

MINUTES
Windsor Village Plat 3 HOA Annual Meeting
April 14, 2025

Board /-Officers Present:

Dian Shafer, Tim Lallier, Cindy Eckhart, Pam Ritchhart

Guest: Jeff Horner, HOA Property Manager

Welcome & Introduction of the Board of Directors -Jeff Horner

Old Business:

1. Meeting Quorum Explanation:

Stated by Iowa Law and the Windsor Village Plat 3 By-Laws, there must be a minimum of 2/3 Owner attendance to hold an Annual Meeting. Owners can attend the meeting in person or submit a Proxy Form to avoid a \$100 fine. A meeting cancellation and organization to set up a new meeting costs the HOA approximately \$300.

New Business:

1. Introduction of Current Board Members.

2. Approve 2024 Annual Meeting Minutes:

Motion to approve: Kirk Henderson, Seconded by Pam Ricker. Minutes Approved.

3. Financial Report:

Jeff presented a report on the first quarter of the FY25 budget. The HOA currently has a \$50,000 CD, \$33,910 in the Reserve account, and \$8400 in the operating account.

4. Election of Officers: The following were nominated and approved unanimously as Board of Directors:

Diana Shafer – President
Tim Lallier, Vice President
Pam Ritchhart, Treasurer
Cindy Eckhart, Secretary

5. Other Business:

The Board will review the incoming HOA contracts and discuss if the HOA dues will need to be adjusted to cover any new increases. I notification will be sent to all HOA Owners prior to the increase.

6. Drainage Ditch:

The drainage ditch on the north side of the HOA will be mowed twice a year by the lawn care company. The HOA has an agreement with Caliber Properties to remove their trash from the drainage every two weeks.

7. Snow Removal Guidelines:

The current contract stipulates the snow removal company will not provide services until there is a minimum of 1" of snow, and they will keep a distance of 3' from any vehicles parked in Owner driveways. Owners need to park close to the grass area so removal can be made to the shared driveway of the attached unit. If vehicles are left in their driveways, it is the owner/renter's responsibility to clean off their driveway. Etc

will not return to the HOA to remove snow from these driveways. All vehicles must be removed from all parking lots during snow removal or risk having their vehicle towed at their expense.

8. Street Parking:

Street parking is allowed only during major holidays due to minimal access for emergency vehicles to travel within the development. Vehicles can only park on one side of the road to allow room for emergency vehicles.

9. Parking Lots:

Parking lots are for visitor parking ONLY – they are not intended for owners/renters' permanent parking spaces.

10. Exterior Lights:

The board approved replacing all exterior light bulbs for safety reasons due to no street lights. Owners can submit a work order online for light bulb replacements.

MOTION to adjourn by Craig Robertson. SECOND by Mark Ethofer. Meeting adjourned at 7:40 pm.

Submitted by:

Cindy Eckhart, Secretary

cleckhart@hotmail.com, 515-290-8247

Tim Lallier, Vice-President

tlallier@alliedconst.com, 515-371-8278

Diana Shafer, President

dshafer2104@outlook.com, 319-775-2288

Pam Ritchhart, Treasurer

dcrpar7@live.com, 515-321-6637

Address 1	Owners	Proxy	Signature
*1102 NE 15th Lane	Cody Kenkel, Rae True	X	<i>Cody Kenkel, Rae True</i>
1103 NE 15th Lane	Doris Lajoie		<i>Doris Lajoie</i>
1106 NE 15th Lane	Mark Ethofer, Karen Ethofer		<i>Mark Ethofer</i>
1107 NE 15th Lane	Diana Shafer	the	<i>Diana Shafer</i>
1110 NE 15th Lane	Beau Woodford, Shilo Paris		<i>Beau Woodford</i>
1111 NE 15th Lane	B&S Rentals	X	<i>Brian Woodell</i>
1114 NE 15th Lane	Laura Robertson, Craig Robertson		<i>Craig & Laura Robertson</i>
1115 NE 15th Lane	Wilbur Hansen, Elaine Hansen		<i>Wilbur & Elaine Hansen</i>
1119 NE 15th Lane	B&S Rentals	X	<i>Brian Woodell</i>
1123 NE 15th Lane	Melvin Baxter, Alma Baxter		<i>Melvin Baxter</i>
1127 NE 15th Lane	Tristine Birk		<i>Tristine Birk</i>
1131 NE 15th Lane	Pam Ritchart, David Ritchart		<i>Pam Ritchart</i>
1202 NE 15th Lane	B&S Rentals	X	<i>Brian Woodell</i>

