

DIAMOND BROOKE TOWNHOME ASSOCIATION ANNUAL MEETING

West Des Moines Library Community Room

April 15, 2024

The meeting was called to order at 4:30 PM by President Carol Fisher.

Officers present were: MaryJo Madvig, Ron Brimeyer, Art Holcomb, Denny Bewyer and Doreen Meier. Also present was Project Manager Jeff Horner.

Quorum: Fifty-one percent of homeowners were present or represented by proxy.

APPROVAL OF 2023 MINUTES

Kent Van Zee made a motion to accept the 2023 Annual Meeting Minutes for approval; seconded by Arlen Eichmann. Motion carried.

PRESIDENT'S REPORT

Carol Fisher stated became President she had two goals: 1) create change and fix problems 2) bring back our neighborhood including social activities. She stated the garden on 68th & Cody was replaced, irrigation issues were repaired; mowing problems were resolved, and the young trees were wrapped, therefore, protecting them from deer. (Homeowners were asked to remove the wraps during spring and summer but wrap the trees again in fall.)

The Association picnic was held last fall, drinks in the driveway is taking place, monthly dinners for men has begun, women's social committee has been active organizing several activities and a Book Club began.

Carol thanked all volunteers who have worked in various roles. She ended saying that Ron Brimeyer will be President next year.

FINANCIAL REPORT

Monthly reports will be done in a different format, which will be a live feed. Unit 20 currently owes \$19,490.01 in past dues and interest. After litigation, a lien was placed on his property and the homeowner's right to vote has been suspended. The homeowner is also responsible for attorney fees. The Homeowners Voting Rights have been suspended Per Article II Section 4 of the Amended and Substituted Declaration of Covenants, Conditions, and Restrictions dated November 2, 2000.

ASSOCIATION PAINTING PROJECT

Phase 2 (Units 14-24) is next following the 6-year plan. Touch-up painting on replacement siding has begun. The current plan calls for needed siding replacement within 2 years.

CURRENT MAINTENANCE

The Board will vote on the cost of replacing rotted boards in the moat area. Concrete will be replaced as needed on the street and curbs along with some units. Those who have an inch or more drop or damaged concrete in the driveway need to send a picture to the Project Manager. Some brick repair will be done; brick on the stoop is the homeowner's responsibility. All ash trees will be removed and replaced over the next 2-3 years.

DEFERRED MAINTENANCE

Gables will be replaced in 2026, 2027, and 2028 and painted at that time. Approximate cost is \$2,000 per unit. Sod will be laid this spring for units that had trees replaced last fall. Irrigation is to start in mid-May.

ARCHITECTURE REPORT

No issues – some decks and privacy screens have been repaired.

LANDSCAPING REPORT

Property Manager will contact Google Fiber to replace any bushes that were damaged due to initial installation.

NEW BUSINESS

Rental Agreement: After a discussion, Art Holcomb made a motion to pass the following Rental Agreement language:

Restriction on Rental: No lot and no portion of any living unit shall be leased or rented to any person.

This change will be added to the By-Laws or the Covenants. Kent Van Zee seconded the motion. Motion carried.

Open Board Positions: Two Board positions were open due to an expiring term and a resignation from the Board. Art Holcomb moved their election by unanimous acclamation to accept Connie Nutt and Steve Schuchmann as Board members.

ADJOURNMENT: Mike Hopkins made a motion to adjourn; second by Kent VanZee. Motion carried.

Submitted by,

Doreen Meier

Secretary

Carol Fisher

President

DIAMOND BROOKE TOWN HOME ASSOCIATION
 ESTABLISHED QUORUM
 ANNUAL MEETING
 APRIL 15, 2024

The annual meeting of Diamond Brooke Town Home Association was held in West Des Moines, IA on the 15th day of April 2024, pursuant to notice as contained in the Bylaws provided to the Board, and waiver of notice signed by all Directors of the Association.

