

Crown Colony HOA
Board Meeting Agenda
06.13.24
4:00 p.m.
Jen Cronin's Unit (230)

I. Call to order 4:00pm

Attending: Jen Cronin, President; Ken Cronin, Treasurer; Pam Kenyon, Secretary. Guest: Wayne Martens.

II. Comments from residents

A. In-person

B. Those received since the last meeting (calls, texts, emails, etc.)

- a. Unit 210 - During inspection it was pointed out need for tuckpointing repair. Century Brick will review; does not have to be done before closing.
- b. Larry Kehoe, unit 220, submitted his name for consideration for HOA officer.
- c. Messer's deck plans were approved (unit 530) May/June. They're now considering concrete patio, using the company as Martens (unit 520). See below under New Business.
 - i. Pam Kenyon moved to approve the Marten's patio plan; seconded by Jen Cronin. Motion carried.
 - ii. Martens will remove the old concrete; project to start mid- to end- of October. Please be sure to let neighbors know timing.
- d. Unit 410 (Chuck Kolb) – monitoring a gap that appeared between garage frame and brick. Was corrected but reappeared; just monitoring.

III. Treasurer's Report

A. Approval of May Statement of Activity and Financial Position.

- a. Tuckpointing on bldgs. 3, 4, 5 and 6 for \$4,4800; net loss of \$480.
- b. Normal monthly expenses; positive \$185. Water usage still down year over year.
- c. Certificate of Deposit with Community Choice matured on May 27; deposited into the Capital Plan account. Funds rolled into a new 7-month CD earning 4.75% APY. In total we earned \$1,781.50
- d. Storm water collection repairs will be an increase of about \$25/month.
- e. Now using online bill pay thru Community Choice to pay all vendors. Ken updated Treasurer documentation to reflect this change.
- f. Ken noted the bank missed pulling one unit's monthly HOA fee. Jen to contact homeowner.
- g. Pam moved/Jen seconded. Passed; treasurer's reports accepted as submitted.

B. Auditor for Treasurer's Books

- a. Wayne Martens volunteered to audit the treasurer's books prior to the annual meeting.
- b. Kenny will meet with past treasurer Shannon Chicoine on how to pull the needed documents.

IV. Business Items

- A. Lawn mowing – The hill behind 300 building needs to be done a couple of times a year; looking shaggy. Jen will call and discuss with Miller Outdoor Services.
- B. Unit 520 deck request. Wayne Martens presented their patio plan to pour concrete; not deck. Board approved.
- C. Unit 220 basement
 - a. Jen toured the unit. It's not dramatic cracking and heaving but is significant in number. Jen called Anchored Walls to come to assess the situation.
- D. Unit 230-240 share a back-corner brick façade. Century Brick is quoting. He's had trouble locating the correct color brick, which is the delay in getting quote.
- E. Upcoming board positions (2 terms expire in July)
 - a. Hoping for one more name for consideration on the board.
- F. Any additional issues/concerns
 - a. Exterior light fixture samples (printouts) were provided by Michelle LeBlanc. Board will bring to the July Annual Meeting to discuss. Spectrum Lighting offers a bulk discount. Will require 48 front lights (each side of garage), and 24 back-deck lights.

V. Schedule & prepare for July's Annual Meeting

- A. Jen will contact the Unitarian Church for Annual Meeting, either July 17 or July 18
 - a. Rent for \$50; suggest 7pm start time.
 - b. Must have a majority for attendees and proxy
- B. Board will schedule a July meeting to prepare for Annual Meeting.

VI. Adjourned at 4:53pm

Respectfully submitted,
Pam Kenyon, Secretary

Crown Colony Owners Association

Statement of Activity

May 2024

	TOTAL
Revenue	
4000 Total Income From All Sources	
4100 Dues for Operating Expenses	
4125 Operating Dues Income	6,096.00
Total 4100 Dues for Operating Expenses	6,096.00
4200 Dues for Emergency Fund	
4225 Emergency Fund Income	3,000.00
4250 Interest FOR Emergency Fund	10.54
Total 4200 Dues for Emergency Fund	3,010.54
4300 Dues for Capital Fund	
4325 Capital Fund Income	744.00
4350 Interest FOR Capital Fund	27.32
Total 4300 Dues for Capital Fund	771.32
4500 Other Income Received	
4560 Interest on Certificate of Deposit	424.27
Total 4500 Other Income Received	424.27
Total 4000 Total Income From All Sources	10,302.13
Total Revenue	\$10,302.13
GROSS PROFIT	\$10,302.13
Expenditures	
6100 Admin Expenses	
6105 QuickBooks Software Expenses	60.00
Total 6100 Admin Expenses	60.00
6150 Des Moines Water Works Expenses	
6151 Water Meter & Usage Expenses	1,691.62
Total 6150 Des Moines Water Works Expenses	1,691.62
6200 Insurance Expenses	
6205 General & Prof Liability Ins	2,115.16
Total 6200 Insurance Expenses	2,115.16
6400 Building Maintenance	
6415 Building 3	1,200.00
6420 Building 4	1,200.00
6425 Building 5	1,200.00
6430 Building 6	1,200.00
Total 6400 Building Maintenance	4,800.00

Crown Colony Owners Association

Statement of Activity

May 2024

	TOTAL
6600 Snow and Lawn Care	
6610 Snow Removal	1,022.07
6620 Lawn and meadow mowing	1,022.08
Total 6600 Snow and Lawn Care	2,044.15
Total Expenditures	\$10,710.93
NET OPERATING REVENUE	\$ -408.80
NET REVENUE	\$ -408.80

Crown Colony Owners Association

Statement of Financial Position

As of May 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating Accounts	
1025 West Bank-Checking Acct	0.00
1027 CCCU-Checking Acct	14,948.68
1028 CCCU-Savings Acct	382.63
Total 1000 Operating Accounts	15,331.31
1050 Emergency Accounts	
1051 West Bank-Emergency Acct (don't use)	0.00
1052 Emergency MM Acct-CCCU	28,062.67
Total 1050 Emergency Accounts	28,062.67
1075 Capital Improvement Accounts	
1080 CCCU-Cap Improv MM Acct	107,136.19
1081 CCCU-Cap Improv CD 1	0.00
Total 1075 Capital Improvement Accounts	107,136.19
Total Bank Accounts	\$150,530.17
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1100 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$150,530.17
TOTAL ASSETS	\$150,530.17
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payables	3,735.77
Total Accounts Payable	\$3,735.77
Total Current Liabilities	\$3,735.77
Total Liabilities	\$3,735.77
Equity	
3000 Opening Balance Equity	60,259.03
3300 Unrestricted Net Assets	102,763.05
Net Revenue	-16,227.68
Total Equity	\$146,794.40
TOTAL LIABILITIES AND EQUITY	\$150,530.17