

Jordan Creek Condominiums Owners Association
Board Meeting Minutes

Date: Tuesday, July 22, 2026

Time: 6:00 p.m. – 7:30 p.m.

Location: Zoom call

1. Call to Order 6:01 pm
2. Quorum of board present (Directors: K. Breese, S. Hilst & M. Shojae)
In addition, there were owners of 11 other units who participated in the call.
3. Unanimously approved June 24, 2026 board meeting minutes
4. **Jeff Horner and Chad Carlson with Property Management by Design (PMBD)** joined the call. Stan introduced both of them to the owners. Jeff then provided the owners with an update regarding the property management transition.
 - a. PMBD will assume JCC property management on August 1, 2026.
 - b. Physical notices and flyers will be posted on unit doors and community bulletin boards by Monday, July 27. Simultaneously, a digital onboarding email will be distributed to all owners on the Association's email list, with paper copies provided to the remaining owners.
 - c. Financial Portal Integration: Residents will utilize the "Resident Center" portal for assessments.
 - Credit Card: available for convenience, subject to a convenience fee.
 - ACH payments: recommended "free" benefit for one-time or recurring payments.
 - In addition, checks can also be mailed to PMBD for processing.
5. **Treasurer's report** – Kathy presented the Treasurer's Report, noting that the main account balance increased from \$148,327 to \$159,085 with approximately \$20,000 in income and \$10,000 in expenses. She reported outstanding checks that hadn't cleared and mentioned a credit of \$255 plus tax for fire system bills at two other complexes, which Robb confirmed would be credited by the end of the week. Thirty-day delinquent accounts totaled \$12,821.
6. **Stanbrough Realty updates** – will inform PMBD of each item.
 - a. Delinquency collection update - one very delinquent unit owner has reached out to pay off their liability to JCCOA.
 - b. The former JCCOA president has still not returned the JCC keys.
 - c. Dryer vent billing: A chargeback of \$64.20 per homeowner for vent cleaning has been applied to ledgers. Any payments made via the Stanbrough portal must be completed by the Friday, July 25th deadline.
 - d. New items from Stanbrough/Robb:
 - Stanbrough portal's access will be turned off at the end of the week.
 - Will provide all the keys, including for the bulletin boards.
 - Will supply PMBD with an account ledger of all owners' balances by the end of the week.
 - To prevent duplicate charges, all homeowners must disable autopayments on the Stanbrough portal by Friday, July 25, 2026.
 - The transition overview concluded with the notation that Robb Geiger (Stanbrough Realty) will facilitate the transfer of all open maintenance tickets to PMBD to prevent service gaps.
7. **Completed items:**
 - a. HOA management contract signed with PMBD.
 - b. Current cleaning company terminated effective 8/31/26.
 - Board will be in contact with Chad (PMBD) to verify the board's preferred cleaning company is a good choice.
 - New cleaning company is expected to start in September. They will do a deep cleaning first.
8. **Old business:**
 - a. **Dryer Vents:**
 - 4 units need repairs, but dryer vent cleaning company didn't provide the unit #'s. Three are on each floor of building 1000 and one is in building 2000.
 - Dryer vent cleaning company has not provided unit numbers for units with damaged vent lines.
 - Received a bid from \$241 to \$417 per unit, totaling \$1,493. A bid from a second company was requested.
 - Vents are disconnected into four units, blowing into the interior of the walls, which is a fire hazard. Individual unit owners are to pay to have their own vent fixed, each owner will be notified.
 - Third floor dryer vent plastic covers are needing to be placed for security and insect-infestation reasons. Replacement with metal covers (\$80 each) for a total cost of replacing the remaining 21 dryer vent covers of \$1,680.

Action Taken: Board unanimously approved to replace all covers with metal covers.

b. **Building 1000 east wall stonework repair:**

- **Product Evaluation:** After researching multiple products, visited installations and distribution centers, Stan picked up samples of two faux stone products that have been recommended. TandoStone and Versetta Stone. Stan discussed the differences between the two products. The Board then formally aligned on using Versetta Stone (a concrete/composite product) for its durability and natural aesthetic.
- **Warranty Compliance:** To maintain the manufacturer's warranty, the Versetta Stone must wrap around corners to the patio edges on the north and south ends.
- **Strategy:** The Board will select a contractor to manage the City of West Des Moines approval process, leveraging the contractor's technical installation expertise and municipal contacts.
- In addition, some siding also needs to be replaced since siding panels at the top center of the east wall have come off. Initially it was believed that a storm caused the damage, but roofers pointed out that sagging EFIS is pushing against the siding, which caused the panels to come loose, which the loose panels were then able to be blown off the building. Not only is the EIFS damaged and sagging, but once the stone contractor is selected, will request bids to also repair siding.

c. **JCCOA owner packets** – no additional packets were posted, posting packets will be discussed with PMBD.

d. **Unit 3101 Trenching:** This recommended work is on hold pending a report from the building consultant.

e. **Building Consultant report** – no update

f. **Power-Washing:** The Board rejected a re-bid of \$20,578 (up from an original \$3,223), deeming the cost prohibitive. The second least costly bid was for \$4,799, which also was not considered.

9. New business:

a. **Bid for testing 83 building 3000 smoke detectors from Ahern Fire - \$1,313** Stan noted this testing was required by City Code.

b. **Smoke Detector Testing (Building 3000):** Unlike other buildings, building 3000 features a centrally wired system. The Board unanimously approved a \$1,313.00 bid from Ahern Fire for mandatory testing

Action Taken: Motion approved unanimously to proceed with the Ahern Fire bid

c. **Emergency Incident Response:** Building 3000: A fire alarm was triggered at approximately 10:00 p.m. by water intrusion from the third floor down to the first floor, causing a second-floor pull switch to malfunction. **Root Cause Analysis:** Initial findings identified a gap in a roof drainpipe and separation in the Exterior Insulation and Finish System (EFIS). Thermal imaging confirmed high moisture levels in walls and carpets across all floors. Remediation is necessary to have the building dried out.

Action Taken: The Board formally approved the immediate pursuit of bids for professional dry-out and mold remediation to mitigate liability.

10. Next board meeting:

Date: Wednesday, August 12, 2026

Time: 6:00 - 7:30 pm

Location: West Des Moines Public Library, Community Room (1st floor). PMBD management will participate via Zoom.

11. **Owners' questions & comments:** Matt asked about AppFolio and stopping autopay to Stanbrough. PMBD will send letters with payment instructions by Monday, July 27th.

12. Stan thanked both Stanbrough Realty and Property Management by Design for their respective accommodations and ongoing efforts that have allowed the property management transition period to be shortened by a month from the normal turnover timeframe.

13. Adjournment 6:57 pm