1206 NE 15th Lane	Kirk Henderson, Terri Henderson	X	<i>Terri Henderson</i>
1210 NE 15th Lane	Kathy Lyman		<i>Kathy Lyman</i>
1214 NE 15th Lane	Cindy Eckhart		<i>Cindy Eckhart</i>
1218 NE 15th Lane	B&S Rentals	X	<i>Terri Henderson</i>
1222 NE 15th Lane	B&S Rentals	X	<i>Terri Henderson</i>
1226 NE 15th Lane	Pam Ricker	X	<i>Pam Ricker</i>
1230 NE 15th Lane	B&S Rentals	X	<i>Terri Henderson</i>
1234 NE 15th Lane	Boji Holdings	X	<i>Terri Henderson</i>
1238 NE 15th Lane	Boji Holdings	X	<i>Terri Henderson</i>
1242 NE 15th Lane	Boji Holdings	X	<i>Terri Henderson</i>
1246 NE 15th Lane	Boji Holdings	X	<i>Terri Henderson</i>
1402 NE Falstaff Lane	Madison Hanson, Abigail Hanson	X	<i>Terri Henderson</i>
1403 NE Falstaff Lane	Raif Hadzic	X	<i>Terri Henderson</i>
1406 NE Falstaff Lane	Pamela Christensen	X	<i>Terri Henderson</i>

1407 NE Falstaff Lane	Thomas Trenez, Judy Trenez	✓	<i>Thomas Trenez</i>
1410 NE Falstaff Lane	Tricia Krull	✓	<i>Tricia Krull</i>
1411 NE Falstaff Lane	Timothy Lallier, Vicki Lallier	,	<i>Vicki Lallier</i>
1414 NE Falstaff Lane	Sonja Stephan, Steven Stephan		
1415 NE Falstaff Lane	Joseph Last	X	<i>Joseph Last</i>

PROXY FORM

Date:

4/13/25

I, Tristine Birk, owner of 1127 NE 15th Lane,
(Name of Homeowner) (Homeowner Address)
and a voting member of Windsor Village Plat 3 hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 14th, 2025, 7:00pm at
Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my
behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
of a proxy shall only be effective during the association's annual meeting being held on Monday, April 14th, 2025 at
7:00pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Tristine Birk
Homeowner Printed Name

Tristine Birk
Homeowner Signature

4/13/25
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association's meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 14th at noon.
- Mailed and received by Monday, April 14th, 2025 to:

Property Management by Design
C/o: Windsor Village Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 03 / 20 / 2025

I, Pamela Christensen, owner of 1406 NE Falstaff Lane,
(Name of Homeowner) (Homeowner Address)

and a voting member of Windsor Village Plat 3 hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 14th, 2025, 7:00pm at
Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my
behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
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Requests from Homeowner

Pamela Christensen
Homeowner Printed Name

Pamela Christensen 03 / 20 / 2025
Homeowner Signature Date

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2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4-14-25

I, RAIF HAOLIC, owner of 1403 NE FALSTAFF,
(Name of Homeowner) (Homeowner Address)

and a voting member of Windsor Village Plat 3 hereby appoint PAM RITCHHAET
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 8th, 2024, 7:00pm at

Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment of a proxy shall only be effective during the association's annual meeting being held on Monday, April 14th, 2024 at 7:00pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

RAIF HAOLIC
Homeowner Printed Name

Pit [Signature]
Homeowner Signature

4-14-25
Date

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Ankeny, IA 50023

PROXY FORMDate: 3/18/2025

I, BRIAN Wilson, owner of Lots 3, 5, 21, 23, 24 & 28,
(Name of Homeowner) (Homeowner Address)
 and a voting member of Windsor Village Plat 3 hereby appoint Jena Moock
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 14th, 2025, 7:00pm at
 Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my
 behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
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 7:00pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

BRIAN Wilson
 Homeowner Printed Name

Brian Wilson
 Homeowner Signature

3/18/2025
 Date

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 2602 SW Westwinds Blvd
 Ankeny, IA 50023

1119, 1218, 1222, 1230, 1111, 1202



PROXY FORM

Date: 4.14.25

I, Rachael Salazar, owner of 1234, 1238, 1242, 1246 NE 15th Lane, Ankeny,
(Name of Homeowner) (Homeowner Address)

and a voting member of Windsor Village Plat 3 hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 8th, 2024, 7:00pm at
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behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
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Requests from Homeowner

Rachael Salazar
Homeowner Printed Name

Rachael Salazar
Homeowner Signature

4.14.25
Date

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C/o: Windsor Village Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: Mar 14 2025

I, Cody Kenkel, owner of 1102 NE 15th LN,
(Name of Homeowner) (Homeowner Address)

and a voting member of Windsor Village Plat 3 hereby appoint The Board
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 8th, 2024, 7:00pm at
Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my
behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
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Requests from Homeowner

Cody Kenkel
Homeowner Printed Name

[Signature]
Homeowner Signature

March 14 2025
Date

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C/o: Windsor Village Proxy
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Ankeny, IA 50023