

**TRADITION TOWNHOMES ASSOCIATION**  
**ANNUAL MEETING MINUTES**  
May 6, 2024  
**TRADITION CLUBHOUSE**

**CALL TO ORDER:** 7:00 PM

**BOARD MEMBERS PRESENT:** John Collins, Jim Hoffmann, Dennis Pate and Debbie Ver Ploeg.

**QUORUM:** A quorum was established with the sign-in sheet.

**MINUTES:** The minutes from the last annual meeting have been received and filed. The minutes were previously sent via email to the Association residents.

**ELECTION OF BOARD MEMBERS FOR TWO POSITIONS:**  
John Collins and Debbie Ver Ploeg were the only two candidates, both running for a second consecutive 3 year term. Motion to elect both was made by Diane Milkovich and seconded by Betty Read-Holmes. Motion carried by unanimous voice vote.

**FINANCIAL REPORT:**  
Jeff Horner reviewed the Financial Report pointing out several important areas, such as reserves, insurance, and procedure for determining dues.

Financial Report			
Operating Budget for 2024		\$203,164	
Reserve Transfer and Accrual for 2024		\$98,000	
Accounts	Budget	Actual	% of Budget
Grounds Maintenance	\$94,110	\$18,870	20.05%
Pool Maintenance	\$5,195	\$0	
Building Maintenance	\$4,760	\$1,594	33.49%
Insurance	\$49,304	\$65,685	133.23%
Utilities	\$31,055	\$4,374	14.09%
Other Expense	\$18,740	\$5,092	27.17%
<b>Total Expenses</b>	<b>\$203,164</b>	<b>\$95,617</b>	<b>47.06%</b>

**WORK ORDER UPDATE:**

Jeff Horner reviewed all the work orders now waiting to be handled by vendors. We are having some troubles with our current “go to” vendor. This situation should be resolved shortly.

Copies of the handouts from the meeting are attached. They are: Resident enter Guide, Repair or General Inquiry through Resident Center Request, and Repair or General Inquiry through Email Request.

**GROUNDS, LANDSCAPING, IRRIGATION, AND POOL UPDATE:**

Jeff Horner, John Collins, Debbie Ver Ploeg, and Dennis Pate talked about our lawns, trees, gutters, and irrigation.

Please flip down the gutters around your house after each mowing.

Lawns are being cut at 4” to allow for deeper roots and, in several years, healthy and full lawns.

Ash trees will be sprayed this spring.

Mulch will be put around front yard trees (volunteers - please let Debbie Ver Ploeg know).

A ribbon will be tied around those trees needing trimming to allow large trucks to pass (City request)

Dennis Pate, Del Piittmann, Dale Port, and Terry Woods will attempt to handle irrigation repairs, but will likely be using Iowa Irrigation more this year.

The pool fence needs some repairs. Barring other problems, pool should open on May 24<sup>th</sup>.

**INSURANCE UPDATE:**

The insurance committee was introduced, and accolades given to the group for their hard work.

Everyone should have a \$10,000 loss assessment rider on their house insurance. John Collins, John Cisna, and Jeff Horner gave an update on our home and HOA combined insurance. Three scenarios were given to the Board by the committee to be prepared for future insurance changes. With the weather in the last few years, and forecasts for more coming, it is an ever-changing situation. There is no need for any changes as of now. However, the Board now has some solid options to consider if insurance becomes an untenable situation in the future.

There were some clarifying questions and answers during this update.

**ADDITIONAL:**

Denise Schuett gave thanks to her clubhouse crew of Marlene Edson, Marilyn Scroggins, Ardis Morrison, substitutes Cheryl Pate, and Sue McCaffrey along with our hired firm Partners in Grime.

## ADJOURNMENT:

It was moved by Karen Knudson and seconded by Del Piittmann to adjourn the meeting at 8:50. Motion carried by unanimous voice vote.

A short Board meeting was held after the Annual meeting consisting of three items.

