

Minutes for Craftsman at Greenview Crossing Owners Association

Type of Meeting Regular Board Meeting

Meeting Date Thursday, October 15, 2025

Meeting Time 6:00 pm

Property Management provided by Property Management by Design (PMbD)

Call to Order

- Called to order at 6:01PM

HOA Board Members Present:

- Marie Kline - Vice President, AVR Chair
- Alison Whale - Secretary
- Tom Reese - Member at Large, Grounds Chair

Homeowner Forum – Open time for homeowners attending - Elise

- No homeowners present

Approval of Previous Meeting Minutes

- **Motion to approve September 18, 2025 regular board meeting minutes.**
 - Marie motion
 - Tom second
 - All approved
- **Motion to approve September 24, 2025 special meeting minutes.**
 - Marie motion
 - Tom second
 - All approved

Treasurer's Report - John Newell provided review

- **Motion to approve financials as of October 16th 2025**
 - Marie motion
 - Alison second
 - All approve

Property Management Report

Grounds / Landscaping Updates

- Tree trimming/treatment
 - Tom will follow up with PMbD to schedule with Family Tree to remove dead portions of trees being treated.
- Fall Bush Trimming
 - Waiting on bids, Tom will follow up with PMbD.

- Bush removal and planting scheduled for 818 Redwood to be performed by Miller Nursery.
- Edging Replacement update
 - Houses previously determined to be completed in 2025 have been completed. Lawn Mowing Update
 - PMbD to follow up with Latitude 41 on broadleaf chemical application.
- Irrigation Update - John: Relay repair/water expense projections from Ken
 - **Motion: Approve irrigation protection (rocks to prevent traversing irrigation junction boxes) provided by Shades of Green for \$247.00.**
 - Marie motion
 - Alison second
 - All approve

Architectural Variance Review Committee

- The committee consists of Marie Kline, Jodie Bredlowe, and Nancy Christianson.
- Color palette recommendations will be provided at next meeting

New AVRs

- Stamped Concrete Patio - 806 Redwood
 - Cancelled by homeowner
- Repaint trim on front porch - 3701 Raintree
 - **Motion to approve AVR for 3701 Raintree**
 - Marie motion
 - Tom second
 - All approved

Unfinished Business

- Schedule handyman for once per month, for the week after the board meeting only to complete small work orders received by the date of that month's board meeting. Allow to purchase lightbulbs as needed
- Discuss Covenant Summary & Rules & Regulation document draft
 - Tabled until 2026

New Business

- Pre-approval limit for property management spending to fix issues
 - **Motion: Pre-approve \$200/month to be spent at PMbD's discretion on a handyman service scheduled once a month for general HOA responsible maintenance for November 2025 - April 2026.**
 - Alison motion
 - Tom second
 - All approve
- Snow Vendor Contract
 - **Motion: Approve Etch for 5 month snow removal contract (November - March) pending contract clarifications on temperature, and lawn/irrigation damage liability.**

- Marie motion
- Tom second
- All approve
 - Tom will follow up with PMbD to confirm contract details.
- Schedule a special meeting to review and vote on 2026 budget
- Roll excess operating funds over into FY 2026, anticipating \$13,000 after variable expenses have been accounted for for FY 2025.

Executive Session - Board Members Only

Meeting Adjourned

- **Motion to adjourn at 7:26PM**
 - Marie motion
 - Tom second
 - All approve

Next Meeting Regular Board Meeting

Date: November 20, 2025

Time: 6:00 PM – 7:30 pm

Location: Ankeny First United Methodist Church Rm 105