

**Meadow Point Townhomes Association Board Meeting**  
**September 19, 2022; 4:30 p.m.**

**LOCATION:** The meeting was held in-person at 2044 Elm Circle and via phone.

**ATTENDANCE:** Kristine Milburn, Kent Freise, Jim Gammell, and Steve Boeckman in person; Sara Schlievert and Property Manager Mark Gisch via phone.

**CALL TO ORDER:** President Milburn called the meeting to order at 4:30 p.m.

**SECRETARY'S REPORT:** Schlievert moved and Gammell seconded approval of the August 15 minutes. Motion approved.

**TREASURER'S REPORT:** Treasurer Freise reported that at the end of August, the operational fund had a balance of \$9,427.51 in checking and \$60,020.88 in savings. He also reported that at the end of 8 months, most items are generally at 66.7% of the budget or less. Those items at greater than 66.7% of the budget were completed early in the year and their percentages will generally decrease over time.

**Association Reserves:** The 18-month Bump Up CD at 2.5 APR has a balance of \$100,638.60. If interest rates increase prior to maturity, the association can opt to move to the higher rate one time during the life of this CD. The \$100,000 18-month CD at .9 APR has a balance of \$100,643.47 and will continue at that rate until maturity in 7 months. The money market account at .6 APR has a balance of \$200,850.00. If expenditures justify it, the board may initiate a third \$100,00 18-month CD at a fair rate around the first part of December. Schlievert moved acceptance of the report and Boeckman seconded. Motion carried.

Freise also presented the 2023 proposed budget for the board to approve before it is presented to homeowners at the annual meeting on October 15. Projected revenues from dues and interest on investments are \$223,500. Projected expenses are \$215,929.96, leaving a \$7,570.04 excess to be added to members' equity. Boeckman moved approval of the proposed budget. Gammell seconded. Motion carried.

**PROPERTY MANAGER'S REPORT:** Property Manager Gisch reported on a number of items that will be done for maintenance of the property:

- Trees on the property, perhaps as many as 12, will be replaced. Some will be replaced this fall; the remainder in the spring.
- Bushes along the property line will be pruned and replaced as needed.
- Touch-up painting will be done in eight areas.
- Ceiling stains in two homes – 1903 Elm Circle and 2008 Elm Circle – will have the stains treated with a stain blocker and painted.
- A stump hole in front of 1920 Elm Circle will be filled and seeded with grass.
- A sewer pipe at 1912 Maple Circle will be repaired. The homeowners have scheduled Roto-Rooter to investigate the problem.

**OLD BUSINESS:** Schlievert reported on her continuing discussions with Kevin Wilde at the city of West Des Moines regarding the entry sign. A city council subcommittee will review the plans at a meeting on Sept. 26. Volunteers from MPTH are needed to present the plans. Gammell and Gisch will attend the meeting to explain why the sign needs to be placed in the median instead of the old location. Based on current city guidelines, the previous location would not be visible to southbound traffic on 19th Street. Freise reported that the new fence along the southern border of the property ended up at 585 feet in length instead of the planned 600 feet because of an inability to get materials. The cost was a bit higher than projected because holes for 73 of the posts had to be dug by hand at a cost of \$25 each. The holes had to

be hand-dug because of the utilities that run along the property line. (See NEW BUSINESS for a suggested solution for filling the gap left from the end of the fence to 19th Street.)

Board members took an inventory of the siding and trim paint on hand. There are approximately 20 gallons, mostly siding paint, being stored by various board members. Board members decided homeowners should be notified where they can get paint.

**NEW BUSINESS:** Board members discussed preparations for the annual meeting on Oct. 15 in the Elm Circle cul-de-sac and determined who would be responsible for the various activities. They also discussed several maintenance issues including:

- Trimming the Oak tree branches that are hanging over the deck and roof at the back of 2028 Elm Circle.
- Monitoring and possibly removing a sickly Cleveland Pear tree in the side yard of 2028 Elm Circle.
- Burying the downspout and adding a popup drain at 1928 Maple Circle.
- Advising the homeowner at 1924 Maple Circle of correct stain or paint to be used on their deck (and confirming if Sherwin Williams still carries the approved Spice Chest stain).

Freise and Maple Circle homeowner, Sarah Lusmann, will create a drawing of landscaping ideas for the gap between the east end of the new fence on the south property line and the sidewalk along 19th Street. and present it to the board for approval.

**COMMUNICATIONS:** Some homeowners have requested an emergency contacts list. Milburn will send out the list in a blast email.

**ADJOURNMENT:** There being no further business, Freise moved the meeting be adjourned. Gammell seconded. Motion carried. The meeting was adjourned at 5:59 p.m. The next board meeting will be October 19.