

MINUTES
Windsor Village Plat 3 HOA Annual Meeting
April 13, 2026

Board Officers Present:

Dian Shafer, Tim Lallier, Cindy Eckhart, Pam Ritchhart

Guest: Jeff Horner, HOA Property Manager

Welcome & Introductions

1. Meeting Quorum Explanation:

Stated by Iowa Law and the Windsor Village Plat 3 By-Laws, there must be a minimum of 2/3 Owner attendance to hold an Annual Meeting. Owners can attend the meeting in person or submit a Proxy Form to avoid a \$100 fine. Proxy forms can be sent via postal mail or by e-mail. The only items listed on the meeting agenda will be voted on. There are 14 in attendance and 14 Proxy's submitted for a total of 28 of 32 in attendance which is 87.5% of the association. 4 Units were not in attendance and will be assessed a fine.

2. Approve 2025 Annual Meeting Minutes:

Motion to approve: Laura Robertson, Second by Pam Ricker. Minutes Approved.

3. Financial Report:

Jeff presented a report on the FY26 budget. The HOA insurance policy increased by 10%. The insurance company provides a 10% discount if paid in full. The Board previously approved to pay the premium in full to receive the 10% discount. Jeff provided the HOA dues breakdown of 77% pays operating costs, 25% for insurance and 23% for reserve funds.

Jeff provided information regarding a Reserve Study. The Board previously approved to have a separate line item of \$3500 in the budget for when the State of Iowa requires the HOA to have a Reserve Study in place.

4. Election of Officers: The following were nominated as Board of Directors: Motion to approve by Mark Ethofer, Second by Pam Ricker. Board Officers approved.

Diana Shafer – President
Tim Lallier, Vice President
Pam Ritchhart, Treasurer
Cindy Eckhart, Secretary

5. Drainage Ditch:

The HOA has an agreement with Caliber Properties to remove their trash, mow and clean the drainage grates in the drainage ditch. The Board has been in constant contact with their Property Manager regarding the on-going issues of Caliber not maintaining the ditch per the agreement. The next step is to contact the City of Ankeny regarding these issues.

6. Snow Removal Guidelines:

The current contract stipulates the snow removal company will not provide services until there is a minimum of 1" of snow, and they will keep a distance of 3' from any vehicles parked in Owner driveways. Owners need to park close the grass area so removal can be made to the shared driveway of the attached unit. If vehicles are left in their driveways, it is the Owner/Renters responsibility to clean off their driveway- Etch will not return to the HOA to remove snow from these driveways. All vehicles must be removed from all parking lots and streets during snow removal or risk having their vehicle towed at their expense.

7. Parking Lots:

Parking lots are for Visitor Parking ONLY – they are not intended for Owners/Renters permanent parking spaces.

8. Exterior Lights:

The Board approved to replace all exterior light bulbs for safety reasons due to no street lights. Owners can submit a work order online for light bulb replacements.

9. Lawn Service:

Jeff will contact Etch Landscaping regarding the scheduled day for lawn mowing. Fall leaves will be mulched. Jeff will work with the Board regarding tree branch trimming so lawn care employees have easy access to mow and trim around trees. Owners can submit a work order request if tree branches are an issue on their lot.

MOTION to adjourn by Pam Ricker. Second by Mark Ethofer. Meeting Adjourned at 7:15 pm.

Submitted by:

Cindy Eckhart, Secretary
cleckhart@hotmail.com, 515-290-8247

Tim Lallier, Vice-President
tlallier@alliedconst.com, 515-371-8278

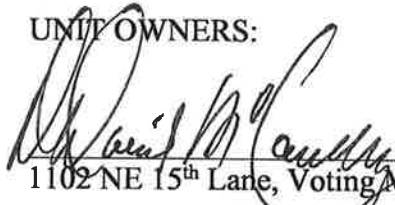
Diana Shafer, President
dshafer2104@outlook.com, 319-775-2288

Pam Ritchhart, Treasurer
dcrpar7@live.com, 515-321-6637


~~Home Owners Sign-in Sheet~~
Annual Meeting - ~~Monday, December 13, 2025~~

PROXY

UNIT OWNERS:

