

1/20/2025 - Annual Meeting

- Board Members Present: Shane, Tim, Umesh, Jeremy
- Neighbors present: Larry, Dan, Rob, Darren, Brent, Kyle, Colleen, Rane, Jordan
- Treasurer Notes:
 - Balance
 - \$45,448.50
 - Dues
 - 2024 - 1 unpaid neighbor
 - 2025 - 119/193 paid. 74/193 unpaid. As of 1/12/25
 - Late fee of \$25 will be assessed on Feb 1, 2025
- Sign Updates
 - Sign is complete, landscaping will be done in Spring 2025
 - City will reimburse up to ~\$35,500
- Cash Flow
 - Negative cash flow in 2024
 - Main expense - 12-14K goes to pond treatments and fountain electricity/maintenance
 - Options to have positive cash flow in future
 - Limit treatments on ponds
 - Alternative would be to have neighbors around Hudson pond pay extra for treatments
 - Limit treatments (\$5000) and fountain on time (4 hours in afternoon, will need a padlock)
 - Don't reinstall fountain
 - Alternative would be to have neighbors around Hudson pond pay extra for fountain
 - Increase dues for 2026
 - Conclusion
 - Limit treatments (\$5000) and fountain on time (4 hours in the afternoon, will need padlock)
- 2025 HOA needs R&R
 - Board positions
 - Pres
 - VP
 - Treasurer
 - Secretary
 - Tasks
 - Cash flow tracking
 - Dues tracking
 - Email monitoring and replies
 - Website upkeep
 - Bill paying
 - Pond rep

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- Ponds
 - Shane to contact DNR in spring to look for additional ideas to keep algae down

11/7//2024

- Board Members Present: Jeremy, Tim (on phone), Shane
- Treasurer Notes
 - Balance
 - \$37,796.41
 - Dues
 - 1 unpaid neighbor
 - Plan is to take action to put lien against property - Tim talked with lawyer and are proceeding - **Tim** to monitor
 - Umesh/Shane - need to use an actual phone number for venmo account so getting a google number won't work
- Annual meeting prep work (annual letter and dues sent out by Dec 1st)
 - Will plan to have copy works print and mail
 - In google drive, under 2025 documents folder
 - **Tim** to work with copy works to send out documents below once we confirm annual meeting location/date/time
 - Invoice - updated
 - Annual meeting letter - updated
 - **Jeremy** - check with cedar stone on Jan 20th
- Sign Updates
 - South side of ashworth dr. south of sidewalk
 - Footing is complete
 - Already ran power from pole
 - Starting brick work soon
- Ponds
 - Didn't discuss
 - **See notes and action items from previous meeting**
- Other HOAs - benchmarking
 - Wild Horse Ridge (followed up with president)
 - Clear debris from overflow tiles
 - Discuss lawn fertilizer with surrounding neighbors - might be a contributing factor
 - Might save money by having neighbors use copper sulfate - may be an issue since you'd need a pesticide applicators license
 - Their HOA spends 200-2000 on pond maintenance/no fountain
 - The meadows (followed up with president)
 - 7K/year on pond maintenance
 - Use NorthStar for pond maintenance - one application is \$1800 and do it once or twice per year
 - Use Platinum for lawn care

- Verdian is HOA bank and neighbors could do epayment. Did try paypal in 2023 but didn't work. Looked at venmo in 2025 but decided not to due to effort
 - Similar sentiment on HOA - limited participation by neighbors, board members stay on longer than limits due to no one wanting to participate
- The ridges (followed up with president)
 - Doesn't have a pond; do have a pool
 - The pond by the pool is owned by the developer
 - Want to keep HOA due to pool
 - Use checks for payment - have tried to update but don't get quorum at annual meeting to update bylaws to allow other payments
 - Similar sentiment on HOA - limited participation by neighbors, board members stay on longer than limits due to no one wanting to participate
- The arbors
 - Managed through property management group
 - **Tim** - follow up on arbors costs
- Next meeting
 - Annual meeting - no board meeting in between. Follow up on facebook messenger

10/8//2024

- Board Members Present: Jeremy, Tim, Aaron, Bryan, Umesh
- Treasurer Notes
 - Balance
 - \$41,029.14
 - Dues
 - 1 unpaid neighbor
 - Plan is to take action to put lien against property - **Tim** to discuss with lawyer
 - **Umesh/Shane** - see if we can add venmo to payment option (get google number and setup a venmo account)
- Ponds
 - Algae has gotten worse in the last 5 years - shows up in cash flow for Prairie creek
 - Benchmarking:
 - Check with condos on fountain and treatments - **Umesh**
 - Check with meadows (ask about how people pay dues) - **Jeremy**
 - Check with the ridges (ask about how people pay dues) - **Jeremy**
 - **Bryan** to reach out to PEC prairie committee on who they are working with at UNI on prairie restoration...maybe they could help with our ponds
 - Long term pond maintenance (dredging)
 - Checking pond depth
 - **Tim** will see if city has specs of designed depth
 - Need to check Loren pond at some point

