

CROWN COLONY TOWNHOMES OWNERS' ASSOCIATION, INC.
JULY 22, 2025, 7 P.M.
FIRST UNITARIAN CHURCH, 1800 BELL AVE., DES MOINES, IOWA 50315
2025 ANNUAL MEETING MINUTES

(Secretary's Note: While Minutes are intended to reflect the business of the meeting, there were considerable report-outs and discussions. These Minutes are lengthy in order to capture content and context of the meeting for those unable to attend in person.)

WELCOME AND INTRODUCTIONS

Board Members: Steve Wiseman, President; Michelle Messer, Vice President; Kenny Cronin, Treasurer

Guests: Jeff Horner, President, Property Management by Design

PARLIAMENTARIAN APPOINTMENT

By majority vote, the Board waived the use of a Parliamentarian for tonight's meeting.

QUORUM VERIFICATION

Pam Kenyon, Secretary, confirmed a quorum was present with **19 of 24 units** represented in person or proxy. Meeting was called to order at 7:05pm

APPROVAL OF AGENDA

The meeting Agenda was distributed via email and **approved as presented**.

1. APPROVAL OF 2024 ANNUAL MEETING MINUTES

The Minutes from the 2024 Annual Meeting were distributed via email. Three typographical errors were noted and corrected by the Secretary:

- Document title should be MINUTES, not AGENDA.
- A repetition error in the Prairie Burn section was corrected.
- A typo in the listing of a Unit # (102 should be #120)
 - o There were no other corrections. The Minutes stand as **approved** with those corrections.

2. REPORTS

a. **PRESIDENT'S REPORT** (Steve Wiseman) Thank you to:

- Michelle Messer, VP, coordinating clean-up days and leading tree, lawn, and landscape care
- Chuck Kolb – for keeping the entry garden beautiful and welcoming
- Stu Shepard – for keeping our exterior lights working
- The Social Committee – for organizing Confluence nights, potlucks, and providing opportunities for us to connect as neighbors
- Gregg & Michelle Messer – for hosting the holiday party
- Wayne & Karen Martens – for reviewing the HOA's financials

Year in Review - Highlights

- Transition year – Strengthening partnership with Property Management by Design, improving processes and service delivery.
- Street and road maintenance remains a priority. Minor repairs are scheduled this year; owners will be notified.
 - Eileen Valdez suggested inspecting sidewalks and driveways while crews are onsite and give owners the opportunity to request repairs at their own expense — Steve to follow up.
- Installed gutters on Building #5 to prevent water issues.
- Late fall prairie mowing handled by JD and Matt Cronin
- Launched engineering analysis for Building #2, planning new retaining wall on north side, and aging retaining walls behind Buildings #3 and #5.
 - Sue Doty noted Unit 640 there is erosion of the retaining wall – Steve to follow up with Tometich.
- Recommending biennial dryer vent cleaning for safety and efficiency.
- Focus for late 2025–2026: Building #2 project and prioritizing long-term maintenance and funding.

VICE PRESIDENT'S REPORT

- Michelle echoed thanks to:
 - Chuck Kolb for maintaining the entry garden; Matt and JD Cronin for mowing the prairie; Sue and Tim Devitt for trash clean up on the north side property along Thomas Beck Rd.
- Trees remain a big topic – we took out four trees last fall and planted three new trees – working to keep them alive. Storm damage to tree on the west end of building #3. Appreciate our new relationship with Happy Tree; they're all about preserving trees and helping us care for the many trees in our community.
- Miller Outdoor has had a trying year with so much rain and the grass growing so massively, they seem to be on property every four days. You won't see the hill on the South side mowed because it is so muddy and slick; not safe. For the shrubs that are tagged to be trimmed hoping they can get to that in the next two weeks. Michelle reminded owners Miller is available to do individual yard work if needed and will bill you directly.
- North property behind the prairie along Thomas Beck Rd needs to be mowed. Debbie Avitt confirmed the HOA owns this property. Jeff Horner suggested we check with the City of Des Moines to inquire if they could mow and bill the HOA.
- Reminder: Please use the Resident Portal to open a maintenance or repair task for your unit, or property issues to be addressed. It's important the homeowner open the task, so it tracks back to your unit. You can also send an email to ADMIN@PM-ByDesign.com and explain the issue; a task will then be opened for you.
- Dryer Vent Cleaning. Larry Kehoe noted he likes the vendor he uses for his dryer vent cleaning and wondered if he can maintain, rather than putting all of Crown Colony on one vendor.
 - Larry to please forward contact info to the Board to obtain a quote.