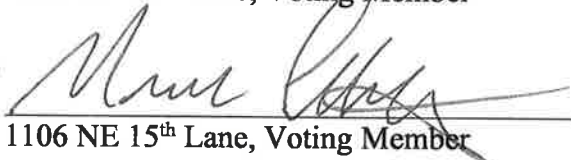

1102 NE 15th Lane, Voting Member

4/13/2026
Date



1103 NE 15th Lane, Voting Member

4/13/2026
Date


P


1106 NE 15th Lane, Voting Member

4-13-26
Date


1107 NE 15th Lane, Voting Member

4/13/26
Date


1110 NE 15th Lane, Voting Member


4/13/26
Date

P


1111 NE 15th Lane, Voting Member

4/13/26
Date

P

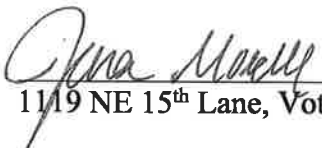

1114 NE 15th Lane, Voting Member

4-13-26
Date


1115 NE 15th Lane, Voting Member

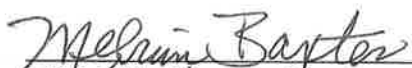
4/13/26
Date

P


1119 NE 15th Lane, Voting Member

4/13/26
Date

P


1123 NE 15th Lane, Voting Member

4-13-26
Date

~~Admission - Resumes Sign-in Sheet~~
Annual Meeting - ~~Monday, December 15, 2025~~

Sam Sitchhart
1127 NE 15th Lane, Voting Member

4/13/26
Date

P

Sam Sitchhart
1131 NE 15th Lane, Voting Member

4/13/26
Date

Jana Maehl
1202 NE 15th Lane, Voting Member

4/13/26
Date

P

Sam Sitchhart
1206 NE 15th Lane, Voting Member

4/13/26
Date

P

Harley Lyman
1210 NE 15th Lane, Voting Member

4/13/26
Date

Cindy Eckhart
1214 NE 15th Lane, Voting Member

4/13/26
Date

Jana Maehl
1218 NE 15th Lane, Voting Member

4/13/26
Date

P

Jana Maehl
1222 NE 15th Lane, Voting Member

4/13/26
Date

P

Paula Smith
1226 NE 15th Lane, Voting Member

4.13.26
Date

Jana Maehl
1230 NE 15th Lane, Voting Member

4/13/26
Date

P

1234 NE 15th Lane, Voting Member

_____ Date

~~Aspen Ridge Rowhomes Sign-in Sheet~~
Annual Meeting - ~~Monday, December 15, 2025~~

1238 NE 15th Lane, Voting Member

Date

1242 NE 15th Lane, Voting Member

Date

1246 NE 15th Lane, Voting Member

Date



1402 NE Fallstaff Lane, Voting Member

Date

4/13/26



1403 NE Fallstaff Lane, Voting Member

Date

4/13/26

P



1406 NE Fallstaff Lane, Voting Member

Date

4/13/26

P



1407 NE Fallstaff Lane, Voting Member

Date

4-13-26



1410 NE Fallstaff Lane, Voting Member

Date

4-13-26



1411 NE Fallstaff Lane, Voting Member

Date

4-13-26



1414 NE Fallstaff Lane, Voting Member

Date

4/13/26



1415 NE Fallstaff Lane, Voting Member

Date

4/13/26

P

PROXY FORM



Date: April 13, 2026

I, Doris Lajoie, owner of 1103 N.E 15th Lane,
(Name of Homeowner) (Homeowner Address)
and a voting member of Windsor Village Plat 3 hereby appoint Doris Lajoie
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 13th, 2026, 6:30pm at
Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my
behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
of a proxy shall only be effective during the association's annual meeting being held on Monday, April 13th, 2026 at
6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

DORIS LAJOIE
Homeowner Printed Name

Doris Lajoie
Homeowner Signature

4/13/2026
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association's meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Friday April , April 10th at noon.
- Mailed to:

Property Management by Design
C/o: Windsor Village Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 4/13/26

I, PAMELA CHRISTENSEN, owner of 1406 NE FALSTAFF LN,
(Name of Homeowner) (Homeowner Address)
 and a voting member of Windsor Village Plat 3 hereby appoint PROPERTY MANAGEMENT BY DESIGN
(Name of Designee)
 to serve as my proxy holder to attend the association's annual meeting to be held on April 13th, 2026, 6:30pm at
 Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my
 behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
 of a proxy shall only be effective during the association's annual meeting being held on Monday, April 13th, 2026 at
 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

