

**ASPEN GLEN HOA**  
**DIRECTORS BOARD MEETING MINUTES**  
**March 20, 2026**

**Present:** Ryan Comer, Phyllis Sanders, Carli Schaffner, Linda Whitehill and Carissa Williams

Meeting called to order at 4:57 pm by Carli Schaffner, President.

**Minutes:**

Minutes of March 10, 2026 and March 19, 2026 were reviewed. On a motion made and seconded, the Board

**VOTED** to approve the minutes for March 10, 2026 and March 19, 2026.

**Property Manager Discussion**

Ms. Schaffner led the discussion on the Request for Proposal (RFP) the Board received from Property Manager by Design (PMBD). Highlights of the RFP included the following:

- Monthly management fees = \$16/door/month or \$1,472 per month total.
- Start up fee – amount of monthly fees - \$1,472
- Fee of \$250/annually for costs incurred for paper, postage, envelopes
- Collection and tracking of dues
- Board approval of all invoices to be paid
- Managing maintenance request from the homeowners and tracking to completion
- Vendor coordination – the Board would approve bids and selection
- Accounting Reports and CPA coordination for taxes filing
- 1099 reporting requirements to vendors
- Handling requests from realtors for new buyers
- Start Date: May 1, 2026

Ms. Schaffner then reported on the three responses to her request for references and they were all excellent.

After much discussion, the Board felt that given all that PMBD would be able to do for the association, it was time to turn over daily management to a property manager. They have so many more options available to them to manage the complex. Given how difficult it is to find handy men to do the necessary updates, the Board felt this was a huge gain. A board is still required and each member indicated their willingness to stay on the board at election time with the exception of Linda Whitehill, who will not run for re-election. On a motion made and seconded, the Board

**VOTED** to accept the RFP from PMBD to begin May 1, 2026.

Ms. Schaffner will contact the Owner of PMBD, Jeff Horner, and let him know of our decision and get the next steps involved.

### Dues Increase

The Board then discussed increasing the dues the full 15% allowed in the governing documents. This would allow for a portion to go to PMBD and a portion to operating expenses/reserves. So rather than increase dues \$20 per month as approved in the March 10, 2026 minutes, the dues will increase \$30 per month effective June 1, 2026 – to a total of \$235. On a motion made and seconded, the Board

**VOTED** to increase the dues \$30 per month from \$205 to \$235 effective June 1, 2026.

### Irrigation

The Board then discussed that since dues are being increased the full 15%, that we should run irrigation this season if not restricted by the nitrate issue as happened in 2025. On a motion made and seconded, the Board

**VOTED** to run the irrigation this season as long as we are not restricted by the City of Ankeny.

### Miscellaneous

Unit 1212 – Homeowners would like to know if they can install a non-permanent fence in the ground around their patio for their dog. It was discussed that this did not meet the standard and was not compliant with governing documents. On a motion made and seconded, the Board

**VOTED** to not allow a non-permanent fence at Unit 1212 or any unit.

Unit 1117 – Discussion occurred about the fence at Unit 1117 that did not meet the standards of the governing documents. On a motion made and seconded, the Board

**VOTED** to require the homeowner to remove current fence at 1117

Ms. Schaffner will contact the homeowner at Unit 1117 and relay the Board's decision.

Meeting adjourned 5:52 pm.

Respectfully submitted,  
Phyllis Sanders, Acting Secretary