

Villas at Orchard Hills

2025 Annual HOA Meeting Minutes

Meeting Date: April 21, 2025

Location and Time: St. John's Apostle Catholic Church, Norwalk, IA at 6:30 PM

Attendance: 54 Present, 26 Proxy

Meeting was called to order by Jeff Horner, President of Property Management by Design.

1. Introductions by Property Management Company, Board of Directors.

Jeff Horner and Bridget Horner of Property Management by Design. Bridget took attendance, and Jeff conducted the meeting. Company currently manages over 20 properties, with 13 being associations.

HOA Board of Directors: Brad Miller – President, Cathy Wyant – Vice President, Wyatt Boston – Member at Large, Lynnette Stout – Secretary.

Jeff reminded everyone that our by-laws require a 2/3 vote of members (61 of 92 units) to establish a Quorum to conduct the business of the HOA. Updates to the Rules and Regulations voted on by the Board of Directors on December 5, 2024, were emailed to all owners and are publicly posted at <https://pm-bydesign.com/villas-at-orchard-hills> which includes the adoption of a \$100 fine for either not attending the annual meeting or submitting a proxy. Due to this being a change from prior years, a reminder was included in the USPS mailing and in email reminders for the 04-21-25 annual meeting. Jeff explained that it is not the goal of the HOA to fine owners, rather to establish a quorum. The expense to rent space and the cost of mailings was around \$400. If additional meetings were needed to establish a quorum, it would cost the HOA around \$400 for each meeting.

2. Approval of the 2024 Annual HOA meeting minutes

Jeff asked for a motion to approve. Silvia Jaeger made a motion to accept the 2024 Annual HOA meeting minutes. Kodi Stone seconded the motion. Motion carried.

3. President's Report

Brad Miller spoke of the struggles that the 2024 Board of Directors had in taking over after the former president resigned and working through service contracts and ultimately hiring our new property management company. Brad reiterated that progress is being made, and the BOD is working hard to better our community.

4. Financial Report

Jeff shared assets and reserves at a high level. Financial reports, including Budget vs. Actual, are located on the Villas at Orchard Hills Resident Center, under documents.

Total assets are \$210,265.89 at the time of our meeting. A portion of income goes into our Association reserves. Currently, our reserves are at 21.1%, and it is suggested to be at 25%. FHA requirement for reserves is only 10%. Two main reasons for our reserves are to pay for capital

expenditures (like concrete, siding, roofs) and insurance deductibles in the event of storm loss or claim.

5. Old Business

Association Rental Cap of 10%

At our 2024 annual HOA meeting, we were unable to establish a quorum for a vote.

Jeff explained that the City of Norwalk does not want a high concentration of rental property in a specific area, and our Association needs to work toward compliance with the City of Norwalk's rental code. In working with the City of Norwalk, our Association has 18 rental units in our Association, and about half do not have valid rental certificates as of the date of the meeting. The City of Norwalk requires rental inspections and certificates of all rental property. During the meeting it was noted that Unit 3003 has a valid rental certificate, bringing total to 7 current rental certificates as of the date of this meeting.

Rental Requirements

Our Association is not involved regarding the terms of the lease agreement. A copy of the lease agreement between the owner and lessee is required to be on file with the Association via our property management company.

The Unit Owner must have a valid rental certificate on file with both the City of Norwalk and our property management company.

Renter contact information supplied to Property Management by Design, to be used in the event of an emergency or notification.

Proposal of adopting a 10% rental cap and discussion.

Proposed rental cap of 10% equates to a maximum number of 9 total units.

- Current units received 30-day notice for compliance with the rental requirements.
- If in compliance, the rental units will be grandfathered in. Once a rental unit is sold or the owner's rental certificate lapses, the unit no longer qualifies as a rental.
- When at our rental cap, a waiting list can be established for future rental opportunities.

Motions

A request was made for a motion.

Silvia Jaeger made the motion to adopt the 10% rental cap as proposed.

Kodi Stone seconded the motion.

- Discussion included an inquiry about whether the percentage cap could be different.