-NONE-

PAMELA CHRISTENSEN

Homeowner Printed Name

Pamela Christensen

Homeowner Signature

4/13/26

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association's meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Friday April , April 10th at noon.
- Mailed to:

Property Management by Design
 C/o: Windsor Village Proxy
 2602 SW Westwinds Blvd
 Ankeny, IA 50023



PROXY FORM

Date: MARCH 25TH 2026

I, RAIF HADZIC, owner of 1403 FACSTAFF,
(Name of Homeowner) (Homeowner Address)
and a voting member of Windsor Village Plat 3 hereby appoint PAM RITCHHURIT
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 13th, 2026, 6:30pm at
Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my
behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
of a proxy shall only be effective during the association's annual meeting being held on Monday, April 13th, 2026 at
6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

RAIF HADZIC EMISA KRUSKO

Homeowner Printed Name

[Signature]

Homeowner Signature

3-25-26

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association's meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Friday April , April 10th at noon.
- Mailed to:

Property Management by Design
C/o: Windsor Village Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 27 MAR 2026

I, BEAU Woodford, owner of 1110 NE 15TH LANE ANKENY, IA
(Name of Homeowner) (Homeowner Address)

and a voting member of Windsor Village Plat 3 hereby appoint PM by Design
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 13th, 2026, 6:30pm at Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment of a proxy shall only be effective during the association's annual meeting being held on Monday, April 13th, 2026 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

BEAU Woodford
Homeowner Printed Name

Beau Woodford
Homeowner Signature

27 MAR 2026
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association's meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Friday April , April 10th at noon.
- Mailed to:

Property Management by Design
C/o: Windsor Village Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM



Date: 4/13/26

I, Kirk Henderson, owner of 1206 NE 15th Ln,
(Name of Homeowner) (Homeowner Address)

and a voting member of Windsor Village Plat 3 hereby appoint Pam Ritchhart
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 13th, 2026, 6:30pm at Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment of a proxy shall only be effective during the association's annual meeting being held on Monday, April 13th, 2026 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Kirk Henderson
Homeowner Printed Name

[Signature]
Homeowner Signature

4/13/26
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association's meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Friday April , April 10th at noon.
- Mailed to:

Property Management by Design
C/o: Windsor Village Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 04/13/2026

I, Brian Wilson, B & S LLC, owner of 1202, 1218, 1222, 1111, 1230, 1119 NE 15th Lane, Ankeny, IA,
(Name of Homeowner) (Homeowner Address)

and a voting member of Windsor Village Plat 3 hereby appoint Jena Moeckl
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 13th, 2026, 6:30pm at
Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my
behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
of a proxy shall only be effective during the association's annual meeting being held on Monday, April 13th, 2026 at
6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Brian Wilson, B & S LLC

Homeowner Printed Name

Brian Wilson

Homeowner Signature

04/13/2026

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association's meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Friday April , April 10th at noon.
- Mailed to:

Property Management by Design
C/o: Windsor Village Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4/11/26

I, Tristine Burk, owner of 1127 NE 15th Lane,
(Name of Homeowner) (Homeowner Address)
and a voting member of Windsor Village Plat 3 hereby appoint Mr. Dave Ritchart
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 13th, 2026, 6:30pm at
Albough Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my
behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment
of a proxy shall only be effective during the association's annual meeting being held on Monday, April 13th, 2026 at
6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Tristine Burk
Homeowner Printed Name
Tristine Burk
Homeowner Signature
4/11/26
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association's meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Friday April , April 10th at noon.
- Mailed to:

Property Management by Design
C/o: Windsor Village Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4/13/2021

I, Joseph Last, owner of 1415 NE Falstaff Ln,
(Name of Homeowner) (Homeowner Address)

and a voting member of Windsor Village Plat 3 hereby appoint Property Management by Design
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 13th, 2026, 6:30pm at Albaugh Community Center, Classroom 1. I am authorizing the proxy holder named above to vote and act on my behalf to the extent that I would be personally present or to follow my stated requests listed below. The appointment of a proxy shall only be effective during the association's annual meeting being held on Monday, April 13th, 2026 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Joseph Last

Homeowner Printed Name



Homeowner Signature

4/13/2021

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association's meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Friday April , April 10th at noon.
- Mailed to:

Property Management by Design
C/o: Windsor Village Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023