

Official Board Meeting
Diamond Brooke Townhomes
Monthly Board Meeting
June 17, 2024

The meeting was called to order by President Ron Brimeyer at 6:00 p.m.

Board Members Present: Ron Brimeyer, Carol Fisher, Denny Bewyer, Art Holcomb, Mary Jo Madvig, Connie Nutt, Steve Schuchmann, Jeff Horner Project Manager

FINANCIALS:

Operating Account: \$28,253.11

Reserves Account: \$218,061.36

Review/Update Covenants: The Board elected to renew and approve the current Covenants as is for the next 21 years. A motion was made and seconded for approval. Any amendments if any will be done at the Annual meeting. An email will be sent to all owners advising them that one person from each unit must sign off on the Covenant renewal. An email will provide the specifics on when and where owners can sign off.

Landscaping/Trees: Jeff reported that five trees were removed and tree trimming was completed. It is more cost efficient to have bush trimming done by Timberpine. Jeff will contact Timberpine. Trees that need replacing will be done by Timberline in the fall. Jeff will contact Timberpine for a selection and pricing at a later date.

Concrete: Jeff has marked areas that are in need of replacement and will be contacting vendors for bids. Currently vendors are scheduled 6 month out so it is doubtful if work will be done until late fall.

Architecture: Unit 42 submitted a request for a variance to extend the deck 1 foot to accommodate construction for Trek material. West Des Moines has approved the permit. A motion was made, seconded and the variance was approved.

Diamond Brooke annual picnic: Annual picnic is scheduled for September 15, 2024. The budget is \$500 and the committee is in the planning stage.

Large Item Pickup: ASI will provide this service for a fee of \$600. This has been included in the budget. The pickup will be in the October. Jeff will coordinate at a later date and residents will be advised.

Irrigation: Metson Brothers will be inspecting the irrigation system June 18th and make minor repairs as necessary. Jeff confirmed that he has a map of the irrigation zones and the sequencing of watering. The damage caused by Google behind units 61 and 62 is not scheduled for repair at this time but the expense will be paid for by Google.

New and unfinished business: Expenses for Diamond Brooke should be paid by a credit card issued by PM-by Design. This is to facilitate the accounting and efficiency of paying expenses. Contact Jeff for the credit card.

> PM-by Design can prepare Welcome Packets for new owners. A Welcome gift valued at \$50 has typically been given. The Board encouraged the revival of this gesture.

> Owners that have concerns about safety items, i.e. bobcats, or other hazards should contact the Board. Jeff will initiate the email.

>Owners are reminded to place yard signs in the 4 foot garden space.

>Dryer vent cleaning is typically every other year. It can be done in the fall and Jeff will get bids. No action was taken.

>Sod was used to replace areas that were bare. Some sod was not watered. Those areas will be seeded in the fall.

>Some owners have landscaped around utility boxes adjacent to their property. Maintenance is the responsibility of the owner.

ADJOURNMENT: A motion was made to adjourn and seconded.

Submitted by,
Steve Schuchmann
Board Secretary