Present were the following Directors and Unit Owners, being the owners of a majority of the outstanding votes, and constituting a quorum, namely:

Directors, In Person

President – Carol Fisher
 Vice President – Dennis Bewyer
 Treasurer – Ronald Brimeyer
 Secretary – Doreen Meir
 Board Member – Art Holcomb
 Board Member – Mary Jo Madvig

Unit Owners, In Person

Unit 1 - PROXY	Unit 23 -	Unit 45 – Gene Nelson
Unit 2 – Bruce Beals	Unit 24 -	Unit 46 – Dennis Bewyer
Unit 3 -	Unit 25 – Kent Vanzee	Unit 47 - PROXY
Unit 4 – Vickie Friedow	Unit 26 -	Unit 48 -
Unit 5 -	Unit 27 – Janet Adams	Unit 49 – Dan Jones
Unit 6 -	Unit 28 - PROXY	Unit 50 – Steve Schuchmann
Unit 7 – Sandra Nicholson	Unit 29 - PROXY	Unit 51 - PROXY
Unit 8 – Mary Jo Madvig	Unit 30 - PROXY	Unit 52 -
Unit 9 – Lance Christenson	Unit 31 - PROXY	Unit 53 – Richard Upchurch
Unit 10 -	Unit 32 – Mike Hopkins	Unit 54 – Marilyn Magel
Unit 11 – Arlen Eichman	Unit 33 - PROXY	Unit 55 -
Unit 12 – Ronald Martin	Unit 34 – Doreen Meir	Unit 56 - Connie Nutt
Unit 13 – Marilyn Cedarstrom	Unit 35 – Linda Anfinson	Unit 57 -
Unit 14 – Ron Brimeyer	Unit 36 -	Unit 58 - PROXY
Unit 15 - PROXY	Unit 37 -	Unit 59 - PROXY
Unit 16 -	Unit 38 -	Unit 60 – Rodney Davis
Unit 17 -	Unit 39 – Jana Rieker	Unit 61- Art Holcomb
Unit 18 – Sally Jo Fisher	Unit 40 – Annette Bair	Unit 62 – Carol Fisher
Unit 19 -	Unit 41 - Anne Raftis	Unit 63 – Bridget Olson
Unit 20 - SUSPENDED	Unit 42 – Peggy Kleme	Unit 64 - PROXY
Unit 21 -	Unit 43 – Sally Rist	Unit 65 - PROXY
Unit 22 -	Unit 44 -	Unit 66 -

Total Number of Unit Owners Represented	31
Total Number of Number of Proxies	13
Total Number of Votes Represent & Proxies	44
Percent of Votes For Quorum	67%

The foregoing action of the Voting Members and Directors of the Association is hereby ratified, affirmed and approved:

UNIT OWNERS:

Dated: _____

Dated: 4/15/24

Dated: _____

Dated: 7/15/24

Dated: _____

Dated: 4/15/24

Dated: 7/15/24

Dated: 4/15/24

Dated: 11/15/24

Dated: _____

Dated: 4/15/2024

Dated: _____

Dated: _____

Dated: 4/15/24

Dated: 4/15/24

Dated: _____

Unit 1, Voting Member

Bruce G. Beck

Unit 2, Voting Member

Unit 3, Voting Member

Vicki Friedman

Unit 4, Voting Member

Unit 5, Voting Member

Unit 6, Voting Member

C.S. Z. Khalil

Unit 7, Voting Member

Maryam

Unit 8, Voting Member

[Signature]

Unit 9, Voting Member

Unit 10, Voting Member

Arden Richman

Unit 11, Voting Member

[Signature]

