

# **Minutes for Craftsman at Greenview Crossing Owners Association**

**Type of Meeting** Regular Board Meeting

**Meeting Date** Thursday, June 19, 2025

**Call to Order** 6:30 PM

**Property Management provided by Property Management by Design (PMbD)**

## **HOA Board Members Present:**

- Elise Smith - President
- Marie Kline - Vice President
- Alison Whale - Secretary
- John Newell - Treasurer
- Tom Reese - Member at Large

## **Homeowner Forum – Open time for homeowners attending**

- Ken Johnson:
  - Volunteered to take care of issues with irrigation, happy to triage and contact irrigation company.
  - Has also been changing the lantern LED light bulbs. May be time to look into absorbing this service another way if necessary.
  - Provided a list of maintenance considerations
- Tom Reed:
  - Tree growing over deck, HOA will include with tree trimming later in the summer/fall.
  - Asked for clarification on homeowner responsibilities
    - Homeowner responsibility: external structure, walkway up to porch, edging up to house
      - Architectural Variance Requests (AVRs) required for home alterations such as windows, deck, painting, etc.
    - HOA responsibilities: “streetlights”, snow removal, mowing, street, sidewalk next to the street, etc.

## **Previous Meeting Minutes**

- **Motion:** Approve Board minutes from May 15th 2025
  - John motioned
  - Tom seconded
  - All approved

## **Financial Reports**

- Conlin/ Property Management by Design (PMbD) Generated May Report
  - PMbD financials (bills especially) reflect in real time. Available on the PMbD portal.
- 2025 Projections for Operating and Reserve Funds

- Sitting on decent operations funds, reserves are lower than usual due to roof/patio replacements
- Conlin double paid invoice, resolved
- Conlin paid 2023 taxes minus \$0.66 fine - may have PMbD pay, tbd
- High confidence Operations account will end with extra \$28-30k at the end of 2025.
- Landscaping (\$16k) and Tree Maintenance (\$1500) budgeted amounts, months of actuation may vary
- New trash removal contract, higher than previous year due to rate increase, same service provider.
- 2024 taxes have been paid, will receive bill for 2024 tax preparation.
- Need to pull \$3340 from Reserve acct to Operations acct to balance duplicate payment to Master HOA by Conlin.
- Reserve account budgeted \$35k from reserve plan for concrete work late summer 2025.

### **Property Management Report**

- Transition to PMbD
  - Would like digital storage archive for the Board, either within PMbD software or external.
  - Documents on the public site (minute notes, covenants, amendments) are incorrect.
  - Finalizing document transfer from Conlin, flash drive available for physical pick up 6/20/2025.
  - Request Jeff/PMbD to send communications to the entire Board.

### **Landscaping in Progress / Needs**

- Bush Trimming
  - Stay with Latitude21, lowest bid.
  - **Motion:** Approve bush trimming to be completed by Latitude21.
    - John motion
    - Marie second
    - All approved
  - Signs are up on the mailboxes to contact Tom to be on the “no trim list” with a due date.
- Tree Replacements, Removals, Trimming
  - **Motion:**
    - Remove three trees at 802 NE Rosewood, 807 NE Rosewood, & 813 NE Rosewood
    - Plant 7 trees at 802 NE Rosewood, 807 NE Rosewood, 813 Rosewood, 801 NE Redwood, 802 NE Redwood, 814 NE Redwood, and 3602 NE Raintree
    - Table discussion of five trees at 803 NE Redwood, 816 NE Redwood, and 813 NE Rosewood, 827 NE Rosewood, and 829 NE Rosewood
      - Marie motioned
      - Alison seconded

- All approved
- Tom will contact homeowners due for tree replacement to select tree.
- Sod Damage Repair
  - 3701 & 3703 NE Raintree will be completed free of charge by Latitude21, PMbD will coordinate.
  - 816 NE Rosewood will be completed by Latitude21 and billed to the HOA.
- Edging Replacement
  - Shades of Green still lowest bid, recommended to use by PMbD.
  - **Motion:** Use the previously established edging list to have Shades of Green complete edging projects at ten houses in 2025 according to the criteria set previously (weeds controlled, dues up to date, and approved by the board)
    - Marie motioned
    - Tom seconded
    - All approved
  - Tom will walk through top ten houses on edging replacement list to verify weed control.
- Lawn Mowing Update
  - No new business.
- Irrigation Update
  - Irrigation shut off by the City of Ankeny until further notice due to nitrate treatment plant reaching capacity.

## **Architectural Variance Request (AVR) Review**

### **Previously discussed AVRs**

- 3709 NE Raintree:
  - Privacy Panel For Hot Tub
    - Picture of specific panel requested.
  - Privacy Panel for Trash
    - Picture of specific fencing/measurements requested.
- 806 NE Redwood:
  - Submitted an AVR for removal of dead bushes, bushes don't appear to be dead, homeowner will need to pay to remove.

### **New AVRs**

- 802 NE Redwood:
  - Deck Replacement
    - **Motion:** Approve AVR for deck replacement
    - John motioned
    - Marie second
    - All approved

## **Unfinished Business**

- HOA gmail autoforward communication to board members.

## **New Business**

- Homeowner Task Submissions
  - Task at 807 Rosewood, tree removal, see previous sections under “Tree Removal & Trimming”
    - Jeff respond slated for removal
  - Task at 809 Rosewood, would like to plant three new trees likely in Master associated land
    - Send response asking them to contact Master HOA.
  - Task at 816 Rosewood, see previous section under “Sod Replacement”
  - Task at 3701 Raintree, see previous sections “Sod Replacement”, “Tree Replacements, Removals, and Trimming”, request HOA add rock to existing area around the house.
- Elise New Email for Board Info: [2manyemailsesmith@gmail.com](mailto:2manyemailsesmith@gmail.com)

## **Executive Session – Board Members Only**

- Violations in Progress
  - 816 Rosewood front lawn grass is dead, homeowner has been contacted with violation, PMbD will talk to vendor

## **Meeting Adjourned**

- **Motion:** Move to adjourn at 8:51PM
  - Tom motioned
  - John seconded
  - All approved

## **Next Meeting Regular Board Meeting**

**Date:** July 17, 2025

**Time:** 6:30 PM – 7:30 pm

**Location:** Ankeny First United Methodist Church Rm 105