- While the Board is not married to using Dryer Vent Wizard it is critically important that everyone take care of this task. Asking everyone to be serviced in odd-numbered years. If we don't add into HOA fees, each unit will need to report to the board the date of their every-other-year dryer vent cleaning.
- Debbie Avitt noted they were very pleased with Dryer Vent Wizard and the service/inspection they did of their unit.

b. TREASURER'S REPORT (Kenny Cronin)

- i. **REVIEW OF TREASURER'S BOOKS** Kenny reported that Wayne and Karen Martens reviewed the books and found no errors or inconsistencies.
- ii. **FINANCIAL REPORT** (Kenny took us through the 3 financial documents)

Statement of Activity

- \$75,000 placed in a 15-month CD to earn interest on idle funds—our only income source besides monthly dues. Matures summer 2026.
 - Lawn care costs rose about \$4,000 in 2025. Despite the increase, the Board is very pleased with Miller Outdoor service and professionalism.
 - Water bill remains stable with expected seasonal fluctuation.
 - State Farm Master HOA insurance premium decreased year-over-year; Kenny reports it will drop again next year.
 - Property Management by Design is a new expense line.
 - Legal expense incurred to clarify covenant responsibilities for water lines.
 - Capital project spending was down year-over-year.
 - Net revenue was \$18,004.86 over the last 12 months. A \$1,980 invoice from Tometich Engineering (Building #2 assessment) is not yet reflected— reducing net revenue by roughly \$2,000.
 - Operating fund holds just under \$12,000 for recurring monthly expenses.
 - Reserve funds grew from just under \$140,000 to nearly \$160,000—an overall cash increase of about \$16,000.
- iii. **FUND BALANCES** (Attachment in Annual Meeting packet **Cash Balances as of June 30**):
 - Operating Fund: **\$11,898.81**
 - Total Reserves: **\$159,957.75**
 - Total Cash: **\$171,856.56**
 - iv. **2025 CALENDAR YEAR BUDGET** Transitioning from Fiscal Year to Calendar Year budget to align with Property Management by Design. We'll hold a special meeting to present the 2026 budget, HOA fee assessment, and any special assessments (e.g., retaining wall projects) sometime in the fall. **MOTION** by Greg Kenyon; seconded by Chuck Kolb to approve the Treasurer's Report. **Unanimously approved.**

3. NOMINATIONS FOR TWO BOARD POSITIONS

Kenny Cronin and Pam Kenyon complete their two-year terms on the Board. **MOTION** by Greg Kenyon to nominate Patty Link. **MOTION** by Gregg Messer to nominate Wayne Martens. There were no other nominations from the floor. **Vote unanimously approved** that Patty Link and Wayne Martens serve two-terms as Board of Directors. Congratulations Patty and Wayne and thank you for stepping up to serve.

4. NEW BUSINESS

- a. **COMMITTEE ON GOVERNANCE DOCUMENTS** The Board is forming a Committee on Governance Documents. These should be reviewed and updated time to time. The Declarations of Covenants serve as the governing legal document for the association; the Bylaws for how we govern as a Board. The Handbook is intended to be a “cliff notes” version of the Covenants. Updates will reflect current practices, and ensure the rules are enforceable and transparent for all owners. To volunteer to be on this committee, send an email to Steve.
- b. **DEFERRED MAINTENANCE PROJECTS AND FINANCIAL IMPACT** (Steve and Board)
 - i. **These two major projects** on the horizon are essential to maintain structural integrity and manage water drainage.
 - South Retaining Walls & Drainage Tile Replacement
 - North Retaining Wall Construction
 - ii. **The Board is undertaking these steps** to address the situation. (1) The water/retaining wall issue of the south side is not a surprise; these walls are original to Crown Colony, with an intended 25-year life. (2) While we have had engineering reports on Building #2 dated 2015, 2017 and 2018, and some individual remedies have been applied (piering and foundation lifting in Units 210, 220, and 230 over the years), the problems Units 220 and 230 had recently with their patio slider doors indicates the issue is not yet resolved. A retaining wall on the North will create a significant deterrent to continued erosion and shifting.
 - iii. **Where are we in this pricing process?** Tometich Engineering to provide design plans for (1) new to-be constructed retaining wall on the north behind building #2 and (2) provide design plans for the south retaining walls and water drainage tile system behind buildings #3 and #5. (Below are anticipated costs; we are still in the gathering data phase and there may be other elements that will impact pricing.)
 - Design plans estimate: \$3,880
 - Prospective contractor bids cannot be estimated until design plans complete.
 - Cost for a civil engineer, TBD (if required)
 - Cost for city engineer, TBD (if required)
 - iv. **What is the financial impact to owners?**
 - We will fund these projects with a combination of existing reserves, increased HOA fees, and special assessments.
 - v. **What's Next?**
 - Once all price estimates are received and the Board can determine financial scenarios, a Fall special meeting to discuss and vote on the 2026 budget, the HOA fees and the funding of the Special Assessments will be determined. The Declaration of Covenants are very specific in how we proceed.