Unit 12, Voting Member

Manlyan Cadotte

Unit 13, Voting Member

Ran Ran

Unit 14, Voting Member

Ran Ran

Unit 15, Voting Member

Unit 16, Voting Member

Dated: _____

Dated: 4/15/24

Dated: _____

Dated: _____

Dated: _____

Dated: _____

Dated: _____

Dated: _____

Dated: 4/15/24

Dated: _____

Dated: 4/15/24

Dated: 4/15/24

Dated: 4-15-24

Dated: 4-15-24

Dated: _____

Dated: _____

Dated: _____

Dated: 4/15/24

Unit 17, Voting Member

Sally Fisher
Unit 18, Voting Member

Unit 19, Voting Member

Unit 20, Voting Member

Unit 21, Voting Member

Unit 22, Voting Member

Unit 23, Voting Member

Unit 24, Voting Member

Ken Van
Unit 25, Voting Member

Dee
Unit 26, Voting Member

Gregory
Unit 27, Voting Member

[Signature]
Unit 28, Voting Member

Carol Fisher
Unit 29, Voting Member

C. Sa
Unit 30, Voting Member

Mig
Unit 31, Voting Member

Mig
Unit 32, Voting Member

Mig
Unit 33, Voting Member

Queen
Unit 34, Voting Member

Dated: 4-15-24

Linda Robinson
Unit 35, Voting Member

Dated: _____

Unit 36, Voting Member

Dated: _____

Unit 37, Voting Member

Dated: _____

Unit 38, Voting Member

Dated: 4-15-24

[Signature]
Unit 39, Voting Member

Dated: _____

42 [Signature]
Unit 40, Voting Member

Dated: 4/15/24

ANNETTE BAIR
40 Unit 41, Voting Member

Dated: _____

41 [Signature] #41
Unit 42, Voting Member

Dated: 4-15-2024

[Signature]
Unit 43, Voting Member

Dated: _____

Unit 44, Voting Member

Dated: 4-15-2024

[Signature]
Unit 45, Voting Member

Dated: 4-15-24

[Signature]
Unit 46, Voting Member

Dated: _____

Unit 47, Voting Member

Dated: _____

Unit 48, Voting Member

Dated: _____

[Signature] - Dan
Unit 49, Voting Member

Dated: 4/15/24

[Signature]
Unit 50, Voting Member

Dated: 4/15/24

[Signature] Proxy
Unit 51, Voting Member

Dated: _____

Unit 52, Voting Member

Dated: 4-15-24

Rich Lockwood

Unit 53, Voting Member

Dated: 4-15-24

Marilyn Mayhew

Unit 54, Voting Member

Dated: _____

Unit 55, Voting Member

Dated: 4-15-24

Connie Mitt

Unit 56, Voting Member

Dated: _____

Unit 57, Voting Member

Dated: 4-15-24

Carol Fisher Re.

Unit 58, Voting Member

Dated: 4-15-24

Carol Fisher

Unit 59, Voting Member

Dated: _____

Paul Davis

Unit 60, Voting Member

Dated: 4-15-24

Carol

Unit 61, Voting Member

Dated: 4-15-24

Carol Fisher

Unit 62, Voting Member

Dated: _____

Bryce Olson

Unit 63, Voting Member

Dated: 4/15/24

Carol

Unit 64, Voting Member

Dated: 4-15-24

Carol Fisher

Unit 65, Voting Member

Dated: _____

Unit 66, Voting Member

DIRECTORS:

Dated: 4-15-24

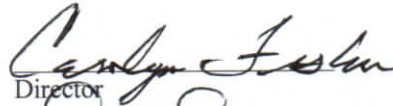
Dated: 4-15-24

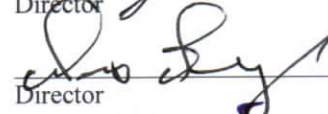
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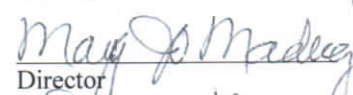
Dated: 4/15/24

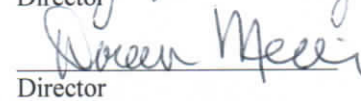

Director


Director


Director


Director


Director


Director

Constituting a quorum and majority of Directors; and quorum and majority vote of the Unit Owners who are Voting Members entitled to vote.

PROXY FORM

Date: 4-15-2024

I, Edward J Walsh, owner of 6980 Cody Dr Unit #1, WDM 5266
(Name of Homeowner) (Homeowner Address)
and a voting member of Diamond Brooke hereby appoint Jeff Horner
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

The appointment of proxy shall only be effective during the association annual meeting held on April 15th, 2024 at 4:30pm and will expire at the adjournment of the annual association meeting.

Edward J Walsh
Homeowner Printed Name

Edward Walsh 4-15-2024
Homeowner Signature Date

Proxy Forms can be scanned and emailed to JeffHorner@PM-ByDesign.com or by giving to someone within the association to bring to the meeting.

PROXY FORM

Date: April 8, 2024

I, Karl Olson, owner of Unit 15,
(Name of Homeowner) (Homeowner Address)
and a voting member of Diamond Brooke hereby appoint Ron Brimmyer
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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Karl Olson
Homeowner Printed Name

Karl Olson
Homeowner Signature

Apr 8, 2024
Date

Proxy Forms can be:

- Delivered to any board member prior by April 5th, 2024.
- Scanned and emailed to ADMIN@PM-ByDesign.com by April 5th, 2024.
- Mailed and received by April 5th, 2024 to:

Property Management by Design
C/o: Diamond Brooke
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4.15.24

I, Scott Carpenter, owner of 6980 Cady Dr. Unit #28,
(Name of Homeowner) (Homeowner Address)
and a voting member of Diamond Brooke hereby appoint Art Holcomb
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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S. Carpenter
Homeowner Printed Name

[Signature]
Homeowner Signature

4.15.24
Date

[Signature]

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PROXY FORM

Date: 4/15/24

I, Carrie Nixson, owner of 6980 Coody #29 - W.D.M.
(Name of Homeowner) (Homeowner Address)
and a voting member of Diamond Brooke hereby appoint Carol Frisher
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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COLLEEN NIXON
Homeowner Printed Name