A vote was taken by show of hands: 4 wanted higher than 10%, 1 wanted lower than 10%, and 2 in opposition. Majority ruled to keep proposal as is at 10%.

51 were in favor of the 10% rental cap proposal, and the motion carried.

6. New Business

Election of Board Members

Brad Miller, Cathy Wyant, Wyatt Boston, and Lynnette Stout are all willing to remain on BOD.

We can have 5 members on the BOD. Jeff asked if anyone would like to join the board.

Arielle volunteered. All were in favor of and welcomed Arielle to the now 5-member BOD.

7. Information Only

Spring/Summer Walk Through

Jeff and Bridget took various exterior photos and noted items to address or for future improvements. Landscaping and yards are in greatest need of attention:

Management Company and BOD will work together on plans for cleaning up landscaping. Replace missing trees, remove and replant bushes if needed, trim, and clean up and add any necessary rock, etc. Intentionally the lawns are being cut at 3 ½ to 4 inches. It will take 2 to 3 years for our lawns to receive the care needed to be restored again.

Concrete Repairs

In Jeff's professional opinion, the concrete within our association is not in need of replacement.

Repairs or maintenance about every 2 to 3 years is typical for the budget.

Jeff requested that you submit a Work Order ticket if you have any concrete areas of concern that need attention. All concrete tickets will be kept and acted upon at the same time in the future, due to the costly nature of concrete work.

Lawn Irrigation

The irrigation system will be turned on again, with plans to turn it on at the end of May.

New Signage – Parking and Pets

Current signs will be reviewed and replaced if needed, including possible relocation.

Reminder was given to not park on the streets, rather, use visitor parking. For snow removal, please remove vehicles from visitor parking areas.

Please pick up pet waste from your pets.

Snow Plan for 2025-26

Our contract for snow removal is to respond at 2 inches. If ice has fallen, the BOD will ask the contractor to treat the ice. It was noted that each treatment for ice costs the association \$3,000.

Typically, snow is removed within 6-8 hours of the snow event.

New Lighting

Poor or lack of lighting was the first concern when the Property Management Company by Design drove through our association. The BOD agreed to have new light bulbs installed outside all units with uniform lighting. Replacement light bulbs are purchased in bulk. Submit a Work Request ticket on the Resident portal if you need to have a bulb replaced. If a photocell goes bad (lights typically start flickering), an electrician is needed to replace the photocell. Please submit a Work Request ticket if the photocell needs replaced.

Exterior lights

Safety concerns were noted due to the lack of lighting near the North mailboxes. This will be reviewed.

FHA lending

When Unit Owners have notified Property Management by Design of placing the unit of the market for sale, Jeff Horner has discovered that our association is not FHA loan eligible.

Several years ago, a former management company let our FHA status lapse. Jeff is working on our association regaining our FHA status again.

75% of all residential buyers apply for an FHA loan. By our association not having FHA status, the pool of buyers is limited.

Q- Bryan Turner had an inquiry about out-of-state lending companies.

A- Jeff advised that Iowa is considered an abstract state. Lenders outside of Iowa can have issues with an abstract state, so it is typically best to use a lender based in Iowa.

Insurance Update and Loss of Assessment Coverage

Confirm that you have Loss of Assessment Coverage on your HO6 insurance policy. Typically, a \$10,000 coverage limit can be added for a minimal premium cost of \$3 to 7 per year.

For example, in the event of a catastrophic loss within our community, if our association does not have the funds to pay the insurance deductible, then each Unit Owner will be assessed a portion of the loss. By having Loss Assessment coverage on your personal insurance policy, this coverage would pay for or toward your assessment amount up to the limit on your policy.

Please familiarize yourself with the Resident Portal.

A Resident Center tutorial is available. Paper copies were available as you signed in for the meeting. Master Insurance Policy and Orchard Hills Villa By-Laws, Covenants, Rules, and Regulations are all available to you under Documents.

Property Management by Design can assist if you are looking to sell your Unit.

Co-owner also owns Gillum Group Real Estate, and Jeff Horner is also a real estate broker.

If HOA members want to use Gillum Group Real Estate:

The \$150 fee to record the application is waived.

