

## CRAFTSMAN AT GREENVIEW CROSSING HOMEOWNERS' ASSOCIATION

Minutes of Regular Board Meeting – March 20, 2025 / United Methodist Church

Attendees: Board Members: Marie Kline, Marlyn Larson, John Newell, Tom Reese /  
Representing Conlin Management – Karson Kerrigan

The Meeting Came to Order – 6:01PM

PAST MINUTES - John Newell motioned to approve minutes of the past meeting and Tom Reese seconded. They were unanimously approved.

### FINANCIAL REPORTS –

- The financial statement for the month ending February 28, 2025, could not be approved:
  - Balance Sheet
    - **The Cash Pass Through Account showing \$3,773.00 needs to be explained in writing from Conlin.** It does not map to anything clearly identifiable in the financial reports. There are Cash Pass Throughs every month and Conlin is unable and unwilling to explain it.
    - **The “Savings General-CIT MM #0595” Operations account is still identified in Conlin’s accounting system as a Reserve account. It is not.** See the Bank Reconciliation Summary where it is identified incorrectly as “Craftsman at Greenview Crossing Reserves “0595”. We’ve asked multiple times for this to be corrected, and it may be the source of Conlin constantly paying Reserve expenses out of Operations funds.
    - The Association Dues Receivable of \$1,855.00 on the Balance Sheet, which is broke down on the “AR Aging) report includes what we think are pre-paid homeowner dues of \$1,980. These should not be here, seems like they should be in the “Prepaid Homeowners” report if that is what they are. **The Board needs an explanation and correction.**
    - Reserves:
      - **The February monthly transfer of \$7,741.83 to Reserve to the LSB MM \*1753 account did not occur.**
      - **The January monthly transfer of \$7,958.00 to Reserve LSB MM \*1753, which was the incorrect amount, was not corrected as directed at January Board meeting.**
      - **The correct 7400-0000 entry for Reserves YTD through February should be \$15,483.66.** The Total Expense line on the Statement of Revenues and Expenses is incorrect because of this.
      - The Reserve Replacement-CIT MM which is the First Citizen Bank #5647 with a constant balance of \$501.90 needs to be closed. Karson reports that this has been done and it will not show up in March financials. It was transferred to LSB MM 1753. **Kerrigan needs to verify.**
      - LSM MM 1753 is now reconciled to the bank statement and is correct.
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## Reserves *continued*

- The LSB and Bankers Trust CDs are now showing the correct amounts respectively.
- Transfer of Reserves to Operations – All good so far.
  - \$15,516.00 was correctly transferred from LSB MM 1753 to Operations CIT 0595. This amount was to correct Conlin's error of paying ALL 2024 Reserve expenses from Operations bank account instead of Reserves.
  - \$678.40 was correctly transferred from LSB MM 1753 to Operations CIT 0595. This amount was to correct Conlin's 2025 error of paying the garage door panel replacement from Operations 0595 instead of LSB MM 1753.
  - \$2025.00 was correctly transferred from LSB MM 1753 to Operations CIT 0595. This amount was to correct Conlin's 2025 error of paying the two driveway raise projects from Operations 0595 instead of LSB MM 1753.
  - Two patio repairs and one garage door replacement have been completed, and these are to be correctly paid out of LSB MM 1753 according to Karson. As will the 6 roof replacements later this year.

- Statement of Revenues and Expenses:

This report was totally incorrect. The "Total" columns and rows do not add correctly. **This report has been incorrect in all of 2024 and so far in 2025.**

Larson also noted that there was a **fine on the IRS bill that we should not be paying.** Kerrigan explained that it was the fault of the IRS as he did not receive the bill on time. **He will call them and let them know that we will pay the bill, but we will not pay the fine: He will subtract that portion when paying the bill.**

**NOTE: ALL the above are Action Items for Kerrigan to address with the Conlin Financial Department and get fixed. The Board has given several warnings that this cannot continue without consequences.**

## **PROPERTY MANAGER'S REPORT – Kerrigan**

- It was confirmed that the garage door at 818 Redwood has been replaced and the invoice received and was paid from the Reserve fund.
- The water valve project for 806 Rosewood has also been completed by the City
- Discussion on the problem with salt on porches despite Latitude 41 being asked not to do that. There was only one complaint, but it can discolor the porch decking for quite a while. (Larson mentioned that a product called Nylex or Nylacs will remove any stains.) Newell suggested that Latitude 41 not be renewed automatically due to several issues. The Board will decide if it will go out for bid again this summer.  
**Action item for Karson to inform Latitude 41.**
- The 8 roofs due for new shingles are estimated to start in April, depending on the weather.
- Conlin received three AVR requests from homeowners:

- The Board officially confirmed, by vote, the approval of rear deck maintenance at 805 NE Redwood Lane.
- The Board approved the request to install a hot tub and a new back light at 3709 NE Raintree Dr. The platform will either be a cement pad or a deck. Larson and Reese will visit with the homeowners to inform them:
  - If any dirt-work is needed, it must not interfere with the slope created for water management for either of their neighbors' yards. They will be responsible for fixing the problem if that arises.
  - If a deck is used, it must have one or two layers of weed barrier beneath it.
  - Homeowners need to check with Iowa irrigation regarding the sprinkler heads that may be involved. If any have to be moved, it will be at the homeowner's expense.
- 804 NE Redwood had requested to be able to repair their railing. It was approved.

#### UNFINISHED BUSINESS

- There are still 3 homeowners that have not paid for having their dryer vents cleaned. Kerrigan has been emailing two of them, but he does not have any contact information for the third – only a mailing address. He has mailed a hard copy of the invoice to that homeowner. Kerrigan was asked to use the phone and call the first two homeowners directly. We also need an alternative way to contact the third party in the event of an emergency.  
**Kerrigan will ask for that and explain why.**
- Kerrigan reported that the Corporate Transparency bill is back on hold.

#### NEW BUSINESS

- Kerrigan reported that the Iowa Irrigation bill for 2025 remained the same as it was in 2024 - \$1,451.00. The Board voted to approve the proposal.
- The Annual Meeting is scheduled for April 24, 6PM at the Ankeny Kirkendall Public Library. Marlyn Larson will be stepping down off the Board. His spot needs to be replaced at the Annual Meeting. **Kerrigan will send out notices of the meeting to all homeowners via email and mail a hard copy as well. Kerrigan was also asked to supervise the homeowner sign-in table at the meeting.**
- It was discussed and approved that Kline will work on a color palate for the community as many homeowners are replacing their front doors and will eventually be replacing their siding in the future. She will put a draft together for approval by the Board and involve the community as well.

The Board Meeting was concluded at approximately 7:20PM

Submitted by John Newell, Treasurer and Marie Kline, Vice President