

Crown Colony Townhomes Owners Association, Inc.

July 18, 2024, 7 p.m.

Venue: First Unitarian Church, 1800 Bell Ave., Des Moines, Iowa 50315

Annual Meeting Agenda

Welcome and Introductions (President) President Jen Cronin called the Fiscal Year (FY) 2024 Annual Meeting of the Crown Colony Court Townhome Association to order at 7:00pm. (List of those present attached in the roll call/proxy list.)

Parliamentarian Appointment **Greg Kenyon** motioned, and **Michelle LeBlanc** seconded to waive the appointment of parliamentarian; motion was passed unanimously, and meeting proceeded.

Quorum Verification (Secretary) 21 of 24 – Quorum

Pam Kenyon, Secretary verified a quorum was present with 21 of 24 units represented. Of the 21, 7 were represented by signed proxies. (*documentation of in-person and signed proxies, below*). Units absent: 102, 310, and 420.

Approval of Agenda President Jen Cronin called for a vote; **Greg Kenyon motioned; Becky Shephard seconded. The vote was unanimous.**

1. **Annual Meeting Minutes (July 18, 2023)** 2023 Annual Meeting Minutes were sent to all Crown Colony owners via email. The board asked if there were any questions or clarifications before motioning for a vote. **Matt Cronin motioned to approve the minutes; Shannon Chicoine seconded to approve the Annual Minutes. The vote was unanimous.**

2. Reports:

a. President's Report

- i. Jen thanked all board members for their time and service
 1. A shout out to Debbie Avitt who found and contacted the vendors for issues that come up. This past year, Debbie:
 - a. Oversaw the road project (Speck)
 - b. Coordinated tree trimming (Wright Outdoor Solutions)
 - c. Found the ISU professor from the forestry department to conduct the prairie burn (Tre Wilson) to conduct the
- ii. Jen thanked the social committee for the activities they plan and a special thank you to Gregg & Michelle Messer for hosting the holiday party
- iii. A thank you to Karen and Wayne Martens for reviewing financials for the annual meeting
- iv. A thank you to Chuck Kolb for taking care of landscaping and gardening and keeping the front entrance to Crown Colony looking beautiful
- v. Thank you, Stu Shephard for keeping us well-lit, maintaining garage lights
- vi. Recap of the year: We accomplished a lot!

1. Kicked off with the road work at the bottom of the hill. Let's continue to keep up with areas as they come up
2. Tuckpointing started with buildings 100 and 200 last fall, and we completed the remainder this spring.
 - a. Century Brick is coming back to repair brick work on shared façade of Units 230/240, where work completed 10 years ago was not done properly (a different vendor).
3. Foundation repair on garage of Unit 410 (Anchored Walls).
4. Foundation repair work will start soon on Unit 220. We continue to struggle with buildings 1 and 2 with foundation issues. The next board needs to address this long-term; it might be time to have the engineering consultant come back and reassess. Main issue is some of the units have "floating" basement floors. When a void comes up it causes basement floors to shift. (A "void" describes the empty spaces that can form beneath concrete slabs; usually places where the sub-material that the concrete was sitting on settles or erodes away.)
5. Tree trimming occurred in February. Not only did it beautify the cul de sac it keeps the trees healthy for our parklike setting.
6. Prairie Burn ran smoothly and was a great volunteer effort by CC owners who assisted.
7. We said hello to new neighbors
 - a. Karen and Wayne Martens, Unit 520
 - b. Patty Link, Unit 430

vii. Looking ahead

1. Property Management company. We are further along in our discussion to contract with a property management company. We have proposals from two different companies (1) Project Management of Central Iowa and (2) Project Management by Design. (More detail below under New Business.)

- b. **Treasurer's Report** Kenny presented a review of the year's financials, with detail on the reallocation of our \$410 monthly HOA fee. As stated in the bylaws, the Emergency Fund covers work needed on individual units; the Capital Fund covers repairs needed in areas common to all residents (road repair, tree trimming, prairie burn). The board deposited \$50,000 in a CD with Community Choice last September and has earned interest just under \$2,500. Renewed the CD and hope for another \$1,000 in interest until the CD matures.

- i. Our HOA fees are allocated as follows:
 1. Operating Fund \$254 (~60%)
 2. Capital Fund \$31 (~10%)
 3. Emergency Fund \$125 (~30%)
- ii. 2023-2024 Expenditures (line by line)
 1. Quick Books. Minimal subscription fees

2. Professional fees. Did not need to budget for this with Kenny's accounting skills (thank you Cronin household)
3. Taxes. We pay income tax on interest but not dues
4. Water bill came in as expected
5. State Farm went down \$70/month as we are three years removed from our last claim
6. Lawn care. Switched from Titan to Miller Outdoor Services. It's a higher monthly but we receive more included services such as lawn fertilization and ice melt.
7. Did a lot of capital- and building-maintenance projects (as President Jen Cronin noted above); road repair was \$22,000
 - a. Balances
 - i. Operating Fund \$16,000
 - ii. Capital Fund \$108,000
 - iii. Emergency Fund \$31,000

3. Financial Report Review

- a. **Motion to approve the financial report by Greg Kenyon; seconded by Matt Cronin. Motion passed unanimously.**

