

# Minutes for Craftsman at Greenview Crossing Owners Association

**Type of Meeting** Annual

**Meeting Date** Monday, May 4, 2026

**Meeting Time** 6:00 pm

**Location** Ankeny Public Library

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

## Call to Order at 6:04 PM

- It was determined there was a Quorum present with 23 owners of record in person and 3 by Proxy.

## HOA Board Members Present:

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

## Approval of Previous Meeting Minutes

- **Motion: Approve 2025 Annual Meeting minutes**
  - Motion: 811 Rosewood
  - Second: 3606 NE Raintree
  - Vote by acclimation, all in favor

## Financial Report

- Expected capital expenditures:
  - 2026 Reserve budget expected expenditures
    - Sidewalk and curb replacement - Up to \$50,000
  - 2028 Reserve budget expected expenditures
    - Street replacement - Up to \$246,355
    - Irrigation timers & controllers - Up to \$3,825
    - Exterior lights replacement - Up to \$35,514
  - **Motion: Approve financials**
    - Motion: 806 Redwood
    - Second: 811 Rosewood
    - Vote by acclamation, all in favor

## Property Management Report

- Submitting a task
  - Tasks are for work covered by the HOA - irrigation systems, streetlights, sidewalks, etc.
  - Create a ticket on [ResidentCenter.com](https://ResidentCenter.com)
- Architectural Variance Request process
  - Mail the AVR form into the PMbD office, email the AVR form to [ADMIN@PM-ByDesign.com](mailto:ADMIN@PM-ByDesign.com) or fill out and submit virtually at [ResidentCenter.com](https://ResidentCenter.com). Include contractor information and any visual or architectural information relevant to the approval (color, location, etc.)
  - The board will review and approve on a rolling basis, PMbD will confirm approval to the homeowner.

### **Board Elections**

- Elise Smith will continue to serve until a replacement has been found.
- Beto Hernandez, self nominated, will serve a 2 year term ending in 2028.
- With no additional nominations and one candidate for two open positions, the candidate was elected by acclamation.

### **Meeting Adjourned**

- **Motion: Adjourn at 6:50 PM**
  - Motion: 808 Redwood
  - Second: 803 Rosewood
  - Vote by acclamation, all in favor