The seller portion of the brokerage fee is reduced by 2%. For example, in lieu of paying 7% it would be 5%.

Note: Management Company does a physical inspection of the exterior of all properties sold, to protect the association. This alleviates requests for repairs by new owners after they move in, that may not have been otherwise disclosed by the seller.

Q&A

#7004 – Silvia had concerns with the lawn service using Weed Wacker up against the siding last fall.

#5001 – Abby has concerns with the area around the utility boxes (central area), when tall bushes were cut down to the ground last year. What can be done from a landscaping perspective for this area.

#4002 – Joan asked if someone could look at antenna on roof.

Motion to Adjourn

Jim Lankford made a motion to adjourn. Brad Dougherty seconded the motion.
Attendees were thanked for attending our 2025 annual meeting.

Minutes submitted by Lynnette Stout, Secretary.

Villas at Orchard Hills

Address	Owners	Check if Proxy	Signature
601 Orchard Hills Drive - 1001	Robert Wade		<i>Robert Wade</i>
601 Orchard Hills Drive - 1002	Linda Helmick		<i>Linda Helmick</i>
601 Orchard Hills Drive - 1003	Erik Pearson		
601 Orchard Hills Drive - 1004	Jerod Hogan	✓	<i>Jerod Hogan</i>
601 Orchard Hills Drive - 1005	Adam Bjornson		<i>Adam Bjornson</i>
601 Orchard Hills Drive - 1006	Bradley Dougherty		<i>Bradley Dougherty</i>
601 Orchard Hills Drive - 1007	David McClung, Barbara McClung		<i>David & Barb McClung</i>
601 Orchard Hills Drive - 1008	Quiang Liu		
601 Orchard Hills Drive - 1009	Ashley Rench		
601 Orchard Hills Drive - 1010	Ramin Jahromi		<i>Ramin Jahromi</i>
601 Orchard Hills Drive - 1011	Juergens Properties	✓	<i>Juergens Properties</i>
601 Orchard Hills Drive - 1012	Luke Cianciaruso, Lillian Cianciaruso	✓	<i>Luke Cianciaruso</i>
601 Orchard Hills Drive - 2001	Vivian Flynn	✓	<i>Vivian Flynn</i>
601 Orchard Hills Drive - 2002	Leann Jass	✓	<i>Leann Jass</i>
601 Orchard Hills Drive - 2003	Duane Laman		<i>Duane Laman</i>
601 Orchard Hills Drive - 2004	Janelle Meade		<i>Janelle Meade</i>

601 Orchard Hills Drive - 3001	L & P Holdings		✓	<i>Shirley St</i>
601 Orchard Hills Drive - 3002	Brandon Criger			<i>Brandon</i>
601 Orchard Hills Drive - 3003	Tim Houk, Sara Houk			<i>Sara Houk</i>
601 Orchard Hills Drive - 3004	Cheryl Ouversen			<i>Cheryl Ouversen</i>
601 Orchard Hills Drive - 3005	Megan Stifel			
601 Orchard Hills Drive - 3006	Trevor Simpson			<i>T-S</i>
601 Orchard Hills Drive - 3007	Daniel Murphy			
601 Orchard Hills Drive - 3008	Stevan Watkins			<i>Stevan</i>
601 Orchard Hills Drive - 4001	Chad Stone			<i>Chad Stone</i>
601 Orchard Hills Drive - 4002	James Friberg			<i>James Friberg</i>
601 Orchard Hills Drive - 4003	Emma Russell			
601 Orchard Hills Drive - 4004	Aaron Shelford			<i>Aaron Shelford</i>
601 Orchard Hills Drive - 5001	Abigail Bemis			<i>Abigail Bemis</i>
601 Orchard Hills Drive - 5002	Lisa Gray			<i>Lisa Gray</i>
601 Orchard Hills Drive - 5003	Alek Ismayilov			
601 Orchard Hills Drive - 5004	Ariel Garles			<i>Ariel Garles</i>
601 Orchard Hills Drive - 5005	Kaylie Jones			<i>Kaylie Jones</i>
601 Orchard Hills Drive - 5006	Jackson Bishop			
601 Orchard Hills Drive - 5007	Gabrielle Sanders		✓	<i>Gabrielle Sanders</i>
601 Orchard Hills Drive - 5008	Courtney Siefkas		✓	<i>Courtney Siefkas</i>