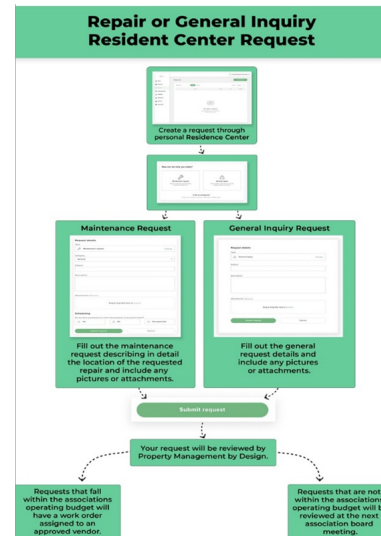
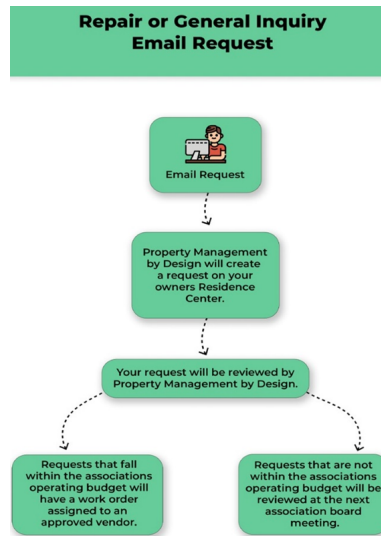
1. The Board positions will remain the same.
2. The Board approved a **Community Garage Sale on June 14<sup>th</sup> and 15<sup>th</sup>**.
3. The Board decided to consider using one or more new vendors to complete our Work Order list

### Resident Center Guide

The Resident Center has been designed specifically to let you easily manage your living experience and make payments online.

**Create a password and sign in!**  
Your password will be sent in a welcome email. This email will contain the website URL and your username. To create your account, click "Activate Account". Next, set your password to create your account.

- Home** View your current balance, make payments, set up auto-bill, open a maintenance request or view community announcements.
- Payments** The Payments page shows your transaction history (charges, payments, refunds, and more). From here, you can make a one-time payment or set up auto-bill. Make a payment online by clicking the "Make Payment" button from the home dashboard or payments page. You have the option to make a one-time payment or set up an automatic payment to proceed on a regular basis. You can schedule the payment for a later date or to pay immediately. If an online payment is refused by your bank, it will reflect on the payments page automatically.
- Requests** The Requests page allows you to submit either a maintenance request or general inquiry. The maintenance request page will allow you to provide the necessary information about your issue to get it fixed as soon as possible. Once submitted, you request is sent and available here. You can come back to the request to check on the status. When updates are made, we'll let you know by email and on this page.
- Announcements** You will receive important news and updates which will be posted on the resident site and sent to your email. You can log in to the resident site to check for any announcements right on the dashboard!
- Violations** Notify charges, penalties, and resolve violations.
- Documents** The Documents section shows all files that have been shared with you such as association documents, minutes, etc.
- Contacts** The Contacts section helps you find your way in your neighborhood. You will find phone numbers and websites of local utilities, municipal services, restaurants, and nearby friend member information.
- Community** The Community page is a place to post and update community events for your association.



MINUTES OF THE ANNUAL MEETING  
TRADITION TOWHOMES ASSOCIATION

The annual meeting of the Board of Directors of Tradition Townhomes Association was held at Ankeny, Iowa on the 6th day of May 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

1. John Collins - President
2. Debbie Ver Ploeg – Vice President
3. Jim Hoffman - Secretary
4. Dennis Pate - Board Member

Unit Owner – (IN PERSON CHECK) OR NOTED BY (PROXY)

1303 – In Person	1403 -	2803 - In Person	3016 -
1304 - In Person	1404 - In Person	2804 -	3019 -
1307 - In Person	1407 - In Person	2807 - In Person	3020 -
1308 - In Person	1408 -	2808 - In Person	3023 - In Person
1321 - In Person	1411 - In Person	2811 -	3101 -
1322 -	1412 - In Person	2812 - In Person	3102 - In Person
1325 -	1415 - In Person	2815 - In Person	3105 - Proxy
1326 - In Person	1416 - In Person	2816 - In Person	3106 - In Person
1329 - In Person	2703 -	2819 - Proxy	3109 - In Person
1330 -	2704 - In Person	2820 - In Person	3110 -
1333 - In Person	2707 -	2823 - In Person	3113 -
1334 - Proxy	2708 - In Person	3004 -	3114 -
1337 - In Person	2711 -	3007 - In Person	3117 - In Person
1338 - In Person	2712 - In Person	3008 -	3118 -
1341 - In Person	2715 - In Person	3011 -	3121 - In Person
1345 - Proxy	2716 - In Person	3012 - In Person	3122 -
1349 -	2719 - In Person	3015 -	3125 -

Total Number of Unit Owners Represented  
Percent of Votes Outstanding

43  
63.23%

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

Attached is the following board minutes from the annual meeting.

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