

Crown Colony HOA
Board Meeting Agenda
05.23.2024
4:30 p.m.
Pam Kenyon's Unit (440)

I. Call to order at 4:32pm

Attending: Because Debbie was not able to attend, meeting location shifted last-minute to Pam Kenyon's, unit 440. Present: Jen Cronin, Ken Cronin, Pam Kenyon; resident, Wayne Martens

II. Comments from residents – In-person and received since the last meeting (calls, texts, emails, etc.)

- A. In-person:** Water collected in window well due to clogged drain. Encourage all homeowners with an egress window and drain to check and keep drain clear.
- B. Those received since the last meeting (calls, texts, emails, etc.)**
 - 1. Yard refuse container: Reminder, the container for yard refuse is kept at Shannon Chicoine's unit, 620.
 - 2. Tree trimming: Wright Creative Solutions completed tree trimming in February. Now that trees have leafed out you can see whole sections of some trees are dead (yards of units 210, 220, and 520). A board member will call Wright Tree Solutions and ask them to come assess.

III. Treasurer's Report

Monthly March Financials. Ken presented the Statement of Activity and Financial Position reports. We are in a very healthy position:

- Post meeting, via text, the board moved (Deb Avitt) to accept the Treasurer's Report as submitted; seconded (Pam Kenyon). Motion passed.
- Stu Shephard submitted expense for \$32 for lightbulbs for exterior lights. If you need lightbulbs to replace exterior porch/garage lights, Stu in 610 is your man!

IV. Business Items

- A. Lawn care sales tax issue:** Miller Outdoor Services monthly invoice includes sales tax, which we did not contemplate in our budget. It is not significant but wanted on the record.
- B. Unit 220 basement:** Sue Patten contacted Jen Cronin; she is seeing cracking and settling in her basement and noted it worsened after Unit 210 repairs. Jen is scheduling a time to see and discuss next steps. Anchored Walls has done most of this recent work for Crown Colony.
- C. Unit 530 window well.** Egress replacement is the responsibility of the homeowners as stated in the handbook. Jen will follow-up with the Messers.
- D. Unit 230-240 shared back corner brick façade.** Tuckpointing was done on the brick façade about 10 years ago; but needs attention again. Jen will contact the tuckpointing company.
- E. Upcoming board positions (2 terms expire in July)** *Interested in serving? Send an email to Pam Kenyon, Secretary at pkenyon@icloud.com .*
- F. Any additional issues/concerns**
Per the bylaws, the HOA treasurer's books need to be audited each year prior to the annual meeting in July. Jen will be seeking an individual to conduct the audit.

V. Schedule June's meeting: Thursday, June 13, 4:30, Deb Avitt's unit, 510.

VI. Adjournment: Meeting adjourned 5:17pm

Respectfully submitted, Pam Kenyon, Secretary

Crown Colony Owners Association

Statement of Activity

May 2024

| | TOTAL |
|---|--------------------|
| Revenue | |
| 4000 Total Income From All Sources | |
| 4100 Dues for Operating Expenses | |
| 4125 Operating Dues Income | 6,096.00 |
| Total 4100 Dues for Operating Expenses | 6,096.00 |
| 4200 Dues for Emergency Fund | |
| 4225 Emergency Fund Income | 3,000.00 |
| 4250 Interest FOR Emergency Fund | 10.54 |
| Total 4200 Dues for Emergency Fund | 3,010.54 |
| 4300 Dues for Capital Fund | |
| 4325 Capital Fund Income | 744.00 |
| 4350 Interest FOR Capital Fund | 27.32 |
| Total 4300 Dues for Capital Fund | 771.32 |
| 4500 Other Income Received | |
| 4560 Interest on Certificate of Deposit | 424.27 |
| Total 4500 Other Income Received | 424.27 |
| Total 4000 Total Income From All Sources | 10,302.13 |
| Total Revenue | \$10,302.13 |
| GROSS PROFIT | \$10,302.13 |
| Expenditures | |
| 6100 Admin Expenses | |
| 6105 QuickBooks Software Expenses | 60.00 |
| Total 6100 Admin Expenses | 60.00 |
| 6150 Des Moines Water Works Expenses | |
| 6151 Water Meter & Usage Expenses | 1,691.62 |
| Total 6150 Des Moines Water Works Expenses | 1,691.62 |
| 6200 Insurance Expenses | |
| 6205 General & Prof Liability Ins | 2,115.16 |
| Total 6200 Insurance Expenses | 2,115.16 |
| 6400 Building Maintenance | |
| 6415 Building 3 | 1,200.00 |
| 6420 Building 4 | 1,200.00 |
| 6425 Building 5 | 1,200.00 |
| 6430 Building 6 | 1,200.00 |
| Total 6400 Building Maintenance | 4,800.00 |

Crown Colony Owners Association

Statement of Activity

May 2024

| | TOTAL |
|--------------------------------------|--------------------|
| 6600 Snow and Lawn Care | |
| 6610 Snow Removal | 1,022.07 |
| 6620 Lawn and meadow mowing | 1,022.08 |
| Total 6600 Snow and Lawn Care | 2,044.15 |
| Total Expenditures | \$10,710.93 |
| NET OPERATING REVENUE | \$ -408.80 |
| NET REVENUE | \$ -408.80 |

Crown Colony Owners Association

Statement of Financial Position

As of May 31, 2024

| | TOTAL |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 Operating Accounts | |
| 1025 West Bank-Checking Acct | 0.00 |
| 1027 CCCU-Checking Acct | 14,948.68 |
| 1028 CCCU-Savings Acct | 382.63 |
| Total 1000 Operating Accounts | 15,331.31 |
| 1050 Emergency Accounts | |
| 1051 West Bank-Emergency Acct (don't use) | 0.00 |
| 1052 Emergency MM Acct-CCCU | 28,062.67 |
| Total 1050 Emergency Accounts | 28,062.67 |
| 1075 Capital Improvement Accounts | |
| 1080 CCCU-Cap Improv MM Acct | 107,136.19 |
| 1081 CCCU-Cap Improv CD 1 | 0.00 |
| Total 1075 Capital Improvement Accounts | 107,136.19 |
| Total Bank Accounts | \$150,530.17 |
| Accounts Receivable | |
| 1200 Accounts Receivable | 0.00 |
| Total Accounts Receivable | \$0.00 |
| Other Current Assets | |
| 1100 Undeposited Funds | 0.00 |
| Total Other Current Assets | \$0.00 |
| Total Current Assets | \$150,530.17 |
| TOTAL ASSETS | \$150,530.17 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 Accounts Payables | 3,735.77 |
| Total Accounts Payable | \$3,735.77 |
| Total Current Liabilities | \$3,735.77 |
| Total Liabilities | \$3,735.77 |
| Equity | |
| 3000 Opening Balance Equity | 60,259.03 |
| 3300 Unrestricted Net Assets | 102,763.05 |
| Net Revenue | -16,227.68 |
| Total Equity | \$146,794.40 |
| TOTAL LIABILITIES AND EQUITY | \$150,530.17 |