601 Orchard Hills Drive - 5009	Julie Slack	✓	<i>Julie Slack</i>
601 Orchard Hills Drive - 5010	Robert Moon		<i>Robert Moon</i>
601 Orchard Hills Drive - 5011	Shelby Nelson		
601 Orchard Hills Drive - 5012	Kelsey Peters		<i>Kelsey Peters</i>
601 Orchard Hills Drive - 6001	Raghuram Kalluri		<i>Raghuram Kalluri</i>
601 Orchard Hills Drive - 6002	Haylee Katschman		<i>Haylee Katschman</i>
601 Orchard Hills Drive - 6003	Dacia Henning		<i>Dacia Henning</i>
601 Orchard Hills Drive - 6004	David Thomas		<i>David Thomas</i>
601 Orchard Hills Drive - 6005	Dakota Powell		
601 Orchard Hills Drive - 6006	Gina Thomas		<i>Gina Thomas</i>
601 Orchard Hills Drive - 6007	Virgil Dickerson	✓	<i>Virgil Dickerson</i>
601 Orchard Hills Drive - 6008	Robin Bash		<i>Robin Bash</i>
601 Orchard Hills Drive - 6009	Lynne Steele		<i>Lynne Steele</i>
601 Orchard Hills Drive - 6010	Mary Jane Kralik	✓	<i>Mary Jane Kralik</i>
601 Orchard Hills Drive - 6011	Alexandria Gudenkauf		<i>Alexandria Gudenkauf</i>
601 Orchard Hills Drive - 6012	Ronald Gray	✓	<i>Ronald Gray</i>
601 Orchard Hills Drive - 7001	Robert Stone	✓	<i>Robert E Stone</i>
601 Orchard Hills Drive - 7002	Patrick Nichols	✓	<i>Patrick Nichols</i>
601 Orchard Hills Drive - 7003	Carson Allbee	✓	<i>Carson Allbee</i>
601 Orchard Hills Drive - 7004	Silvia Jaeger		<i>Silvia Jaeger</i>

601 Orchard Hills Drive - 7005	Dillan Navin		<i>Dillan Navin</i>
601 Orchard Hills Drive - 7006	Joseph Early		<i>Joseph Early</i>
601 Orchard Hills Drive - 7007	Holly De Hamer, Richard De Hamer, Cindy Denniston	✓	<i>Holly De Hamer, Richard De Hamer, Cindy Denniston</i>
601 Orchard Hills Drive - 7008	Taylor Duit		<i>Taylor Duit</i>
601 Orchard Hills Drive - 7009	Sandra Brownlee		<i>Sandra Brownlee</i>
601 Orchard Hills Drive - 7010	Wyatt Boston	✓	<i>Wyatt Boston</i>
601 Orchard Hills Drive - 7011	Lynnette Stout		<i>Lynnette Stout</i>
601 Orchard Hills Drive - 7012	Bryan Turner, Susan Turner		<i>Bryan Turner</i>
601 Orchard Hills Drive - 8001	John Hofman	✓	<i>John Hofman</i>
601 Orchard Hills Drive - 8002	Juergens Properties	✓	<i>Juergens</i>
601 Orchard Hills Drive - 8003	Matt Guessford		<i>Matt Guessford</i>
601 Orchard Hills Drive - 8004	Sonya Hearn		<i>Sonya Hearn</i>
601 Orchard Hills Drive - 8005	Patsy Moffitt		<i>Patsy Moffitt</i>
601 Orchard Hills Drive - 8006	Rachel Shaffer		<i>Rachel Shaffer</i>
601 Orchard Hills Drive - 8007	Sandra Zintz		<i>Sandra Zintz</i>
601 Orchard Hills Drive - 8008	Peter Marasco	✓	<i>Peter Marasco</i>
601 Orchard Hills Drive - 8009	Bridget Abalos	✓	<i>Bridget Abalos</i>
601 Orchard Hills Drive - 8010	Lori Bright		<i>Lori Bright</i>
601 Orchard Hills Drive - 8011	Thomas Anderson	✓	<i>Thomas Anderson</i>

