

Crown Colony Court Monthly Board Meeting Agenda
Tuesday, October 20, 2025 @ 5pm
Michelle Messer's, Unit 530

The Board would like to thank everyone who came out for the fall clean up. Special thanks to Matt and JD Cronin for mowing the prairie, Tim Devitt and Sue Patten for picking up trash on Thomas Beck and everyone else who helped in any way.

I. Call to Order

Board Members Present: Steve Wiseman, President; Michelle Messer, Vice-President; Wayne Martens, Treasurer; Patty Link, Secretary.

Homeowners Present: Pam Kenyon, Unit 440

II. Resident Comments

Shannon Corkrean (Unit 140) asked the Board to please revisit the history of having each unit pay for their own water use with individual water meters (from the 2021 Annual Meeting Minutes). The board will follow up on this topic.

III. Treasurer's Report (Wayne Martens)

A. Account Balances

a. Net income \$1,569.80

B. Cash Balances

i. Operating Fund

1. Checking (Lincoln Savings) \$7,005.36

ii. Reserve Funds

1. Reserve (Lincoln Savings) \$18,596.46

2. Emergency Fund (CCCU) \$26,108.88

3. Capital Improvement Fund (CCCU) \$39,415.33

4. 15-Month Certificate of Deposit CD (CCCU) \$76,502.3

5. Miscellaneous Savings (CCCU) \$382.63

C. Treasurer's Report was accepted as submitted.

IV. Business Items

A. Property Management by Design (PMbD) No new task items.

B. Unfinished Business

1. Dryer Vent Cleaning: Michelle is sending reminders to all owners to please turn in your invoice from your Dryer Vent Wizard (or other vendor). Owners who still need to complete this task will receive an email from Michelle.

2. Fire Hydrant Flush: City does the flushing. The HOA is not responsible for this.

3. Dry Rot/Siding/Trim all Buildings. All six buildings have some level of siding rot to be repaired. PMbD secured four different bids and the Board will determine the best

vendor. Broad cost estimate is between \$10,000 and \$40,000. Once vendor is selected a better estimate will be provided and buildings prioritized. (2026 project; paid for from Reserves.)

4. Waterflow Issues behind building 500. Miller Outdoor Solutions completed installation of tiling line behind building 500 to correct ongoing waterflow problem. Invoice in the amount of \$3,500 has been paid. Task is closed out.

C. Capital Improvement Projects

1. North Retaining Wall

- **Tometich Engineering.** Plans were submitted by Tometich to the Board. The board approved two initial invoices in the amount of \$2,750 and \$1,550 for a total of \$4,300. Board approved payment via an email vote.
- **Bishop Engineering** provided specs for Scope of Services and fees in order to get bids on the retaining wall project.
- Jeff Horner (PMBD) has put the job out for bid with four different vendors; still waiting for estimates to come back.
- Shawn Corkrean (Unit 140) is facilitating communications on behalf of CCC as our construction consultant, working closely with Tometich and Jeff Horner. We owe him our great thanks throughout this process and for his construction expertise.
- This will be a Special Assessment in 2026. We will not have numbers in time for the November 23, 2025, meeting.

2. South Retaining Wall (on hold until North Retaining Wall is complete.)

3. East Retaining Wall/east of 640. Miller Outdoor Service providing estimates. A 2026 project.

D. Special Budget Meeting Preparation: As noted in Steve's email of October 23, 2025, documentation for the Sunday, November 23 meeting will be provided one week prior. Agenda topics to include (but not limited to)

- 2026 Crown Colony Court Proposed Budget
- Reserve Fund
- 2026 Annual HOA Fee Assessment
- Special Assessments

V. Adjourn Meeting was adjourned at 6:45pm

Notice of next meeting: Wednesday, November 20, 2025; 5pm, Patty Link, Unit 430

Reminder: Special Budget Meeting, Sunday, November 23, 2025 at 5pm, Confluence Brewery. Please find the [PROXY MATERIALS HERE](#) if you cannot attend in person and send to Patty Link, Secretary (linkschoolboard@gmail.com) or Steve Wiseman, President (sjwmlb@mac.com).

Patty Link, Secretary

