

Crown Colony HOA
Board Meeting Agenda & Minutes
February 13, 2025 – 7:00 PM
Meeting held via Zoom due to weather and illness

I. Call to Order: Meeting called to order at 7:03 PM

- Board Members Present: Steve Wiseman, President; Michelle Messer, Vice President; Kenny Cronin, Treasurer; Pam Kenyon, Secretary
- Owners Present: None

II. Resident Comments (In-Person, Calls, Texts, Emails)

- Snow Removal Concerns: Emails received regarding snow removal timing.
- Action: Property Management by Design (PMbD) will communicate snow event plans moving forward.
- Owner Contact: Questions should be directed to Jeff Horner at PMbD.

III. Treasurer's Report (Kenny Cronin)

A. Monthly Expenses

- a. Transition to **PMbD** is progressing smoothly; all invoices paid on time.
- b. Water bill: Slight increase in January, likely due to 23 of 24 units occupied.
- c. Other monthly expenses remain normal.

B. Recent Payments

- a. \$40 to PMbD for creating a 1099 form for CPA.
- b. \$375 for January ice-melt (in addition to \$975 spent in December).

C. Account Balances

- a. Operating Account: \$3,563.09 (covers monthly expenses)
- b. Emergency Reserve: \$18,158.17 (held with PMbD)
- c. Capital Improvement Savings: \$114,202.75 (includes contribution from Linda Erickson).
- d. Accounts Payable (recorded but not yet paid):
 - i. Total: \$9,600 (as of January). Includes: Miller's January invoice, Wright tree trimming (now paid), Iowa roofing bill, Waterworks, and Dickinson Bradshaw legal invoice.

D. Fund Transfers: \$5,500 transferred from reserves to operating to cover Wright Outdoor tree trimming (\$4,200).

E. 2025 Budget: Finalization is pending; outstanding questions with PMbD remain.

IV. Business Items

- A. Snow Removal & Ice Events (Michelle Messer). The board unanimously approved for PMbD to handle all snow removal communications with owners for clarity and consistency. Action Items: PMbD will communicate the snow/ice removal contract terms to owners.

- i. Board contacts for PMbD approvals:
 - 1. Primary: Steve Wiseman, President
 - 2. Backup: Michelle Messer, Vice President

B. Roof Inspections (Michelle Messer)

- a. Condensation issues reported in Units 530, 210, 110, and 130. Likely cause, improper venting (soffit and ridge vents covered during roof installation).
- b. Next Steps: Michelle will obtain the repairs contracts to determine warranty coverage and with PMbD help, identify the best-qualified contractor for necessary fixes.
- c. PMbD Recommendation: Owners should have dryer vents inspected and cleaned every two years; PMbD will provide a vendor recommendation.

C. Spring Property Walk-Through (Scheduled by PMbD). Purpose: A visual inspection of buildings and grounds to document maintenance needs. Document findings for board to vote on prioritization and schedule.

V. Adjournment: Meeting adjourned at 7:59 PM.

VI. Notice of Next Meeting

Thursday, March 13, 2025 – 7:00 PM

Michelle Messer 's (Unit 530)

Contact information for Property Management by Design

President, Jeff Horner

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