

**SOUTHWICKE TOWNHOME ASSOCIATION
WEST DES MOINES LIBRARY COMMUNITY ROOM
ANNUAL MEETING MINUTES
Date: September 30, 2025**

CALL TO ORDER: 7 p.m.

ATTENDANCE: Board Members Janet Johnson, Charles May, Keith Sandvig, Carolyn Buseman, Phil Betts, Property Manager, Jeff Horner. Homeowners: 42 units in attendance plus 13 proxies.

PROPERTY MANAGER: Introduction of Jeff Horner, Property Management by Design. Jeff provided a short history about himself, his partner, and company. An explanation of the Resident Center Portal was made describing how to access, and set-up, pertaining to maintenance issues, violations, work orders, etc. Forms were distributed addressing how the portal appears once set-up individually by homeowners.

TREASURERS REPORT: Keith reported \$56,000+ in checking, \$85,000+ in savings at the end of August. Jeff pulled a combined cash balance and reported \$156,000 total; this is before new bills were paid.

RETAINING WALL: A preliminary survey basically laid out where utilities, etc. are located. Forms were available. Next process will be getting soil samples. This will be a long, on-going process.

PROPOSED AMENDMENTS CHANGES:

COVENANTS: Article 13 Section 2:

No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any Lot except for no more than two (2) pets: one (1) dog & one (1) cat; two (2) cats; or two (2) dogs. Pets may be kept provided they are not kept, bred, or maintained for any commercial purposes. The association may, by rules and regulation, prohibit or further limit the raising, breeding, or keeping on any lot, front lot, or rear lot, of any pet. Dog breeds need board approved and can be excluded if they pose potential risks. Discussion and debate held. Vote taken by show of hands. Motion Passed.

COVENANTS: Article 13, Section 4:

The owner of each unit shall keep the same free of weeds and debris within five (5') feet of said structure (units, decks/patios). If not adhered to, a 30-day notice will be sent to complete. If not accomplished in the 30-day period, the association will finish and unit owners will be assessed the final charge. Discussion and debate held. Vote taken by show of hands. Motion Failed.

ELECTION: Nominations were asked for from the floor; no additional names were added to the ballot. Keith Sandvig running for re-election. Motion made to accept Keith for a 2-year term. Passed.

Introduction of new homeowners: Susan George, Janelle Anders, Jeanne Ambrose, Karen Douglas, Ellen Vanderhoff, Robin Terrell & Les Shelley, Jan Pritchett, Louie & Frances Schimonitz, Nancy & Tedd Kipper.

NEXT MONTHLY BOARD MEETING: October 14, 2025 at 5 p.m. Unit 20.