

Crown Colony Court Monthly Board Meeting
AGENDA - THURSDAY, JULY 10, 2025 | 5:00 PM
Pam Kenyon's (Unit 440)

I. Call to Order Meeting was called to order at 5pm

Board Members Present: Steve Wiseman, Michelle Messer, Kenny Cronin, Pam Kenyon
Homeowners Present: Gregg Messer

II. Resident Comments

Received In-Person, via Text, or Email

- Patty Link (430): Reported a fallen tree limb on her deck and concerns about the trees behind her unit. (See Project Grid.)
- Gregg Messer (530): Shared findings from Smith Sewer System's camera scope of storm drains and tile lines. Two issues found: (1) clogged retaining wall tile line in two spots, (2) clogged foundation tile line. (See Project Grid.)
- Darlene Turner (240): Asked if Annual Meeting is available via Zoom (it is not).
- Elizabeth Quinlan (630): Noted excessive weeds in sidewalk cracks. Miller Outdoor is scheduled to address this within next two weeks.

III. Treasurer's Report (Kenny)

A. Account Balances

- Operating Fund (Lincoln Savings) \$11,898.81
- Reserve: (outside Lincoln Savings) \$151,503.20
 - i. Reserve Fund (Lincoln Savings): \$18,454.55 + this with Jeff (169,957.75)
 - ii. Emergency Fund (Community Choice Credit Union): \$26,069
 - iii. Capital Improvement Fund (Community Choice Credit Union): \$39,355.62
 - iv. 15-Month CD (Community Choice Credit Union): \$75,695.34
 - v. Miscellaneous Savings (Community Choice Credit Union): \$382.63
- Net Income Total: \$5,066.40
 - Per PMbD: \$4,346.87+ CCCU interest: +719.53

B. Invoices & Estimates

- No major expenses
- Accrued interest \$719.53
- Water Bill: Holding steady at just over \$2,000. Reminder: While water is included in the \$428 total monthly fee, it's not part of the HOA's annual assessment. Because we share a single meter, each unit pays \$75/month for water—similar to how you pay other utilities. The base HOA fee is actually \$353.
- Motion to approve the Treasurer's report by Michelle; seconded by Steve. Approved.

C. Debit Card. First card was lost in mail; bank is sending a replacement card to Steve.

IV. Business Items

A. Property Management by Design (PMbD)

- June Zoom check-in Minutes are on portal
- Tasks and Work Orders (tracked below in grid)

B. July Annual Meeting

- Tuesday, July 22 at 7pm at the Unitarian Church
- Annual Meeting Agenda and Proxy (email July 8; 15 days prior to meeting)
- Anyone wishing to serve on the Board must be nominated. Wayne Martens and Patty Link have agreed to be nominated. Thank you!

V. Business Items & Projects (Near-Term & Long-Term)

OWNERS: All maintenance concerns should be submitted through the Property Management by Design (PMbD) [Resident Portal](#). This ensures proper documentation and recordkeeping. Emailing the board is also acceptable, but maintenance needs must be in the portal.

Near-Term Issues	Status/Action	Date
Speck USA road repairs	Three separate initiatives (1) Speck agrees to fix the 2023 repairs although the warranty was good only 90 days. (2) Patch needed in front of 520 driveway (3) Fix breaks in seams and seal cracks to extend life of road	Date of work to be scheduled by Jeff/PMbD.
Property walk-thru	Conducted May 6 by PMbD	Repair work by 515/Exteriors is underway. Asking Jeff/PMbD for a list of work to be completed on other units.

Aesthetics Committee (Exterior light fixtures)	Michelle LeBlanc and Shannon Corkrean to work with PMbD on sourcing.	Project to be considered next budget season; on hold
Trimming of shrubs	Michelle has homeowner list	Orange ties on shrubs to be trimmed by Miller Outdoor.
Long-Term Issues	Status/Action	Date
<p>SOUTH RETAINING WALL PROJECT (originally task for unit 530)</p> <p>(1) Drainage tiles repaired (2) Retaining Walls replaced (behind buildings #3 and #5)</p> <p>Deferred Maintenance email June 23</p>	<p>Requires engineering/survey report before we can obtain vendor quotes. Messers opened a task in resident portal to have Smith Sewer clean out the east drainage tiles as we await survey report to replace retaining walls.</p>	<p>Tometch Engineering providing design/survey estimates.</p> <p>Jeff/PMbD to open Master Tasks</p> <p>Discuss at Annual Meeting</p>
<p>NORTH RETAINING WALL PROJECT (originally unit tasks for #230 and #220)</p> <p>Construct new retaining wall behind building #2 to stop erosion of hill</p> <p>Deferred Maintenance email June 23</p>	<p>Requires engineering/survey report before we can obtain vendor quotes.</p> <p>Originally a unit task opened by Cronin (230) and Devitt (220); foundation shifting and settling caused patio doors to jam</p>	<p>Tometch Engineering providing design/survey estimates.</p> <p>Jeff/PMbD to open Master Tasks</p> <p>Discuss at Annual Meeting</p>

Unit Issues	Status/Action	Date
17 units to have dryer vents cleaned	Dryer Vent Wizard can clean all vents from the exterior. Each unit will be invoiced separately and receive the 20% discount. Email to all units	To be scheduled.
Unit 640	Open task – repair rotted trim near roofline	Status; check with PMbD
Unit 430	Open task – remove dead tree limbs and trim up the deadwood on the River Birch tree, removing strap wrapped around tree, and inject treatment for Bronze Birch Borer	Board approved \$650 expense to inject tree, trim deadwood and remove limbs.
Unit 530 – Building #5	Smith Sewer camera-scoped three areas around building #5 (1) retaining wall drainage tile (2) storm drain and (3) foundation drain tile behind building.	Board approved bill submitted by Smith Sewer for this camera/scoping work (\$421.21) and also to have Smith Sewer return to “jet blast” the blockage in the retaining wall drainage tile and the foundation drain tiles.

Adjournment: Regular meeting adjourned at 6:15pm for closed session to discuss Annual Meeting agenda.

Next regular board meeting: Thursday, August 14th, 5pm (location TBD).