

CRAFTSMAN AT GREENVIEW CROSSING HOMEOWNERS' ASSOCIATION

Minutes of Regular Board Meeting – February 20, 2025 / United Methodist Church

Attendees: Board Members: Marie Kline, Marlyn Larson, John Newell, Tom Reese, Elise Smith

Community Member: Shirleen Erickson came by before the official start of the meeting to express her compliments on the new snow removal service.

The Meeting Came to Order – 6:03PM

PAST MINUTES - The Minutes of January 16, 2025, Board Meeting were unanimously approved.

FINANCIAL REPORTS –

- The financial statements for the year ending December 31, 2024, were approved PENDING completion of a transfer of \$15,500.00 FROM LSBMM #1753 TO Citizens Operations General Savings #0595. Karson said this transfer was initiated on Thursday, February 20th. Karson will confirm to Marlyn that the transfer was completed.
- The \$678.40 invoice from WD Door for the bottom garage door panel and the \$2,025 invoice from Iowa Concrete Leveling were paid out of Operations instead of Reserves. The two invoices totaled \$2,703.40 and Karson needs to now transfer that amount FROM LSBMM #1753 TO Citizens Operations General Savings #0595.
- The financial statement for the month ending January 31, 2025, could not be approved. The income that should be going into 5100-0000 / Actual was wrong. -That made the amount transferred into the Expense account 7400-0000 incorrect.

The correct amounts are:

- Income #5100-0000 Association Dues Potential (Operations) / Actual = \$8,428.17
- Expense #7400-0000 Transfer to Reserves / Actual = \$7,741.83

These amounts will be the same IF all owners pay the full monthly dues amount.

KARSON ACTION ITEM ASAP:

Clarify Asset Accounts on the Conlin Balance Sheet for 1/31/2025 so the Board and Conlin Management Company are on the same page. Below are the comments / questions / corrections for Asset Accounts:

- CASH PASS THROUGH ACCOUNT = \$11,731.33
What is this money for? Where is it being held as no Bank or Bank Account is referenced on the Balance Sheet.
- OPERATIONS CHECKING ACCOUNT #5798 = \$13,777.91.
Please reference which Bank this account is at on the Balance Sheet.
- OPERATIONS GENERAL SAVINGS ACCOUNT #0595 (CITMM) = \$10,731.42 - OK
- RESERVES ACCOUNT #1753 (LSMM) = ?
Your report did not reflect that \$50K was removed last month and added to a new CD at LSB. What is the new, correct total in this account including any interest?
- RESERVE VERIDIAN SAVINGS ACCOUNT = \$5.00. – Remove from Balance Sheet
This account was closed in February and the \$5.00 was deposited into the LSB Account.

- RESERVES CD BANKERS TRUST = \$107,104.43 - OK
- RESERVES CD WITH LSB = \$75,000 plus any interest
Not \$25,000 as shown on your Balance Sheet
- RESERVE REPLACEMENT CITMM = \$501.90.
What is the # for this account? What is it used for? If there is no purpose, this account should be closed and the \$501.90 transferred to Reserves – LSMM #1753 when possible.
- ASSOCIATION DUES RECEIVABLE = (\$428.08) - OK

The Liabilities and Equity on the Balance Sheet for 1/31/2025 appear to be correct.

PROPERTY MANAGER'S REPORT - KARSON

- Repair of patio gaps at 806 Rosewood and 3706 Raintree will be repaired by AMP when the company determines the weather is appropriate to do the work.
- The tree and stump at 802 Redwood have been removed and the bill is paid.
- All garage panels have been replaced, and bills are paid
- Garage door replacement for 818 Redwood is waiting on homeowner to prepare the garage as requested in order to start the job. *Karson will stay on top of this.*
- The water valve shutoff project at 806 Rosewood was completed by the city of Ankeny
- Snow Removal Review by Latitude 41. Overall positive but with some adjustments needed:
 - Be certain that the full width of each driveway is cleared as indicated by the small poles in the ground.
 - When large equipment is clearing the driveways, the crews need to be present also to complete the area closest to the garage and clear the sidewalks at the same time.
 - Salt needs to be put down on the two slopes down to and in front of the stop signs on both Rosewood and Redwood and around the curves in Rosewood and where Redwood turns into Raintree, when approved in icy conditions.

Dryer vent cleaning homeowner bills totaling \$225 are still outstanding. There are 4 bills for \$50 and one bill for \$25 that have not been paid yet. *Karson will invoice, via email or postal mail, asking them to pay and note they are over 90 days overdue*

UNFINISHED BUSINESS - (Not on Agenda, but noted in January Minutes as remaining Unfinished)

- Uncollectable HOA Dues of \$1,144. *Unsure what this is. Karson – please track this down and get back to the Board.*

THE ANNUAL MEETING HAS BEEN SET FOR APRIL 24, 2025 AT 6 PM AT THE ANKENY LIBRARY.

The meeting was adjourned at 8PM

Minutes prepared by Marie Kline, Vice President