Colleen Nixson 4/15/24
Homeowner Signature Date

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PROXY FORM

Date: 4-10-2024

I, Linda Burke, owner of 6980 Cody Dr Unit 30,
(Name of Homeowner) (Homeowner Address)
and a voting member of Diamond Brooke hereby appoint Cindy Subman (Unit 6)
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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Linda Burke
Homeowner Printed Name

Linda Burke
Homeowner Signature

4-10-24
Date

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2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 3/18/24

I, PAUL & LEE DIANNA, owner of 6980 CODY DR. UNIT 31,
(Name of Homeowner) (Homeowner Address)

and a voting member of Diamond Brooke hereby appoint MIKE HOPKINS
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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PAUL/LEE DIANNA
Homeowner Printed Name

Paul Lee
Lee Diana
Homeowner Signature

3/18/24
Date

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Property Management by Design
C/o: Diamond Brooke
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 3/27/2024

I, Valerie C Sandford, owner of 6980 Cody Dr. Unit 33,
(Name of Homeowner) (Homeowner Address)

and a voting member of Diamond Brooke hereby appoint Mike Hopkins
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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Valerie C Sandford
Homeowner Printed Name

VSandford
Homeowner Signature

3/27/24
Date

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2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4/5/24

I, Arthur Sanders G, owner of Unit 47,
(Name of Homeowner) (Homeowner Address)
and a voting member of Diamond Brooke hereby appoint Jana Ricker
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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Arthur Sanders G
Homeowner Printed Name

Arthur Sanders 4/5/24
Homeowner Signature Date



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2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4-15-2024

I, Kendra Daly, owner of #51,
(Name of Homeowner) (Homeowner Address)
and a voting member of Diamond Brooke hereby appoint Steve Schuchman
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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KENDRA DALY
Homeowner Printed Name

Kendra Daly 4.14.24
Homeowner Signature Date

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2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4-1-24

I, Carla Moore, owner of # 58,
(Name of Homeowner) (Homeowner Address)

and a voting member of Diamond Brooke hereby appoint Board - Carol Fisher
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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CARLA MOORE
Homeowner Printed Name

Carla Moore 4-1-24
Homeowner Signature Date

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C/o: Diamond Brooke
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4-15-24

I, Douglas Cameron, owner of 6980 Cody Dr #59,
(Name of Homeowner) (Homeowner Address)
and a voting member of Diamond Brooke hereby appoint Caral Fisher
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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Douglas Cameron
Homeowner Printed Name

Douglas Cameron
Homeowner Signature

4/15/24
Date

Proxy Forms can be scanned and emailed to JeffHorner@PM-ByDesign.com or by giving to someone within the association to bring to the meeting.

PROXY FORM

Date: 04/15/2024

I, John Fritzel, owner of 6980 Cody Drive, Unit 64, WEST DES MOINES, IA,
(Name of Homeowner) (Homeowner Address)

and a voting member of Diamond Brooke hereby appoint Art Holcomb
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

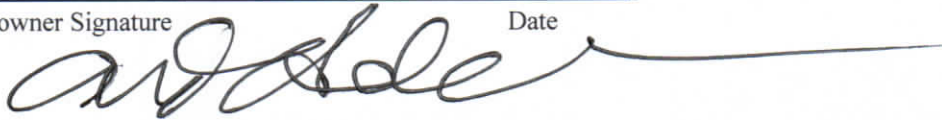
The appointment of proxy shall only be effective during the association annual meeting held on April 15th, 2024 at 4:30pm and will expire at the adjournment of the annual association meeting.

John Fritzel
Homeowner Printed Name

<i>John Fritzel</i>	dotloop verified 04/15/24 11:27 AM EDT 1VHJ-NGUD-J250-ECTJ
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Homeowner Signature

Date



Proxy Forms can be scanned and emailed to JeffHorner@PM-ByDesign.com or by giving to someone within the association to bring to the meeting.

PROXY FORM

Date: 4-15-24

I, Melissa Wells, owner of 6980 Cody Dr. #65 WAM
(Name of Homeowner) (Homeowner Address)
and a voting member of Diamond Brooke hereby appoint Carl Fisher 50266
(Name of Designee)

who is another voting member of the association, to serve as my proxy holder to attend the association annual meeting to be held April 15th, 2024, 4:30pm at the West Des Moines Public Library. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

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Melissa Wells
Homeowner Printed Name
MV Wells 4-15-24
Homeowner Signature Date

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