- Ways to decrease pond maintenance
 - Pond treatments
 - Continue as is
 - Stop using prairie creek/only use Jason
 - No treatments
 - Fountain/electricity
 - Continue as is
 - Remove fountain
 - Have homeowners pay premium to help pay for fountain
- Sign Updates
 - Approved by city council and signed by mayor
 - One sided sign at an angle on south side of entrance
 - **Tim** meeting with Peters and signs by designs on Thursday at 1pm at intersection
- Annual meeting prep work (annual letter and dues sent out by Dec 1st)
 - Will plan to have copy works print and mail
 - Invoice - same as last year except:
 - change year to 2025
 - Updated late fees to \$50 on May 1st (5 month grace period)
 - Bring in legal fees start in June 1st (6 month grace period)
 - Annual meeting letter
 - Topics
 - Pond treatment, fountain, and future pond plans
 - Dues increase for 2026? - due to inflation, pond maintenance, potential dredging
 - Website Updates - Ask at annual meeting if they want to help with website
- Next Meeting (Nov 7th)
 - Annual meeting prep - letter, invoice

9/10//2024

- Board Members Present: Tim, Jeremy, Umesh
- Treasurer Notes
 - Balance
 - \$42,483.63
 - Dues
 - 1 unpaid neighbor
 - Will invite the neighbor to the next board meeting. If no show during next meeting, then we will take next step with lawyer
 - **Umesh** will send email to neighbor with comments on 7 years of financials/meeting notes, ask her to come to next board meeting, and if she doesn't come - then we will take the next step with the lawyer

- Sign Updates
 - City approved reimbursing larger sum of money for sign replacement based on estimates
 - New amount from city is \$36,550 (not to exceed)
 - Tim signed agreement and should be approved Monday night at city council meeting
 - Then, **Tim** to contact Peters for general contractor to get cost update and then start work
- Ponds
 - Long term pond maintenance
 - Checking pond depth
 - Bryan measured Hudson pond depth - 80-95" (6.5-8') near center
 - 8-12" lower than normal according to water marks on rocks
 - **Tim** will see if city has specs of designed depth
 - If sunlight hits the bottom, plants will grow. City Engineer will dig up depths
 - We will check Loren next
 - Pond budget
 - Ask Prairie Creek for yearly contract - we need to have a max budget to limit expenses. (80% of dues go to pond maintenance - fountain and treatments)
 - Hudson pond fountain - does it help pond or is it only for aesthetic purposes
 - Will plan to reduce amount of time fountain is on
 - Check with Bryan to determine what date the fountain timer was reduced
 - Once times are determined, send note on Facebook talking about communication
 - Benchmarking pond costs - **Jeremy** to look into this more (ask about annual meeting location)
 - Wild ridge horse HOA - pond maintenance is \$200-300/year
 - The ridges - TBD
 - The meadows - TBD
 - Other options
 - Could fill in pond and have dry retention pond
- Next meeting (proposed Oct 8th)
 - Determine how to turn off requiring Shane's phone to approve code for accessing gmail
 - Website Updates
 - Dakota and Whitney are moving out of the neighborhood. Someone will need to take over website updates
 - Ponds - can someone lead this activity?
 - Signs - go to sign location
 - Annual meeting prep work (due Jan 1st)

7/18/2024

- Board Members Present: Tim, Umesh, Jeremy, Shane
- Treasurer Notes
 - Balance
 - \$47,920.68
 - Dues
 - 2 unpaid owners - Letters being sent from Lawyer
- Tim met with lawyer (Pat Galles) on 3 things
 - Lawyer is sending letter to city asking for additional funds based on quotes instead of 20K city offered to pay
 - Lawyer is sending out letters to unpaid owners
 - Lawyer said homeowners are responsibility for ponds and dredging if needed
- Ponds
 - Long term pond maintenance
 - Checking pond depth
 - **Bryan** to measure Hudson and then we will check against blueprint to see how much pond silted in
 - We will check Loren next
 - Pond budget
 - Ask Prairie Creek for yearly contract - we need to have a max budget to limit expenses. (80% of dues go to pond maintenance - fountain and treatments)
 - Hudson pond fountain - does it help pond or is it only for aesthetic purposes
 - Will plan to reduce amount of time fountain is on
 - **Bryan** - get feedback from neighbors around pond for time slots
 - Once times are determined, send note on Facebook talking about communication
 - Board went to Loren pond to look at sinkhole
- Cedar Stone
 - We use cedar stone for meetings
 - Is there a way to show our appreciation?
- Next meeting (proposed Aug 22nd)
 - Prairie Creek budget
 - Continue pond topics above

