

Crown Colony Court – Monthly Board Meeting Agenda & Minutes

Tuesday, August 26, 2025 | 5:00 PM

Location: Michelle Messer's, Unit 530

Opening Business

The newly seated Board reviewed officer positions.

Motion: Michelle Messer moved that Steve Wiseman remain President; Michelle Messer serve as Vice President; Wayne Martens serve as Treasurer; and Patty Link serve as Secretary.

Result: Motion passed unanimously.

I. Call to Order

Board Members Present:

- Steve Wiseman, President
- Michelle Messer, Vice President
- Wayne Martens, Treasurer
- Patty Link, Secretary

Homeowners Present:

- Kenny Cronin (Past Treasurer – assisting with transition)
- Pam Kenyon (Past Secretary – assisting with transition)

II. Resident Comments

- **Arlene Larson (#320):** Requested a contact for yardwork assistance. Michelle recommended **TruBlue** (515-218-0736), as shared in a recent owner email.
- **Jennifer Cronin (via email):** Requested update on Building 2 foundation concerns. Reported new cracking in living room, kitchen, and upstairs secondary bedroom (rear of unit). See Building 2 notes under Business Items, below.

III. Treasurer's Report (Presented by Wayne Martens with transition support from Kenny Cronin.)

Report was **received and filed**.

A. Account Balances

- Operating Fund (Lincoln Savings): \$13,789.41
- Reserves:
 - Lincoln Savings: \$18,454.55

- Emergency Fund (Community Choice CU): \$26,079.28
- Capital Improvement Fund (Community Choice CU): \$39,370.66
- 15-Month CD (Community Choice CU): \$75,695.34
- Miscellaneous Savings (Community Choice CU): \$382.63

B. Net Income/Loss

- Net Loss: **(\$733.56)** – attributed to increased landscaping costs in July (5 mowings, weed spraying). Shrub trimming (\$2,327.25).

C. Estimates/Approvals

- **Miller Outdoor Solutions Estimate** – Install 150’ perforated drain tile with sock + 2 catch basins behind Building 5 to redirect water to the southeast: **\$3,500.**
 - **MOTION:** The board voted unanimously to accept bid and schedule work asap.
- **515 Exteriors Invoice** – Roof repair, Unit 110: **\$1,950.**
 - The board approved the bid (via email vote in July) and work was completed.

IV. Business Items

A. Retaining Wall “Master Plan” (via PMbD)

- New tasks created in the portal for retaining wall projects:
 - North Wall & soil treatment (Building 2)
 - South Wall (Buildings 3 & 5)
 - East Wall (east of Building 6)

B. North Retaining Wall – Priority Project

- Board designated North Retaining Wall as priority project.
- Tometich Engineering provided a draft proposal; Board reviewing next steps.
- Owner **Shawn Corkrean** agreed to advise, lending his construction expertise.
- Board emphasized importance for regular homeowner communication on this matter.

C. South Retaining Wall

- Miller Outdoor Solutions project (noted above) will redirect water at SE corner of Building 5, relieving stress on the South Wall and delaying repairs to existing retaining walls..

D. Speck Concrete Repairs

- Scheduled for **Sept 2–5, 2025.**
- Owners in Buildings 5 & 6 should park in lots west of their buildings.

E. Property Walk-Through Repairs

- PMbD provided repair status update of what is in Portal.
- **Yardwork/Handyperson Resource:** TruBlue 515-218-0736 (shared in owner email from Vice President Michelle Messer). Owners may contract directly.
- **Siding/Trim Repairs:**
 - Unit 640: Rotted trim – estimate pending from 515 Exteriors.
 - Widespread siding/trim repairs noted across property.
- **MOTION:** Wayne Martens moved, seconded by Patty Link, to obtain a full-neighborhood estimate from 515 Exteriors and seek a comparison bid from another contractor.
Approved.
 - **ACTION:** Michelle or Steve to submit this task in the portal on behalf of the HOA.

F. Budget & Special Assessment Preparation

- Work has begun on determining the **2026 Annual Assessment increase**.
- Timing of any **Special Assessment** will depend on engineering reports and contractor estimates for the North Retaining Wall.

V. Business & Project Tracking

Maintenance Requests:

- Please submit unit issues to the [PMbD Resident Portal](#) to ensure proper documentation and tracking. An email to the Board for awareness is of course fine, but the portal is how we track.

Common Area Issues

Issue	Status/Action	Date
Speck road repairs	Buildings 5 & 6 to use parking lots	Sept 2–5
PMbD Property walk-through of May 2025	New Motion , above, to have 515 Exteriors provide a neighborhood-wide assessment of trim repair is a new task; need competitive bids.	Ongoing

Capital Improvement Issues

Issue	Status/Action	Date
North Retaining Wall + soil treatment	Top priority; proposal with board; need engineering study	Pending

South & East Retaining Walls	Add East Wall to Master Plan; likely requires civil engineer survey/report	Pending
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Unit-Specific Issues

Issue	Status/Action	Date
640	Rotted trim	515 Exteriors – In Progress
430/440	River Birch tree removal (dead limbs, storm debris)	Happy Tree scheduled to remove

Adjournment Wayne moved to adjourn at 6:40pm

Next meeting: Thursday, September 25, 5pm, Steve Wiseman’s, Unit 510

Minutes recorded by Pam Kenyon, outgoing secretary