

Crown Colony Townhomes Owners Association
Board Meeting Minutes – September 19, 2024 - Steve Wiseman’s (Unit 510)

Call to order Meeting was called to order at 5:03pm. Board present: Steve Wiseman, President; Michelle Messer, Vice President, Kenny Cronin, Treasurer; Pam Kenyon, Secretary. Residents present: Wayne and Karen Martens; Michelle LeBlanc.

II. Comments from residents

- A. In-person –Arlene Larson (Unit 320) yard work/clean up behind her unit and other project needs. Michelle will connect Arlene with Miller Outdoor Services for lawncare work and provide a list of vendors Crown Colony uses for other project needs.
- B. Those received since the last meeting (calls, texts, emails, etc.)
 - 1. Kenyons requesting the gallon of front-door paint for their unit. (Board will document the paint specs.)
 - 2. Michelle LeBlanc inquired about
 - a) ...interior windows and sliders (brands, styles, etc.) to maintain uniformity as they are replaced. Pam to check handbook.
 - b) ...new black exterior light fixtures discussed at Annual Meeting. Item is still on the agenda; the board asks that this item remain on the future consideration list as we work through other expense priorities before moving forward with new lights. As discussed at the Annual Meeting, in addition to purchasing the light fixtures (72 needed @ approx. \$115 each–price to be determined with Spectrum Lighting), we will also need to contract with an electrician to install and manage individual homeowner schedules for installation.
 - c) ... dirt levels behind building 200 are notably lower – almost a foot visibly lower due to erosion and run off. **Action:** Steve or Michelle Messer to discuss with Miller Outdoor Services.

- II. **Treasurer’s Report** – Nothing of note; the; the usual monthly expenses for Water Works, State Farm Insurance, Miller Outdoor Services and QuickBooks. Kenny made downpayment for the foundation work for Unit 220. **MOTION:** Michelle moved that the Treasurer’s Report be approved; Steve seconded. Motion carried.

III. Business Items

- A. Fall Clean Up/Community Clean Up (Michelle). Saturday, October 12 from 10am to 12pm. **Action:** Michelle Messer will send an email to all residents with more details for teams to work in assigned/various common areas.

Action: HOA Board will also walk the property to identify any common areas that need attention.

B. Tree Removal Status (Michelle). Wright Creative Solutions quote is \$4,200 to remove dead trees. **MOTION: Steve moved that Crown Colony approve the quote to have the trees removed; Pam seconded. Motion carried.** Replacement trees of 2" to 3" will cost up to \$1,000 each. **Action:** Michelle is meeting with Seth from Wright on 9/20/24 to discuss timing for removal and to receive the tree catalog to select replacement. **Action:** Michelle will meet with homeowners to discuss replacement trees. (Units 210 and 220 want their replacement trees to match.)

C. Buildings:

1. Building 100 – No issues
2. Building 200
 - Unit 220 – Basement/foundation work. Kenny has paid the down-payment for repair work to begin; scheduled October 9. (**Action:** Jen agreed to see this project through to completion since it started under her watch as President.)
3. Building 300
 - Miller Outdoor Services to mow behind building 300.
4. Building 400 – no issues
5. Building 500
 - Units 520 and 530 (and 510 to some degree) – All have gutter issues at back of house and report serious water overflow directly off the roof in heavy downpour rains. Gutters have Leaf Guard-type covers installed, which may be prohibiting water intake which contributes to overflow and issues at the foundation and egress windows. **Action:** Steve to contact the roofer/gutter contractor for next steps.
6. Building 600 – no issues

D. **Property Manager**

1. Steve and Michelle called references provided by Property Management by Design (PMbD). All spoke favorably about PMbD's their service and commitment to building vendor relationships, responsiveness, striving for efficiencies and improving overall homeowner value. For comparison, Michelle also called a reference for Property Management of Central Iowa who also spoke well of their relationship.
2. The HOA Board likes the Property Management by Design proposal and is scheduling a meeting to discuss. More information, soon.

E. **Crown Colony documents archive** – With each two-year board member transition, President, Vice President, Treasurer and Secretary each collect paperwork, invoices, estimates, and other documents related to serving on the HOA Board, in addition to maintaining the Founding Documents (Bylaws, Declaration and Handbook). The board discussed working to clean up and consolidate the archive throughout the 2024-2025 term.

F. **Next meeting:** Thursday, October 17 (3rd Thursday) 5pm at Michelle Messer's, Unit 530. **(Please note:** The board agreed to a regular recurring meeting schedule for board meetings, the 3rd Thursday of the month at 5pm. Location will rotate among board members' units.)

IV. Adjourned 6:29pm

Pam Kenyon, Secretary