5/9/2024

- Board Members Present: Aaron, Tim, Umesh, Jeremy, Shane

- Treasurer Notes
 - Balance
 - \$50,208
 - Online Banking setup
 - Only access will be President and Vice President
 - Treasurer will act as checks and balances
 - Dues
 - 13 unpaid dues
 - 1 check needs to be returned to homeowner for minor correction
 - **Aaron** to check with homeowner
 - 12 outstanding
 - Will check with lawyer on next steps
 - **Umesh** will document recent bills in cash flow records
- Greenhill Village Cleanup
 - April 20th
 - Limited turnout due to weather (cold/windy)
 - Cleaned up areas
 - Hudson pond and sidewalk
 - Bike trail from creek to apartments
 - Loren pond
- HOA sign
 - Location and cost are outstanding issues
 - cost
 - City has noted they would pay \$20,000
 - Lower than current quotes
 - Option 1
 - Peters quote (brick, footing, electrical) - \$21,459
 - Doesn't include sign
 - Option 2
 - Brickwork - Akerson - 13800
 - Electrical - K&WI - 2122
 - Footing - TBD
 - Waspie Pines (weed barrier, plants/shrubs/trees) - \$5461.99
 - Signs by design - \$9250.15
 - Location
 - Looking to avoid utilities otherwise if they need work on utilities, we may be out of a sign
 - Need to check with lawyer on documents from city
- Discussion with Lawyer
 - Pat Galles
 - Planning to meet in person
 - Topics
 - Review Sign costs and paperwork
 - Legally - what is HOA required to do?

- How to update building restrictions?
 - Pond maintenance - who owns dredging when it's needed in the future
 - What is the right process to enforce late dues?
 - How to make dues more flexible to change per year?
 - Can we put funds in high yield savings account or CDs to accrue interest?
 - We have 10 phase bylaw documents? Could they be combined? Do abstracts need to be updated and who would pay for that?
 - Can HOA be dissolved?
 - What happens to ponds if HOA is dissolved
 - Easements to pond
- Long term pond maintenance - dredging
 - City engineer said sometime between 20-40 years
 - Will know when pond is getting shallower when weeds and cattails start to grow
 - Can look at initial blueprints to get baseline depth. Then measure current depth to know how much silting has occurred to date. Should give estimation for how long it will take to silt in and need to be dredged
 - **Bryan** offered to measure depth
 - **Tim** to review documents and check original depth in blueprint
 - Then we can calculate % silted in to estimate future date for dredging
- Garage sales (May 16-18)
 - **Tim** to setup signs
- Next meeting (proposed June 6th)
 - Pond budget
 - Long term pond maintenance
 - Hudson pond fountain - does it help pond or is it only for aesthetic purposes

Board Members Present: Dakota, Aaron, Tim, Umesh, Jeremy, Shane

Notes April 4th 2024

- Brian from Hudson pond phase is willing to also join the board
- Shane nominated as Vice President, voted and approved
- Jeremy nominated as Secretary, voted and approved
- Review of financial updates from Umesh
 - Financials look good and are up to date from Jan 2021 until end of Jan 2024. \$43,090
 - Current balance as of April 4, 2024 \$50,204.73
 - A few expenses without receipts (items closed and documented on April 4, 2024)
 - Chad Clark on pond landscaping in 2021 - \$3100 from bank statement 6/7/21 our of bank 6/14/21

- Aaron had a reimbursement of \$145 for \$25 gift cards for home owners that help water the grass seed at Loren Pond
 - Menards expense for fixing fountain at Hudson pond \$55
 - \$461.25 expense for lawyer that supported semi parking concerns
 - Aug 21 to Tim Hanson for office expenses for \$189
 - July 22 for Menards expense for Hudson pond fountain repair
- Pond expenses
 - Both Jason Swanson and Prairie Creek treat pond
 - Need a better defined schedule for the treatments
 - Get a quote from Top Turf Iowa - Dakota
 - Can they quote yearly rather than each visit? Tim to get from current companies
 - \$13,364 on ponds in 2023
 - Desire to set a budget for pond expenses
 - How to set this budget and better understand the pond short and long term needs?
 - All overflow water goes into ponds so entire neighborhoods responsibility
- How to address homeowner concerns on financials?
 - Wait for response for Katie and what additional information is desired
 - Umesh has financials updated and can be shared
 - Umesh will send a PDF of the documents to homeowner
 - Shane and Umesh plan to meet with her in person before April 12
 - Dakota will put missing financials on website
- Website
 - Just got missing password from previous board members that have moved away 2 months ago
 - Board now has ability to update the website - Dakota is working to publish this
- Required roles and responsibilities of HOA
 - Review HOA bylaws
 - These state obligations of the HOA
 - Legal documents referenced by homeowner were not bills passed in Iowa
 - Late fee of \$25 approved in 2019 after March 31
- Management of homeowner dues
 - This is all currently done manually
 - Referenced another HOA and how this is done. They have the assessor with a list of addresses and homeowners every year.
 - All dues are paid from 2021 to 2023
 - Jeremy offered to take this over
- Neighborhood cleanup day
 - April 20th at 10am - Meet at the park restrooms. Aaron will post on Facebook.
- Future agenda topics - Next meeting May 2
 - Generate list of topics to discuss with lawyer of HOA requirement
 - Hudson pond long term management