601 Orchard Hills Drive - 8012	Michael Guessford			<i>Michael Guessford</i>
601 Orchard Hills Drive - 9001	Jerry White, Janet White			<i>Janet White</i>
601 Orchard Hills Drive - 9002	Brenda Lynn Shaw	✓		<i>Brenda Lynn Shaw</i>
601 Orchard Hills Drive - 9003	Christopher Kiefer			<i>Christopher Kiefer</i>
601 Orchard Hills Drive - 9004	Korissa Lassen	✓		<i>Korissa Lassen</i>
601 Orchard Hills Drive - 9005	Carie Black	✓		<i>Carie Black</i>
601 Orchard Hills Drive - 9006	Nathan Cooper	✓		<i>Nathan Cooper</i>
601 Orchard Hills Drive - 9007	Abigail Hochstetter	✓		<i>Abigail Hochstetter</i>
601 Orchard Hills Drive - 9008	Breanna Young	✓		<i>Breanna Young</i>
601 Orchard Hills Drive - 10001	Jeffrey Sime			<i>Jeffrey Sime</i>
601 Orchard Hills Drive - 10002	Bradley Miller			<i>Bradley Miller</i>
601 Orchard Hills Drive - 10003	Duane Laman Trust			<i>Duane Laman</i>
601 Orchard Hills Drive - 10004	Jeffrey Wyant, Cathy Wyant			<i>J. Wyant</i>
601 Orchard Hills Drive - 10005	Pamela Collins			
601 Orchard Hills Drive - 10006	Jared Osterloh	✓		<i>Jared Osterloh</i>
601 Orchard Hills Drive - 10007	Cassandra Burch	✓		<i>Cassandra Burch</i>
601 Orchard Hills Drive - 10008	James Lankford			<i>James Lankford</i>

*

PROXY FORM

Date: 5/6/2025

I, BREANNA YOUNG, owner of 601 Orchard Hills Dr. #9008, Nowalk
(Name of Homeowner) (Homeowner Address)

and a voting member of Villas at Orchard Hills, hereby appoint Property Mgt by Design
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

BREANNA YOUNG
Homeowner Printed Name

Bm Y
Homeowner Signature

5/6/2025
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4-21-25

I, Julie Slack owner of 601 Orchard Hills Dr. #5009
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at
St. John's Cathholic Church, Nowalk, IA. 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 21st, 2025 at
6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Sorry, I'm not able to
attend. I have to go out of town today.

Homeowner Printed Name

Julie Slack 4-21-25
Homeowner Signature Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date 4/21/2025

Rhonda E. Pettit 601 Orchard Hills Dr.
(Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoints Jeff Horner Unit 1903
(Name of Proxy Holder) Nowalk, IA

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at

St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Rhonda E. Pettit
Homeowner Printed Name

Rhonda E. Pettit 4/21/2025
Homeowner Signature Date

Forms can be:

Delivered to any board member prior to the annual association meeting.

Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.

Mailed and received by Monday, April 21st, 2025 to:

Jeff Horner
Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 18 Apr 2025

I, John D. Hofman, owner of 601 Orchard Hills Dr. Unit 8001,
(Name of Homeowner) (Homeowner Address)

and a voting member of Villas at Orchard Hills, hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Cathholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

I agree to the 10% cap on rental units.

I have no specific individuals identified to vote for board members.

John D Hofman
Homeowner Printed Name

JOHN D HOFMAN JR Digitally signed by JOHN D HOFMAN JR
Date: 2025.04.18 10:03:05 -05'00'

Homeowner Signature

18 Apr 2025
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 3/31/25

I, Alex Turgens, owner of #8002 + #1011
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Property Management
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Alex Turgens
Homeowner Printed Name

Alex J
Homeowner Signature

3/31/25
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 3/19/2025

I, Tom + Jamie Anderson, owner of 601 Orchard Hills Dr. #8011
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Jeff Harner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Tom Anderson
Homeowner Printed Name

[Signature]
Homeowner Signature

3/19/2025
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to: .