Insurance Update: Kenny reported that our State Farm Master Insurance premium has decreased slightly again this year. Jeff Horner (Property Management by Design) added that our HOA's premium remains stable, with a 2% wind/hail deductible based on each unit's exterior rebuild value (e.g., \$8,000 on a \$400,000 unit). In a major storm affecting all 24 units, total deductibles could reach \$192,000. **Action Item:** Check your HO6 condo policy to ensure it includes loss assessment coverage of at least \$25K—it's low cost and can protect you from unexpected assessments after a covered event.

5. ADJOURNMENT Motion for adjournment was made and seconded. Meeting adjourned at 8:20pm

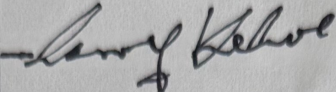
Pam Kenyon, Secretary

2025 ANNUAL MEETING CHECK-IN ROSTER

UNIT NUMBER	IN-PERSON	PROXY
110 – UCILOWSKI		Proxy
120 – KEHOE	Signature	
130 – PEARSON	Absent	
140 – CORKREAN		Proxy
210 – LEBLANC		Proxy
220 – PATTEN/DEVITT	Absent	
230 – CRONIN	Signature	
240 – TURNER		Proxy
	Absent Absent Absent	
310 – ERICKSON	Absent	
320 – LARSON		Proxy
330 – VALDEZ	Signature	
340 – AVITT	Signature	
410 – KOLB	Signature	
420 – BASSMAN	Absent	
430 – LINK	Signature	
440 – KENYON	Signature	
510 – WISEMAN/LEBLANC	Signature	
520 – MARTENS	Signature	
530 – MESSER	Signature	
540 – CORRIGAN		Proxy
610 – SHEPHARD	Signature	
620 – CHICOINE		Proxy
630 – QUINLAN	Absent	
640 – DOTY	Signature	
TOTALS	12 in-person	7 Proxy
QUORUM (NEED 16)	19 of 24 units represented	

QUORUM: Must have 16 of 24 units represented in-person or by proxy for quorum.

2025 CHECK-IN ROSTER ANNUAL MEETING

UNIT NUMBER	IN-PERSON	PROXY
✓ 110 - UCILOWSKI		Steve
120 - KEHOE		
130 - PEARSON		
✓ 140 - CORKREAN		Steve
✓ 210 - LEBLANC	Jen Cronin	Steve
220 - PATTEN/DEVITT		
✓ 230 - CRONIN		
✓ 240 - TURNER		Pam
310 - ERICKSON	Eileen Valdez Scott Debbie	<u>Proxy</u>
320 - LARSON		
330 - VALDEZ		
340 - AVITT		
410 - KOLB	Dick Kolb Patty Link Ang Kenyon	
420 - BASSMAN		
430 - LINK		
440 - KENYON		
510 - WISEMAN/LEBLANC	M. LeBlanc Wayne Karen Michelle Messer	
520 - MARTENS		
530 - MESSER		
540 - CORRIGAN		Pam
610 - SHEPARD ^{Shepard}	Stu Shepard Sue Doty	
620 - CHICOINE		Becky Shephard
630 - QUINLAN		
640 - DOTY ^S		
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