Annual meeting Feb 27, 2024

- City plans to replace sign. Tim has contacted city but no response yet. City also needs to provide feedback on easements. Contacted Peters and Martenson construction on quotes.
- \$47,415 in HOA account
- legal action being taken on 1 non payment
- Open office president and Vice President. Someone on Facebook said they would be secretary. Tim will see who that was.
- Pond maintenance on both ponds but Loren pond has not recently needed it.
- Waiting on a new president to get online banking set up. Want to have deposits a available but not withdrawals
- Once online banking is set up can look into online payments for HOA dues
- Spring cleanup day
- Does cedar stone have a meeting room? Set up regular meetings. Maybe bimonthly. Maybe first Thursday of month. 6:00pm. Shane will stop in at Cedar Stone to see about a room.
- Website has not been updated. Dustin made the website. Can keep it updated
- So we need to invest HOA money
- Update bylaws. Review draft with board before meeting with lawyer.
- Trees along Hudson pond. Do they need to be thinned out? Feedback from Hudson pond home owners.

Oct 26, 2023

- Whitney will share a copy of last years invoice and letter-COMplete
- Shane and Aaron got access to the HOA shared drives
- Aaron will draft a letter
- Aaron started updating finances in shared workbook
- Shane to try to set up online bank account at Lincoln savings bank
- Former member Dustin created website. Need to figure out how to update it.
- Still need to figure out sink hole
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HOA Board Meeting Notes October 12, 2023

- This will be Tim's last year as president
- Need to get letter out no more than 60 days before annual meeting and. No less than 30 days. Invoices out Jan 1st. Send out mid November.
- Tim has all bills.
- City took down sign and plans to provide 25k to HOA on new sign (verbal agreement)
- Statements for HOA are coming in mail for Lincoln savings bank. Need to look into online banking because it is a business account

- Currently around 180 homes. Account \$39,674.73
- Around \$400 a month to Jason Swanson for pond treatment. Comes every two weeks. Every other Monday
- Prairie Creek Nursery \$1623.73 per month. They maintain and store fountain in winter. We don't know when they come.
- Expenses. Insurance \$1150 and taxes \$22 a year and royal turf maintenance \$2226.36 annually. CFU. \$40-\$240 a month when pond fountain is running
- Need to review with royal turf on property boundary
- Condo also banks and Lincoln savings bank so need to be clear on HOA
- Another meeting to work through details of letters and create accounting spreadsheet.
- Tentatively decided not to charge dues next year. Maybe need to use caution so there is not a perception the HOA does not use the \$100. Or if is just charging less going forward is better received. Need to communicate needs for future larger expenses.

HOA Board Meeting Notes November 27, 2022

Additional board members

- Shane and Umesh will reach out to some neighborhood contacts

Annual Dues

- Will charge \$100 per household this year and look into future updates to deed

Future Deed Updates

- If changing dues amount on deeds should also look into rule updates
- Shane will contact law firm Drew used last year

Balance spreadsheet

- Document shared via google drive
- Umesh will work to update for 2021 and 2022
- Need receipts from Whitney

Loren Pond

- Sink hole near outlet needs to be addressed this year
- Have not gotten ahold of Wade Ragsdale who did the work last time
- Aaron to keep reaching out

Hudson Pond

- Two companies treating the pond
- Want a board member who lives on the pond
- High electric costs to run fountain is becoming an issue
- Do we need to remove any trees along Hudson?

Greenhill Village Sign

- May need to be moved when Ashworth construction is done
- Will need to work with city on replacement

HOA computer

- Not really useful anymore
- Not sure it needs to be replaced at this time

Annual Letter

- Whitney to have letter ready to send this week

- Will include
 - Annual expenditure \$12,000 to \$14,000 (insurance, mowing, CFU electric for fountain)
 - Current projects: Loren Pond
 - Future projects: Loren Pond, Hudson Pond, Greenhill Village HOA sign update due to city construction