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 3-20-25

I, PETER + MARVA MARASCO, owner of 601 ORCHARD HILLS - # 8008
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint JEFF HORNER
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

I approve CAR ON Rentals.

PETER MARASCO

Homeowner Printed Name

Peter Marasco

Homeowner Signature

3/20/25

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 3/31/25

I, Courtney Srefkas owner of unit 5008
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Courtney Srefkas
Homeowner Printed Name

Courtney Srefkas
Homeowner Signature

3/31/25
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: April 21, 2025

I, Shawna Hoffman, owner of 601 Orchard Hills Dr. Unit 2001
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Jeff Turner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Cathholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

My husband David and I are in Bettendorf, my mother Vivian Flynn is the resident but unable to attend due to a recent surgery. She is home recovering from. Please accept this form for our absence.
Thank you.

Shawna L. Hoffman

Homeowner Printed Name

Shawna L. Hoffman

Homeowner Signature

4/21/25

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4/7/2025

I, Luke and Lillian Cianciaruso, owner of 601 Orchard Hills Drive Unit 1012,
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at
St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at
6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner
No requests

Luke Cianciaruso, Lillian Cianciaruso

Homeowner Printed Name

Luke Cianciaruso Lillian Cianciaruso

Homeowner Signature

4/7/2025

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORMDate: 3-19-25I, JEROD HOGAN, owner of 601 Orchard Hills # 1004
(Name of Homeowner) (Homeowner Address)and a voting member of Villas at Orchard Hills, hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

JEROD HOGAN
Homeowner Printed Name[Signature]
Homeowner Signature3-19-25

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

441125

Jeff Horner

of the 20th century is the application of the word "culture" to

Online 2007

Thick-fats

4/14/25

1000

- *Chlorophyll* is the green pigment in plants that captures light energy
- *Photosynthesis* is the process by which plants use light energy to produce glucose
- *Glucose* is a simple sugar that plants use for energy
- *Cellulose* is a complex carbohydrate that plants use for structure

For more information, contact
C. J. Williams, Director, at 800-368-5868
or visit our website at
www.3m.com

PROXY FORM

Date: 3/28/2025

I, Ronald Gray, owner of 601 Orchard Hills Drive #6012
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Jill Smith
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at
St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at
6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Ronald Gray
Homeowner Printed Name

Ronald Gray
Homeowner Signature

3/28/2025
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4/21/25

I, Jared Osterloh, owner of 601 Orchard Hills Dr #10006,
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Sara Osterloh
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Jared Osterloh
Homeowner Printed Name

Jared Osterloh
Homeowner Signature

4/21/25
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 3-19-25

I, MARYJANE KRALIK, owner of 601 ORCHARD HILLS DRIVE, UNIT #6010
(Name of Homeowner) (Homeowner Address) NORWALK, IA. 50211
and a voting member of Villas at Orchard Hills, hereby appoint DARCY FATH
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at
St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at
6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

MARYJANE KRALIK
Homeowner Printed Name

Mary Jane Kralik
Homeowner Signature

3-19-25
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 4/21/25

I, Cassandra Burch, owner of 601 ORCHARD HILLS DR #10007,
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Jim Lankford
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at
St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at
6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Cassandra Burch
Homeowner Printed Name
CBurch 4/21/25
Homeowner Signature Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 3-21-25

I, Korissa Lassen, owner of 601 Orchard Hills Dr. # 9004,
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Lon Bright
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

gutter system inspection-?

Korissa Lassen
Homeowner Printed Name

Korissa Lassen
Homeowner Signature

3-21-25
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 3/20/25

I, Holly DeHamer, owner of 601 Orchard Hills Dr #7007 Nowalk, IA

and a voting member of Villas at Orchard Hills, hereby appoint Cindy Denniston

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Holly DeHamer
Homeowner Printed Name

Holly DeHamer
Homeowner Signature

3/20/25
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 4/20/25

I, Pamela Collins (L+P Holdings), owner of 601 Orchard Hills Drive Unit 3001
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint a current board member
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner Please have a current board member
do our proxy vote.

