

OPEN DOOR
PROPERTY MANAGEMENT, LLC
319-325-7222

COPELAND TOWNHOMES CONDOMINIUMS

ANNUAL MEETING AGENDA

Date: Thursday, May 7, 2026
Time: 6:30 PM
Location: North Liberty Community Center – Gerdin Room 2

- Roll Call, Determination of Quorum & Certification of Proxies

- Proof of Notice of Meeting

- Reading and disposal of any unapproved minutes

- Financial Report

- Old Business
  A. Security Cameras (Keystone IT)
  B. Downspout Extensions

- New Business

  A. Lawn Care Company
  B. Garbage/Recycle Cans
  C. Risk Assessment
  D. Front Exterior Lights
  E. Maintenance Requests

-Election of Board of Directors

- Adjournment

Copeland Townhomes

Annual Meeting 06/04/2025

The annual meeting of Copeland Townhomes Condominium Association was called to order at 6:00 p.m. by Diane Norden.

Roll call by sign in was reviewed and shown to provide a quorum. In addition, several proxies were represented.

Proof of notice of the meeting, dated 04/30/2025, was provided.

Previous minutes from the annual meeting, dated 03/19/2024, were reviewed. Aria Andrews voted to approve and Richard Treiber 2nd.

Financials were reviewed and discussed. Insurance rates went up but Green State offers the most competitive rates so we will stay with them. Additional electrical expense to repair the streetlamps and install security cameras. The reports were approved.

Old Business:

- The fence was damaged by Bunting Construction during snow removal. We received a reimbursement check for the cost of repairs.
- It appears that most folks are picking up after their pets, which is very much appreciated.
- HOA fees were discussed. It was decided by all present that fees would be raised to $150.00 beginning July 1, 2025. This is still lower than most HOA fees and with expenses continuing to rise we need to have additional funds.

New Business:

- Security cameras were installed on the North side to show all of the backyards, both sides of the fence, and the lane from the entrance.
- New lawn care company is Cutting Edge Lawn Care. After cutting ties with the former lawn care company, we will ask Nathan with Cutting Edge to finish placing the sod to cover the downspout tiles that were not completed.
- Some of the downspout extensions are not staying attached. We will assess each one and come up with a solution to keep them in place.
- Some of the outlets outside the front doors are loose. Sherrie mentioned this as well as her light not working. We will have an electrician come to check this and make any repairs.
- The trees along the sidewalk on the north side need trimming. Will ask Nathan if he can take care of that.
- Dryer vents are scheduled to be cleaned in the next couple of weeks. If anyone is unable to be at home, they can contact Lee to help with access to their dryers.
- Nate Moore will be contacted to clean the gutters but we're leaving the entryway cleaning to each homeowner.
- Will check on cost of motion lights on outside of homes.

Election of Directors:

Cathy Clemens, Diane Norden and Toni Rogers are remaining as Board of Directors. Aria Andrews and Richard Treiber have also agreed to be Board Members.

No further business was discussed. Meeting was adjourned at 7:01 p.m.

Copeland Townhomes COA Income & Expense Report - 2025
1/1/2025 through 12/31/2025