4. 2024-2025 Proposed Budget

- a. Discussion
 - i. 2024-2025 Proposed Budget
 1. QuickBooks. Increasing by \$5
 2. Professional fees. \$0
 3. Office supplies. Nominal to cover envelopes/stamps
 4. Taxes. Upped slightly to cover interest earned on CD
 5. Water. Held it steady for next year
 6. State Farm. Decrease as noted above
 7. Lawn care. Covered contractually, so no surprises
 8. Capital Expenses
 - a. Tuckpointing on Building 2
 - b. Building expenses (foundation repair) for Unit 210
 - c. Landscaping, ash boor; prairie burn, allocated a third of the prairie burn cost here since the burn should be repeated every two to three years
 - d. Property Management company could increase fees \$20 - \$30 per unit. We have two proposals, but nothing is yet final. New board will determine. Estimates with a pm company as follows:
 - i. Proposal #1: \$636 month / \$24 per door
 - ii. Proposal #2: \$432 month / 24 \$18 per door
 - iii. Bylaws allow the board to increase HOA fees up to 5%/\$20 without a vote

1. Scottie Avitt commented that most of Crown Colony would be in support of a pm company; increase peace of mind and reduce responsibility the board takes on.
2. Jen noted we will get into more detail on property management under new business.

b. Adoption of Budget

- i. **Motion to approve the budget as proposed Greg Kenyon; seconded by Matt Cronin. Motion passed unanimously.**

5. **Nominations for two positions on Board**

- a. Larry Kehoe volunteered for the board if a second person was not nominated (thank you, Larry!)
- b. Michelle Messer was nominated by Greg Kenyon; seconded by Shannon Chicoine
- c. Steve Wiseman was nominated by Michelle LeBlanc, seconded by Shannon Chicoine
 - i. **Greg Kenyon voted we cast unanimous ballot for both positions. Motion passed unanimously.**
- d. Positions will be determined at the August board meeting.

6. **New Business**

- a. **Adding Immediate Past President position – non-voting, consultant – to our governing documents.**
 - i. The board recommends Crown Colony add Immediate Past President for continuity of projects underway and to assist the new board through first year transition.
 1. **Michelle LeBlanc motioned to add the Immediate Past President to governing documents. Becky Shepard seconded. Motion passed**
- b. **Property Management Company Support**
 - i. Jen provided detail as to why a property management company can benefit all owners as well as the HOA board. The property management company does not replace the board, but rather, serves in the capacity to assist the board in project management, paying invoices, tracking down vendors, filing renewals, staying current on insurance and state rulings, etc.
 1. **Sean Corkrean moved Crown Colony Court owners authorize the board to increase monthly HOA fees up to \$40/month per unit to cover the hiring of a property management company. Seconded by Matt Cronin.**
 - a. A show of hands was requested:
 - i. 20 units in favor
 - ii. 1 unit opposed
 - iii. 3 units not represented
 2. **Motion passed.**
- c. **Updating Exterior Lighting Options**
 - i. Update and modernize the exterior with black matte lights, replacing the original white lights on either side of garages and on back decks.

- ii. Printed options/samples provided by Michelle LeBlanc/Shannon Corkrean from Spectrum Lighting

- 1. 48 front light fixtures (2 per unit)
- 2. 24 back deck light fixtures (1 per unit)
- 3. Michelle/Shannon will check in with Spectrum to ask about the bulk discount; ensure switch plate size covers existing
- 4. Estimate this to be a \$12,000 - \$15,000 capital expense
- 5. Board will update CC owners on status later this fall.

d. Dead Tree Limbs

- i. Front yard of unit 210 large, dead limbs to be taken out; also, between units 520 – 530; and one by the mailbox
 - 1. Debbie will take pictures and send to Seth at Wright Outdoor Tree Service.

7. Adjournment: The annual meeting was adjourned at 8:37pm

- a. **Matt Cronin moved to adjourn; seconded by Wayne Martens**

Respectfully submitted,

Pam Kenyon, Secretary

Quorum/Check-in Roster next page.

Unit Number	In-Person	Proxy
110 Loren Ucilowski	-	
120 Larry and Susan Kehoe	x	
130 Katie and Todd Pearson	x	
140 Shannon and Sean Corkrean	x	
210 Ute LeBlanc		Michelle Blanc
220 Sue Patten Devitt	x	
230 Jen and Matt Cronin	x	
240 Ruth Foster		Jennifer Cronin
310 Linda Erickson	-	
320 Arlene		Jennifer Cronin
330 Tony and Eileen Valdez		Jennifer Cronin
340 Debbie and Scott Avitt	x	
410 Chuck and Deb Kolb	x	
420 Chad Bassman	-	
430 Patty Link	x	
440 Pam and Greg Kenyon	x	
510 Michelle LeBlanc and Steve Wiseman	x	
520 Karen and Wayne Martens	x	
530 Gregg and Michelle Messer	x	Pam Kenyon
540 Roy and Mary Nilsen		Shannon Chicoine
610 Stu and Becky Shephard	x	
620 Shannon Chicoine	x	
630 Elizabeth Quinlan		Shannon Chicoine
640 Sue Doty	x	
TOTAL UNITS Represented	21	
	14	7