Pamela Collins

Homeowner Printed Name

Pamela Collins

Homeowner Signature

4/20/25

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

9:46



< Sent



Abigail Bunch

9:12 AM

To: Property Management by Design >

Proxy Form

PROXY FORM

Date: April 21st, 2025

I, Abigail Hochstetler, owner of 601 Orchard Hills Drive Unit 9007
(Name of Homeowner) (Homeowner Address)

and a voting member of Villas at Orchard Hills, hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at

St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at

6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Abigail Hochstetler
Homeowner Printed Name

Abigail Hochstetler 4/21/25
Homeowner Signature Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

Sent from my iPhone





PROXY FORM

Date: 4/16/25

I, Abby Hochstetler, owner of 601 Orchard Hills Dr. Unit 407
(Name of Homeowner) (Homeowner Address)

and a voting member of Villas at Orchard Hills, hereby appoint Abby Hochstetler
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Neither me or my husband can attend. We don't want to be fined. Can we vote via online? Email is abigailbunchoo@gmail.com

Abby Hochstetler
Homeowner Printed Name

[Signature]
Homeowner Signature

4/16/25
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 4/20/2025

I, Nathan Cooper, owner of 601 Orchard Hills Dr. #9006,
(Name of Homeowner) (Homeowner Address)

and a voting member of Villas at Orchard Hills, hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Cathholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Maintain grandfathered status for 9006 as a rental unit

Nathan Cooper

Homeowner Printed Name



Homeowner Signature

4/20/25

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORM

Date: 4-21-25

I, Gabrielle Sanders, owner of 601 Orchard Hills Drive Unit 5007
(Name of Homeowner) (Homeowner Address) Nowalk
and a voting member of Villas at Orchard Hills, hereby appoint Property Management by
(Name of Designee) Design
to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at

St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Gabrielle Sanders

Homeowner Printed Name

Gali Sanders

Homeowner Signature

4-21-25

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 4-20-25

UNIT 6007

I, Virgil F Dickeson Jr, owner of 601 Orchard Hills Dr. Nowalk, IA
(Name of Homeowner) (Homeowner Address)
and a voting member of Villas at Orchard Hills, hereby appoint Jeff Horner
(Name of Designee)

30211

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Cathholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Virgil F. Dickeson
Homeowner Printed Name
Virgil F. Dickeson
Homeowner Signature

4-20-25
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023



PROXY FORM

Date: 4/21/2025

I, Patrick Nichols, owner of 601 Orchard Hills Dr, Unit 7002
(Name of Homeowner) (Homeowner Address)

and a voting member of Villas at Orchard Hills, hereby appoint Jeff Horner
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Cathholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Patrick Nichols

Homeowner Printed Name

Patrick Nichols
dotloop verified
05/21/25 4:14 PM CDT
FQSA-YICR-8D6M-IE2F

Homeowner Signature

4/21/2025
Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023

PROXY FORMDate: 4-17-2025I, Carie Black, owner of 601 Orchard Hills Dr Unit 9005
(Name of Homeowner) (Homeowner Address)and a voting member of Villas at Orchard Hills, hereby appoint Cathy Wyatt
(Name of Designee)

to serve as my proxy holder to attend the association's annual meeting to be held on April 21st, 2025, 6:30pm at St. John's Catholic Church, Nowalk, IA. 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 21st, 2025 at 6:30pm and will conclude at the adjournment of the annual association meeting.

Requests from Homeowner

Carie Black

Homeowner Printed Name

Homeowner Signature

4-17-2025

Date

Proxy Forms can be:

- Delivered to any board member prior to the annual association meeting.
- Scanned and emailed to ADMIN@PM-ByDesign.com by Monday, April 21st at noon.
- Mailed and received by Monday, April 21st, 2025 to:

Property Management by Design
C/o: Villas at Orchard Hills Proxy
2602 SW Westwinds Blvd
Ankeny, IA 50023