

JORDAN SQUARE TOWNHOUSE ASSOCIATION
ANNUAL MEETING
MINTUES
November 15, 2016
Hy-Vee Meeting Room (1990 Grand Avenue, West Des Moines, IA)

Board Members present: Andrea Bauer, Gayle Canada (President), Jim Gillaspey (Treasurer), Beth Kneeskern (Vice-President), Mary Jo Lonsdale, Sharon Parker-Lenihan (Secretary)

Gulling Property Management present. (gullingproperty.com)

Homeowners present : Units # 106, 114, 140, 152, 204, 206, 208, 212, 214, 220, 224, 226, 242, 250, 262, 268, 270, 274, 278, 302, 308, 312, 328, 330, 344.

Proxies held: Units # 112, 120, 122, 134, 252.

- I. Annual Meeting was called to order at 6:31pm by President, Gayle Canada. Confirmation of quorum, and proof of Notice of Meeting by President, Gayle Canada.
- II. Motion to approved minutes from 2014 Annual Meeting: motion by Beth, seconded by Mary Jo. Minutes approved
- III. 2016 Financials reviewed. It was noted that the financial report was sent to all homeowners with the invitation to the Annual Meeting. Motion to approve by Beth, Jim seconded. All approved.
- IV. Concerns from homeowners:
 - A. Unit #268 – much natural debris on hillside behind his unit. Management said they will clean up once all leaves are down. Issues with lawn service addressed. Management shared that there will be a new company hired for next year, and they will keep the spillways clean.
 - B. Unit #302 – dead trees behind her unit and a neighbor’s garden in bad shape all summer. Management shared that these issues will be dealt with next spring. A notice was sent to the neighbor with the garden prior to this meeting.
 - C. Unit #204 – concern with dark substance on siding, especially the sides of each section. Asked if they could powerwash themselves. Management and President shared this cleaning was not included in the 2016 budget and that replacing decks with safety concerns was the priority.

D. Unit #270 – water retention in their area due to unevenness of sidewalk. Management shared this seems to be a problem in other areas of the complex due to sinking ground. The Board will address the issue in our meeting following the Annual meeting.

E. Unit #308 – homeowner has sealed her deck but is concerned that others who received new decks have not done so. Suggested we contact owners who received a new deck in the summer of 2015. Management shared that it is the homeowner's responsibility to stain their decks and that a letter would be sent to all homeowners with the accepted color of stain. Gayle shared that oil base stain is best. Someone asked if management could share names and contact information of reputable companies that could stain decks at the homeowners expense. This will be addressed at the Board meeting.

F. Unit #140 – Asked when the remaining decks will be replaced? Gayle will check the budget for next spring/summer and a plan will be implemented by the Board.

G. Unit #152 – concern that people were leaving furniture, large items, and garbage outside the dumpsters. Management shared that this is a problem with all the properties he manages, and that often items are left in the middle of the night by people who don't live at Jordan Square. We are charged an extra fee for pickup of these items. A reminder of this will be included in the letter that will go out with the minutes of the Annual Meeting.

H. Unit #344 – back of the dumpster enclosure is detached and will eventually fall off. Also, that visitor parking spots in the back are constantly used by homeowners. Other homeowners voice the same complaint. This will also be included in the letter, and the Board will address solutions at the Board Meeting.

I. Gayle reminded everyone that dogs should not be tethered to their decks or front entrances, and if any one sees this happening, to contact Gulling Property Management. Homeowners should also contact Management if dog waste is not picked up. She also suggested that magnets be distributed with contact information for Management.

V. President Gayle thanked everyone for coming, and for sharing their comments and concern. Meeting was adjourned at 7:24pm with a motion by Mary Jo and seconded by Gayle.

Respectrully submitted by Sharon Parker-Lenihan, Secretary

Quarterly Board Meetings in 2017: Tuesdays, Feburary 14, May 9 and August 8.

2017 Annual Association Meeting: Wednesday, November 15.