

**ASPEN GLEN HOA
ANNUAL MEETING MINUTES
May 5, 2026**

First Family Church, Ankeny, Iowa

Directors Present: Ryan Comer, Phyllis Sanders, Carli Schaffner, Linda Whitehill, Carissa Williams

Guest: Jeff Horner, Owner, Property Management by Design

Meeting called to order at 6:00 pm by Carli Schaffner, President.

Quorum - Ms. Schaffner reported that a quorum was reached between in person homeowners and proxies received.

Nominations – Ms. Schaffner then asked for nominations from the floor for Board members. No nominations received. She stated that the following board members will be up for re-election: Carli Schaffner, Ryan Comer, Carissa Williams. Linda Whitehill did not seek re-election and Phyllis Sanders will seek re-election through June 30, 2026 at which time she will resign.

As ballots were being distributed, Jeff Horner, Owner, Property Manager by Design (PMBD) stated that since no nominations were received and the election is uncontested, a vote by acclamation would only be necessary. After discussion, Motion was made and seconded and the Aspen Glen Townhome Association members

VOTED, to elect by acclamation the following members of the Board: Carli Schaffner, Ryan Comer, Carissa Williams and Phyllis Sanders.

President Remarks – Ms. Schaffner gave an update on 2025 projects in the community. For example, concrete repair, dryer vents cleaned, vinyl siding cleaned, roofs repaired, entry light on Delaware replaced among others. Concrete repair will also be conducted in 2026. She then discussed the dues increase and why it was necessary. Rules and regulations have been updated in March and mailed out. They are also included in the annual meeting materials.

Ms. Schaffner stated that all board members were going to resign and the board felt it necessary to hire a property management company. It had been discussed for several years and last year research was done and PMBD was invited to talk with the board and subsequently hired by the Board.

Property Manager by Design – Ms. Schaffner introduced Jeff Horner, Owner of the new management company, Property Management by Design (PMBD). Mr. Horner gave an overview of his background and company. He stated that an HOA of Aspen Glen's size (92 units) typically is not run by volunteers, but rather a management company. He also stated that the new dues fee of \$235 is low considering the age and infrastructure of the complex. He believed \$265-275 was more in line with where the community should be at.

He then had a presentation that walked the members through the online portal where the members can pay their dues via ACH or credit card, access community organizational documents such as bylaws, declarations, master insurance policy, minutes, as well as submit questions and maintenance requests. ACH payments and credit card payments are processed directly with the bank. Members can still pay by check or bill pay. Checks should be payable to Aspen Glen HOA and mailed to Jeff Horner, Property Manager by Design, c/o Aspen Glen HOA, 2602 SW Westwinds Blvd., Ankeny, IA 50023.

Members asked various questions. If someone is going to submit a maintenance request, please be sure to include a picture if at all possible and include a detailed description of the issue. Roof leaks are going to get addressed as soon as possible, as opposed to cracks in the concrete. Maintenance requests will remain in their system until complete. It's possible a request be carried over into a subsequent year. The Board will approve all major maintenance requests. The Board will also approve payments to contractors before checks are issued by PMBD. Financial documents will be available to the Board in real time. Some financial documents will also be available to the members.

Treasurer's Report – Phyllis Sanders, Treasurer, presented the income summary and expenses, as well as the budget for 2026 noting a 15% increase over 2025 figures. She pointed out that last year the expenses increased 26% over prior year. Concrete is another big expense for this year. She talked about the reserve history and how the board has moved funds into a money market and CD this year.

She then discussed a history of irrigation costs, which includes the actual maintenance of the irrigation system as well as water. The Board initially felt it was more important to build reserves, than irrigating, but changed the vote to irrigate due to push back from some residents. Ms. Schaffner asked for a show of hands how many felt strongly about irrigating vs. those that believe we do need to irrigate. More hands went up for not irrigating, but some people do want irrigation. The purpose of showing the cost was so the members knew how expensive it is to run the irrigation. The board will proceed with irrigation this year, providing we are allowed to due to the nitrate issue.

Also discussed was how much insurance costs have gone up. Ms. Sanders gave a 5 year history of premiums and stated how much claims were paid during that same period. We will find out in May how much premiums will increase effective July 1.

Ms. Schaffner then asked if there were any further questions. Hearing none, the meeting adjourned at 7:30 pm.

Respectfully Submitted
Phyllis Sanders, Acting Secretary