

The Crossings Townhomes II

Annual Meeting Minutes

Date: Thursday, December 11

Time: 6:30 PM

Location: Grimes Public Library

1. Call to Order & Verification of Quorum

The Annual Meeting of The Crossings Townhomes II was called to order at 6:30 PM by Jeff Horner, representing Property Management by Design.

There are a total of 22 units within the association. Seven (7) units were represented in person, constituting 31.8% of the ownership. As the governing documents require 25% of the membership to be present to establish quorum, quorum was met and the meeting was duly convened.

2. Approval of Prior Meeting Minutes

The prior annual meeting minutes were not available for review at this meeting. As such, no motion or vote to approve prior minutes was conducted.

3. Management Report / 2025 Financial Overview

Property Management by Design presented the **2025 financial information** to the membership. The management company explained that the association experienced a **significant dues increase**, largely attributable to:

- Rising vendor and service costs
- Increased insurance premiums

Owners were informed of these factors and given an opportunity to ask questions related to the financials.

4. New Business

Board Nominations & Elections

No board nominations or elections were required at this meeting, as all current board members are serving within their designated term limits.

Owners were informed that, per the governing documents, board member terms are four (4) years in length. Management also noted that current term expiration dates are not on file. It was stated that at the next annual meeting, management will provide a list of remaining board terms, and any positions with expiring terms will be eligible for re-election. Should there be opposition for any seat, an election would be held at that time.

No additional new business was presented.

5. Open Forum

During the Open Forum, the following items were discussed:

Rental Restriction Request

An owner from 209 Cedarwood Court requested a motion to prohibit rentals within the association. Management advised that no motions or votes may be taken on items not listed on the meeting agenda. The owner was informed that this request could be placed on the agenda as Old Business for a future annual meeting for board consideration.

Owners were further advised that covenants cannot be amended by board vote alone. Per Article XIV, Section 2 of the governing documents, covenant amendments require approval by two-thirds (2/3) of the ownership and must subsequently be recorded with the Polk County Recorder.

Board Residency Requirement

The same owner requested that an item be added to Old Business for future consideration stating that no owner may serve on the board unless they reside in their unit.

Additional Open Forum Topics

1. Gutter Cleaning

Management clarified that the association does not routinely clean gutters unless necessary. If an owner requires gutter cleaning due to tree coverage, they should submit a maintenance request so management can coordinate services for multiple units as needed. This process helps control costs, as not all units require gutter cleaning.

2. **Snow Removal – City Sidewalks & Mailboxes**

Owners requested that the snow removal vendor be reminded to clear city sidewalks and ensure areas around mailboxes are properly serviced. Management acknowledged the request and will follow up with the vendor.

3. **Trash Can Storage**

An owner requested that a reminder be sent regarding timely removal of trash cans. Upon review, management noted that there are no existing rules or regulations governing trash can storage. While owners are encouraged to return cans to garages in a timely manner, this was noted for the record only.

4. **Timing of Annual Meetings**

It was requested that future annual meetings be held in the spring. Management advised that meeting timing will be reviewed based on management availability and board schedules for future consideration.

6. Adjournment

The meeting was adjourned at 7:32 PM.

Submitted by:

Property Management by Design

On behalf of The Crossings Townhomes II Association