

ANNUAL DIAMOND BROOKE TOWNHOME ASSOCIATION MEETING
West Des Moines Library Community Room
May 15, 2023

The meeting was called to order at 6:00 PM by President, Arlen Eichmann. Board Officers present were: Kent Van Zee, Denny Cloe, Carol Fisher, Ron Brimeyer and Doreen Meier. Jeff Horner, Property Management by Design was also present. There were 41 homeowners represented by being present or sending proxy votes which qualified as a quorum.

2022 Approval of Minutes:

Minutes of the May 31, 2022 Association Meeting were motioned for approval by Steve Schuchmann and seconded by Joe Raftis. Motion was approved.

President's Report:

Arlen reviewed 2022 activity. Sixteen ash trees were removed and replaced by other trees. Twelve trees will be removed/replaced in 2023 and the process will continue for 2-3 years. The annual walk-thru by Jeff Horner will be on May 17, 2023 with a report to the Board. Painting/repairs to the Complex will begin in May/June beginning with Units 1-13. Waste Management was terminated for our garbage/recycle vendor; Ankeny Sanitation is the new provider saving us \$400 per month. Stoop repair was completed on seventeen units; nothing is budgeted for 2023. Arlen also reminded Homeowners to pick up after their dog, it's a West Des Moines City Ordinance. Our property management company, Gillum Properties, has changed their name to Property Management by Design with no further changes.

Financial Report:

Jeff Horner provided financial reports for 2022. Budget for 2022 was \$134,040; budget for 2023 is \$142,214. Currently we are at 32% of budget. The increase in budget is due to rising costs of lawn care, snow removal and insurance. Jeff continues to monitor costs and review pricing on all vendors.

All Association dues are current except for Unit 20. Currently he owes us \$15,000; Diamond Brooke has filed a law suit against Mr. Falconer. Each month the Association Dues, late fees and any legal fees are charged to him. Periodically we go to Court collecting some funds. The Judge awarded us 8% interest on remaining unpaid balances.

The Reserves for 2021 was \$75,000; 2022 was \$60,000; 2023 dropped to \$48,000. Dues were raised to \$245 per month in 2015 with no increase since. A discussion was held concerning raising the dues to \$275 per month, a \$30.00 increase, beginning July 1, 2023. Diamond Brooke will remain viable in the market place at \$275 per month. It will give us a \$60,000 threshold in Reserves.

Painting will begin a six year cycle, the next six years will be for touch-ups only, then the six year painting cycle begins again. Painting and repair will begin in May/June beginning with Unit 1-Unit 13. The exterior/trim color and paint quality will remain the same. Touch-up painting will be completed in the Fall. Per the Covenants, painting the front door is the responsibility of the Homeowner. Current Paint Color: Sherwin Williams Exterior Accents Satin, Sundried Tomato (7585)

Spring walk-thru will begin May 17th. A report will be provided to the Board but will not include painting and repairs.

Property Management by Design F/K/A Gillum Group has purchased new software designed for Townhome Associations. This change will include a new App to communicate with the property manager.

Google Fiber and Jeff Horner have been negotiating their entrance into Diamond Brooke involving attorney's as needed. They will be meeting to go over specs and plans shortly.

Architectural Committee:

Building Permits are required for any changes/expansion. Per the Covenants, acceptable deck colors include earth tones or natural. Black metal railings are acceptable. This is done to maintain uniformity of the Association.

Landscape Committee:

Landscaping will be reviewed during the walk-thru. Planting/trimming around the front entrances will begin soon. It is the Homeowners responsibility to maintain their gardens.

New Business:

An in-depth review of renting units will be conducted to ensure no unit is turned into a vacation home rental.

Election of Officers:

Terms are expiring for three members of the current Board. Three Homeowners volunteered to be Board Members; a motion was made by Art Holcomb to accept the Homeowners who volunteered for a three year term, Connie Nixon seconded. Motion carried. New Board members are Denny Bewyer, Mary Jo Madvig, and Valerie Sandford.

Dues Increase:

A motion was made by Art Holcomb to adopt the \$30 monthly increase in Association Dues beginning July 1, 2023, Connie Nixon seconded. Motion carried.

Adjournment:

A motion to adjourn the Meeting was made by Diane Van Zee, seconded by Linda Anfinson. Motion Carried. Meeting Adjourned.

Submitted by

Carol Fisher
Secretary