

Official Board Meeting  
Diamond Brook Townhomes  
Monthly Board Meeting

September 16, 2025

The meeting was called to order by President Ron Brimeyer at 6:00 p.m.

Board Members Present: Ron Brimeyer, Denny Bewyer, Mary Jo Madvig, Connie Nutt, Gary Bedard, Steve Schuchmann, Jeff Horner, Property Manager. Absent: Jim Raftis

FINANCIALS;

Operating Account: \$10,160.10 (as of August 31, 2025)

Reserve Account: \$111,888.28 (as of August 31, 2025)

I. Landscaping: Conference call with Jay Kettleleson, Timberpine Landscape, to discuss snow removal and lawn care. The Board was interested in providing additional service for clearing driveways and walks when snowfall was less than 2 inches and or icing occurred. Jay stated that the fees in the contract were \$135 per hour for the snow plow and \$69 per hour for shoveling. He would be receptive to providing additional service at these rates. The Board will designate 2 members to monitor snow/ice conditions, and if additional snow/ice removal is needed, they let Jeff know, and Jeff will contact Jay.

Jay stated that the sprinkler heads were being marked for aeration, and overseeding was scheduled the week of September 16th. Jay also suggested that irrigation be increased for the next several weeks to allow for grass seed germination, as well as to water the patched grass area that were damaged by grubs.

II. Building Maintenance: 515 Exteriors were invited at the request of Ron and Jeff to inform the Board of their findings when replacing/repairing exterior siding, chimneys, gables, etc. Their presentation included a tutorial on construction design, focusing on the over lapping of materials to direct water from flowing into the interior. Their summation was that DB will most likely experience more issues in the future given the age of the properties and the fact that there are likely issues with the workmanship at the time of construction. The long-term solution would be to side the entire complex. The Board was appreciative of the information and agreed that further discussion and or information would be needed as this would be a long-term solution/project.

III. Fall Clean Up: Fall Clean Up will be scheduled closer to Thanksgiving and will depend on weather conditions. Tree trimming will not be done this year but may resume possibly in the early spring due to budget concerns. Additionally, no large trash pick up is schedule for this fall.

IV: Special Assessment: Jeff stated that the "special assessment" for the gables in the amount of \$1,000 per unit is due January 1, 2026. Payment is to be made by check and made payable to DIAMOND BROOK" and mailed to Properties by Design. Jeff further noted that Diamond Brook is properly spelled without the "E".

## V: Unfinished Business Work Orders

Unit 35: This item was in the August 18, 2025 minutes and repeated at this time as an update.

Concrete work was not budgeted for in 2025 as the Board had decided to defer the concrete work. Jeff stated that there were two work orders that he needed to address due to safety concerns. Jeff and Ron were to conduct an on-site inspection following the Board Meeting. The units in question were 7 and 35.

As a result of the inspection following the August 18<sup>th</sup> Board Meeting, Jeff and Ron inspected unit 7 and 35. The owner of #35 stated that his stoop was not mudjacked properly in 2002. Jeff stated that Thrasher Foundation would be contacted and, after further review, agreed it was not done properly. The work was under warranty, and Thrasher was scheduled to correct the issue. The owner requested that the Board consider mudjacking his concrete driveway slab that abutted the walkway, which was part of the repair to be redone. Since concrete work was not budgeted for the Board declined to pay for the driveway mud jacking expense. Upon reviewing the concrete stoop and walkway correction, the contractor stated the driveway would need to be mud jacked to “do it right”. The owner authorized Thrasher to mud jack the driveway. The expense was \$350 and he was hopeful of being reimbursed by the HOA. HOA rules do not permit reimbursement to owners and the owner was informed. The invoice and reimbursement for the driveway mud jack was subsequently resolved.

Note: Steve Schuchmann was on site for a portion of the warranty correction and suggested to the owner that for the estimated cost of \$350 it would be cost-effective to have the driveway mud jacked at this time.

Unit 42: The owner submitted a thorough narrative and well documented summation of the water seepage into the northwest corner of the lower level. This has been an issue since 2014 and the HOA Board/Property Management company was made aware of it. The details included photographs that the drain tile had collapsed and a proposal from the contractor to install a second sump pump. HOA Declaration of Covenants state the HOA is responsible for drain tile replacement/repair but not a sump pump. Jeff will contact a contractor for a proposal to correct the crushed drain tile.

Respectfully submitted,

Steven K Schuchmann  
Board Secretary