Category	1/1/2025-12/31/2025
INCOME	
Fence Damage	1,450.00
HOA Dues	46,200.00
Driveway Access Easement	3,480.00
TOTAL HOA Dues	49,680.00
HOA Late Fee	90.00
HOA Startup Fee	400.00
Interest Inc	11.75
TOTAL INCOME	**51,631.75**
EXPENSES	
ACH Chargeback	130.00
Dryer Vent Cleaning	2,200.00
Exterior Cleaning	1,390.00
Gutter Cleaning	1,470.00
HOA Meeting Room	75.00
HOA Repairs	
Dryer vent duct repairs	220.00
Gutter-Downspout Repairs	1,650.00
Labor	311.00
Lights (Electrician)	3,062.00
Plumbing	119.71
TOTAL HOA Repairs	5,362.71
HOA Supplies	41.16
HOA Tax Filing	250.00
Insurance	14,842.82
Lawn Care	9,405.00
Fert.-Weed Control	911.60
Grub Preventative	270.30
Landscaping	
Flower Bed Maintenance	657.20
TOTAL Landscaping	657.20
TOTAL Lawn Care	11,244.10
Open Door Property Mgt. Fee (HOA)	3,528.00
Pest Control	106.00
Prof and Legal Fees	2,308.00
Security Camera System	9,351.00
Snow Removal	10,473.00
Tree Removal	1,929.20
Utilities (Electric)	
Electric Bill	338.75
TOTAL Utilities (Electric)	338.75
TOTAL EXPENSES	**65,039.74**
OVERALL TOTAL	**-13,407.99**

Copeland Townhomes COA Income & Expense Report - Year to Date
1/1/2026 through 5/5/2026

Category	1/1/2026-5/5/2026
INCOME	
HOA Dues	21,255.00
Driveway Access Easement	1,450.00
TOTAL HOA Dues	22,705.00
Interest Inc	2.37
TOTAL INCOME	**22,707.37**
EXPENSES	
HOA Tax Filing	265.00
Insurance	14,873.48
Lawn Care	1,400.00
Open Door Property Mgt. Fee (HOA)	1,232.00
Postage and Delivery (Business)	21.84
Snow Removal	2,550.00
Ice Melt	1,975.00
TOTAL Snow Removal	4,525.00
Utilities (Electric)	
Electric Bill	121.90
TOTAL Utilities (Electric)	121.90
TOTAL EXPENSES	**22,439.22**
TRANSFERS	
TO Copeland Townhomes COA Reserve	-4,968.00
TOTAL TRANSFERS	**-4,968.00**
OVERALL TOTAL	**-4,699.85**

Copeland Townhomes COA Balance Sheet - As of 5/5/2026

(Includes unrealized gains) (Cash Basis)

Account	5/5/2026 Balance
ASSETS	
Cash and Bank Accounts	
Copeland Townhomes COA Checking	14,979.85
Copeland Townhomes COA Reserve	30,964.45
TOTAL Cash and Bank Accounts	**45,944.30**
TOTAL ASSETS	**45,944.30**
LIABILITIES & EQUITY	
LIABILITIES	**0.00**
EQUITY	**45,944.30**
TOTAL LIABILITIES & EQUITY	**45,944.30**

Copeland Townhomes Condominiums Owners Association

Proposed Annual Budget 2026

		2025 Actual Expenses	Budget 2026
INCOME		$130/month (1/1/2025-6/1/2025) $150/month (7/1/2025-12/1/2025)	$150/month
	Association Dues	$47,040.00	$50,400.00
	Hidden Meadows HOA (Street Access)	$3,480.00	$3,480.00
	Interest (Hiils Bank)	$11.75	$12.93
	Total Income	$50,531.75	$53,892.93
EXPENSES	Exterior & Gutter Cleaning	$2,860.00	$3,146.00
	Dryer Vent Cleaning	$2,200.00	$2,800.00
	General Repairs	$5,262.71	$2,200.71
	Lawn Care	$11,244.10	$12,368.51
	Snow Removal	$10,473.00	$11,520.30
	Insurance	$14,842.82	$14,873.48
	Common Area Electric	$338.75	$355.69
	Taxes/Preparation	$250.00	$250.00
	Management Fee	$3,528.00	$3,696.00
	Supplies	$41.16	$500.00
	Reserve Transfer 10%	$4,968.00	$5,388.00
	Total Expenses	$56,008.54	$57,098.69
	Net Operating Income	-$5,476.79	-$3,205.76

	12/31/2025	5/7/2026
Checking	$19,679.70	$14,979.85
Reserve	$25,988.93	$30,964.45
Total	$45,668.63	$45,944.30