer's Report (Kenny Cronin)

A. Account Balances (as of meeting date):

- Operating Fund (Lincoln Savings): \$6,349.72
- Emergency Fund (Community Choice Credit Union): \$26,049.72
- Reserve Fund (Lincoln Savings): \$18,306.46
- Capital Improvement Fund (Community Choice Credit Union): \$39,381.03
- 15-Month CD (Community Choice Credit Union): \$75,000.00
- Miscellaneous Savings (Community Choice Credit Union): \$382.63
- Quarterly transfer to reserves has not yet occurred (report in June)

B. Treasurer's Report approved unanimously.

C. Invoices & Estimates:

1. **Miller Outdoor Services:** \$968.35 – April mowing and fertilization; cut lawn behind buildings #3 and #5 (last year's contract).
 2. **Wright Creative Outdoor Solutions:** \$2,452.00 – Replacement tree planting (completed).
 3. **Happy Tree:** \$1,776.00 – Spring treatment for Ash Borer and Evergreens (completed).
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IV. Old / New Business

A. Property Management by Design (PMbD)

- Monthly Zoom check-in meetings with Jeff Horner have been initiated. First call scheduled for **May 22**.

B. Condensation Issues – Units 110, 130, and 530

- Following inspections by Iowa Roofing and JD Nelson Imperial Home Inspection Services, Dryer Vent Wizard found clogged and leaking dryer vent lines, and other safety issues

Board Decisions and Action Items:

1. As mentioned in **April Meeting Minutes**, homeowners must please have their dryer vents inspected every **two years**. (Thank you to those who stay current with this homeowner task.)
2. For the current three units with condensation issues noted above:
 - HOA voted to cover the cost of:
 1. \$59 diagnostic visit
 2. \$100 for roof vent resealing where needed
 3. and \$395 specific to unit 130 to install the roof vents and attach existing vent lines to new vent cover
 - **Remaining repairs are homeowner's responsibility and will be invoiced directly by Dryer Vent Wizard.**
 - **Please Note:** The Board is hoping to negotiate a Group Discount with Dryer Vent Wizard for all Crown Colony units that need to be inspected. This is a **one-time group initiative** to establish a baseline. The HOA will cover the same individual unit's costs as noted above; remaining repairs/replacement costs will be invoiced to each homeowner.

C. July Annual Meeting

- A “Save the Date” notice will go out soon.
- President Steve Wiseman to contact the Unitarian Church to confirm date and time (typically 3rd Tuesday in July).

D. Project Task List

- See Section V below for ongoing and completed project updates.

V. Business Items & Projects (Near-Term & Long-Term)

Tracking Maintenance Requests All maintenance concerns should be submitted through the **Property Management by Design (PMbD) Resident Portal**. This ensures proper documentation and recordkeeping. Emailing the board is also acceptable, but using the portal is preferred.

Near-Term Issues	Status/Action	Date
Speck road repairs	Three separate initiatives (1) Speck agrees to fix the 2023 repairs although the warranty was good only 90 days. Jeff is scheduling Additional issues: (2) Fix breaks in seams and seal cracks to extend life of road (3) Patch needed in front of 520 driveway	Date: TBD Still discussing cost and prioritization.
Property walk-thru by PMbD	Conducted May 6	HOA report forthcoming
Replacement trees	Wright Creative Solutions	Complete

Spring Treatments: Ash Borer and Needle Cast disease evergreen treatment	Happy Tree	Complete
Aesthetics Committee (Exterior light fixtures)	Michelle LeBlanc and Shannon Corkrean to work with PMbD on sourcing Michelle spoke with Jeff.	After July 2025 annual meeting (next fiscal)
Gutter-cleaning (annual)	Noted in Handbook; Pam to submit task in Resident Portal on behalf of the HOA.	Request referral from Jeff
Long-Term Issues	Status/Action	Date
(1) Drainage tiles to be repaired (2) Retaining Walls to be replaced (behind buildings #3 and #5)	Miller Outdoor Services submitted estimates for (1) short-term fix for drainage tiles and (2) an estimate for the replacement of the retaining walls Collin (Miller Outdoor Services) estimates three- to five-years remaining.	Agenda item for July Annual Meeting Discuss with Jeff; also, the retaining wall by mailboxes
Unit Issues	Status/Action	Date
Condensation issues <ul style="list-style-type: none"> Unit 110 Unit 130 	Dryer Vent Wizard appointments scheduled	5/19
Patio door/Sill plate <ul style="list-style-type: none"> Unit 230 Unit 220 	Steve called Tometich Structural Engineering to come inspect both units. Unit 230 patio door buckled; new patio door was installed. Structural	Awaiting report Awaiting report

	<p>engineer to inspect unit/patio door frame.</p> <p>Unit 220 reporting similar issue as 230; new patio door to be installed; structural engineer to inspect unit/patio door frame.</p>	
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VI. Adjourn The meeting was adjourned at 6:17pm.

Next meeting, Thursday, June 12, 5pm, Steve Wiseman's, 510