

CRAFTSMAN AT GREENVIEW CROSSING OWNER'S ASSOCIATION

Minutes of Regular Board Meeting – January 16, 2025

United Methodist Church, Room 105 / Meeting came to order at 6:00PM

Attendees

Board Members: Marie Kline, Elise Smith, Tom Reese, John Newell. Marlyn Larson absent.

Conlin Property Manager: Karson Kerrigan

Community Members: None

Previous Meeting Minutes

- Motion to accept the December 19, 2024 Board Minutes was made by Marie Kline and seconded by Tom Reese. All in favor.
- Motion to accept the January 6, 2025 Special Board Meeting Minutes was made by Marie Kline and seconded by Tom Reese. All in favor. (Meeting held to approve new CD purchases and to ensure current Board members listed on financial accounts).

Financial Reports

The December 2024 Financial Statement was not available yet from Conlin but should be available in next 3 business days. The Board reiterated to Karson that we expect the December financials to include the below changes from the December Board Meeting. Much discussion centered on our continued dissatisfaction with Conlin's ability to provide financial statements that are both accurate and adhere to standard financial and accounting practices.

Discussion Points and Action Items:

- Per the directives from the January 6, 2025 Special Board Meeting the following tasks have been completed:
 - The \$100,000 Veridian Reserve Fund CD matured and the proceeds were given to John Newell and Marlyn Larson made out to our Association. All accounts were then closed.
 - Veridian Reserve Fund CD proceeds of \$107,104.43 were used to open a 3-month Reserve Fund CD with Bankers Trust at 4.04% interest. Marlyn Larson, President and John Newell, Treasurer are signers along with appropriate Conlin officers.
 - Existing Lincoln Savings Bank Reserve Funds were used to purchase a 6-month a \$75,000 CD at 4%+ interest. Marlyn Larson, President and John Newell, Treasurer are signers along with appropriate Conlin officers.
 - Ken Johnson and Greg Dick (previous Board members/signers) were removed from all accounts
- Marie Kline reiterated to Karson the Board's continued dissatisfaction with the financials and that we are ready to seek alternative management if this and other items cannot be resolved.
- **Carried From December** - Marlyn Larson noted that the Financial Statements are still difficult to understand. Best practice accounting standards are not met with revenues and expenses being mixed. Mapping of amounts and math must be done by the Board to understand the totals
Karson Action Item: Karson will resolve with accounting department.
- **Carried From December** - Reserve and Operating expenses are mixed. They should always be separated and totaled separately.
Karson Action Item: Karson will resolve with accounting department.
- **Carried From December** - Reserve dollars of \$16,562 is listed under Due Potential.
Karson Action Item: Karson will resolve with accounting department.

- **Carried From December** - Dryer vent cleaning homeowner bills of \$425 still outstanding (9 homeowners). Update: Karson sent individual bills to homeowners (not Marie). December financials should show who has paid.
Karson Action Item: Karson will follow-up as directed by the Board.
- **Carried From December** - Uncollectable Homeowner dues of \$1,144. Nobody knows what this is.
Karson Action Item: Karson will find out what this is and report back to the Board.
- **Carried From December** - Karson reports that FinCen is still under an injunction preventing implementation and that Conlin continues to monitor it.
Karson Action Item: Update: Karson reports no changes. He will notify us immediately if reporting becomes required.

Property Managers Report

- Cement Work:
 - Iowa Concrete Leveling has not billed us for the mud-jacking that was done.
Karson Action Item: Call and ask them to email or fax a bill immediately. Remind them what the bid was and that is what we would expect so there are no surprises.
 - **Carried From December** - Large Gaps between the back patio and house to be reviewed by a driveway company for suggestions on how best to handle this at:
 - 806 Rosewood Lane
 - 3706 Raintree Drive**Karson Action Item:** Keep pressing for bids from AMP and Iowa Concrete Leveling.
- Tree at 802 NE Redwood Ln – Extreme has it on their schedule. Hopefully will be done with 2 weeks.
Karson Action Item: Monitor to ensure this is done.
- Garage Door Replacement
 - 818 Redwood needs a Garage door replacement. Homeowner has not responded to efforts to get access to garage.
Karson Action Item: Get bids from Omega and Wayne Dalton. Ask Omega why they are not responding. We are an existing customer. Call the Butlers and ask if they can leave the garage door unlatched (pull cord in garage) so that a bid can be completed. Explain that the bids need to be done and the Board is anxious to have the work completed. If nobody is responding to you by next Wednesday, call John Newell and I will get other companies.
 - 802 Rosewood needs bottom garage door panel replaced due to rusting. This is a Wayne Dalton door.
Karson Action Item: Wayne Dalton submitted a bid for the panel but combined labor with the bottom seal replacement. Ask them to rebid the bottom panel replacement and labor in one bid to Conlin so the Board can approve the work. We will approve ASAP once we have a separate bid. Also tell them that the bid for the bottom seal and labor needs to go to the homeowner. However, if they replace the bottom panel for us and the homeowner does not approve their part I would think that Wayne Dalton could simply transfer the old seal to the new panel as it just slides in and out.
- City of Ankeny fixed Water shut-off valves trip hazards 806 Rosewood Lane. The valves have been lowered and the hole is filled with gravel only at this time due to weather.
Karson Action Item: Put a reminder on your calendar to follow-up with Elise to see if the work was done.
- 2025 Mowing Contract –Mowing contract with Latitude 41 was signed by Karson and put on the portal.

- Snow Removal Review – Much discussion on timing of service provided.
John Newell Action Item: Follow-up on timing of shoveling/snow blowing crews behind snowplow. Also, follow-up on use of salt.
- Community Mailboxes – Much discussion on who is responsible for their upkeep. It seems the post office is only responsible for new keys and locks at the homeowner's expense.

POST MEETING UPDATE information from the Master Covenants, Article V Easements:

"Section 7. Mailbox Easement. Declarant hereby grants easements for the purpose of allowing construction of multiple mailboxes (gangboxes) as coordinated with the local postmaster, police department and fire department. Such mailboxes shall be located adjacent to public or private streets so as not to interfere with the construction of improvements on any given lot. The Master Association shall be responsible for all maintenance relating to such mailboxes including any snow removal required to gain access to the mailboxes."

New Business –

- Annual Meeting set for April 24, 2025 at the Ankeny Library.
Karson Action Item: Reserve room with microphones when scheduling opens up.

Unfinished Business –

- None?

Motion to adjourn at 7pm by Marie and seconded by Tom Reese

Prepared by John Newell, Secretary