

Crown Colony HOA Board Meeting Minutes
April 10, 2025 - 5pm, Pam Kenyon's (440)

I. Call to Order

- A. Board members present: Steve Wiseman, President, Michelle Messer, VP, Kenny Cronin, Treasurer, Pam Kenyon, Secretary
- B. Owners present: None

II. Resident comments

- A. In-person
- B. Received via text, email
 - Unit #230. Cronin's patio required replacement due to bowing.
ACTION: Steve Wiseman to call Tometich Structural Engineering to inspect Cronin's patio door structure.
 - Unit #220 - Sue DeVitt requests the structural engineer also look at her unit as she is replacing her patio door due to same issues as #230. **ACTION:** Steve to call Tometich Structural Engineering and ask them to inspect on same visit to #230.

III. Treasurer's Report (Kenny)

- A. Monthly Expenses
 - a. Income taxes hit in March (~\$1,000 between Federal and State.)
 - b. All other expenses normal for the month
- B. Fund Balances
 - a. Operating Fund (checking account, Lincoln Savings) \$4,119.24
 - b. Emergency Fund (Lincoln Savings) \$26,040.09
 - c. Reserve Account (Lincoln Savings) \$18,306.46
 - d. Capital Improvement Fund @ community \$114,354.58
 - e. Misc. savings \$382
- C. CD (Certificate of Deposit)
 - a. Kenny instructed his point person via email (Community Choice Credit Union) to invest \$75,000 for 15 months; this will earn the Assn roughly \$4,000 (minus \$300/quarter in taxes) @ 4.3% APY.
 - b. **Motion:** Michelle moved to approve the Treasurer's Report; Steve seconded; motion passed.

IV. Old/New Business

A. Property Management by Design

a. Open Tasks -

i. Condensation and Venting

1. Unit 110 and Unit 130 - Michelle to provide homeowners with contact info for JD Nelson/Imperial.
2. Condensation is not a result of roof replacement; all homeowners are responsible for having their attics checked for adequate insulation; venting of dryer and exhaust fans.

B. Happy Tree

- a. Board discussed proceeding with Happy Tree quote to care for trees on property. Treatments are best done the month of May.
- b. **Motion:** Pam moved that we proceed with Happy Tree treatment plan (includes cabling and bracing, fertilizing, needle treatments, and the Ash Borer injections). Estimated cost \$1,776 (which includes the Ash Borer treatment the board approved at the March meeting.) Steve seconded; motion passed.

C. Wright Outdoor Solutions

- a. Wright returned to grind the stumps; mounds are still visible. Monitor to make sure the ground settles out. May need one more attempt to grind them to ground level. Will ask Wright for advice.

D. Miller Outdoor Services

- a. Applied fertilizer on all lawns.
- b. Received recommendation on retaining wall/water issue (see below in Project Grid).

E. Spring Cleanup

- a. Would someone like to volunteer to lead a Spring Clean Up Day for Crown Colony? It would be a great way to participate in conjunction with Earth Day. We've noticed quite a bit of plastic bags and trash along the north property line along Thomas Beck Rd. If someone would be willing to lead the charge, please give Michelle Messer a call or email [mmesser1118@gmail.com (515) 240-1598.

F. Retaining Wall and Drainage Tiles

- a. The retaining walls and drainage tiles behind buildings #3 and #5, are in need of attention and repair. Miller Outdoor Services provided an assessment which includes a short-term fix for the drainage tiles, and a more extensive and expensive long-term fix for the retaining wall. The Board moved to bring these items to the

2025 Annual Meeting (in July) to discuss the situation with the full Association, and vote on next steps.

V. Tracking Maintenance Issues and Requests in the Property Management by Design Residence Portal

Please remember to submit unit issues or concerns through your personalized Residence Portal, [link here](#). Each owner has a unique login, ensuring your request is properly tracked and addressed. Using the portal offers a key benefit for the entire Association—it creates a centralized record of all issues, which is especially helpful as board members rotate off after their two-year terms. While you're always welcome to email the board directly, submitting your request through the portal ensures it is logged and accessible for follow-up.

Common Area Issues	Status/Action	Date
Property walk-thru	Conducted by PMbD	5/6/2025
Road repairs	Jeff/PMbD to meet with Speck to discuss repairs (fixed in 2023)	4/21/2025
Planting of replacement trees	Wright Creative Solutions	Michelle to get date
Aesthetics Committee (Exterior light fixtures)	Michelle LeBlanc and Shannon Corkrean to work with PMbD on sourcing	After July annual meeting, 2025 (next fiscal)
Unit Issues	Status/Action	Date
Condensation issues <ul style="list-style-type: none"> Unit 110 Unit 130 	Homeowners to contact JD Nelson at Imperial to schedule appointments	
Patio door/Sill plate <ul style="list-style-type: none"> Unit 230 Unit 220 	<p>Steve to call Tometich Structural Engineering to come inspect both units.</p> <p>Unit 230 patio door buckled; new patio door installed. Structural engineer to inspect unit.</p> <p>Unit 220 reporting similar issue; new patio door to be installed. Structural</p>	

	engineer to inspect unit.	
Long-Term Issues	Status/Action	Date
(1) Drainage tiles to be repaired and (2) Retaining Walls to be replaced (behind buildings #3 and #5)	Miller Outdoor Services prepared estimates for short-term fix for drainage tiles and, an estimate for the more costly repair of the retaining walls	Agenda item for discussion with all Association members at July annual meeting.

VI. Adjournment. Meeting was adjourned at 6:15pm

Next meeting: Thursday, May 8, 2025; Michelle Messer's (530)

Respectfully submitted,
Pam Kenyon, Secretary