

Minutes
2025 Annual Meeting
Prairie Village North Townhome Association
Faith Lutheran Church
August 13, 2025, 6:30pm

I. Call to Order – President Bearinger

President Bearinger called the meeting to order at 6:30 p.m.

II. Verification of Quorum – 15% (24 members)

Quorum was verified with 24 members present in person and by proxy.

III. Approval of Agenda

Motion: It was moved, seconded, and carried to approve the agenda.

IV. Approval of Minutes – August 6, 2024

Motion: It was moved, seconded, and carried to approve the minutes of August 6, 2024.

V. President's Report

A. Introduction of Current Board of Directors

President Bearinger introduced the current Directors: Chad Bearinger (President), Chad Paavola (Vice President), Jacob Bergdolt (Treasurer), Richard Roeder (Secretary), Kurt Cherovsky (Member at Large).

B. Accomplishments

President Bearinger recapped accomplishments, including relations with the master HOA. The master board's proposal to expand duties was defeated; there has been minimal activity since. The board manages contracts (trash, yard, snow, management) on a minimal budget (dues are budgeted within a dollar or so per unit above expenses) with a goal to maintain a 2–3-month reserve. Master HOA budget: \$75,000–\$80,000/year. Ongoing negotiations aim to control costs and address high reserves. Master dues remain \$85/unit; actual service cost ~\$40/unit. County now imposes annual taxes on outlots; associations are disputing. Drainage maintenance may require reserves for master association but must continue to monitor master association dues, reserves.

VI. Treasurer's Report

A. YTD Cash Flow Statement

B. YTD Budget vs. Actual 2024 and YTD 2025

C. Dues Breakdown Document 2025 Actual and 2026 Draft

Treasurer Bergdolt reviewed the YTD Budget vs. Actuals, cash flow, and dues breakdown. HOA operates on a tight budget with \$36,000+ in reserves (including prepayments) and monthly expenses of \$15,000 (70% of dues goes to lawn/snow/fertilizer contract). Maintain at least two months' reserves. Monthly surplus/unit: \$1.42; a projected slight shortage in 2026 (\$500–\$1,000) will be covered by reserves. Final rates will be announced by November/December (at least 30-day notice). Upcoming aeration: \$4,000. Management fees increase by \$0.50 per unit in 2026 (\$10.00 per unit to \$10.50 per unit). Per-unit fees: \$14–\$16/month normally with CRM. Past multi-year contracts provided stability.

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VII. New Business

A. Feedback Form

President Bearinger reminded members to complete feedback forms. For issues on your property, use the portal at www.myhoallogin.com to submit a request, which creates a task that CRM assigns to the appropriate vendor. CRM and the Board of Directors monitor these tasks.

B. Rushco – Lawn & Snow Removal

i. Colby – Owner of Rushco

Colby discussed services managed for two years (lawn mowing, fertilizer, weed spraying, sprinkler startup/shutdown, snow removal >2"). Recurring issues, such as siding/weed eater damage and drainage concerns, have been noted. Repairs for siding damage are scheduled as needed, with some pending but to be addressed between mowing and snow seasons. Fertilizer uses sulfur-coated urea (slow release); no animal safety issues reported in 25 years. Services cover front/back yards. Residents raised questions on lawn care, fertilizer safety, and drainage issues. President Bearinger thanked Colby for attending and addressing members' concerns.

VIII. Election of Board of Directors and Proposed Bylaw Amendments

A. Inspector of Election

CRM was introduced as the inspector of the election.

B. Introduction of Candidates

Candidates introduced for the three open board positions: Chad Bearinger, Chad Paavola, Richard Roeder. There were no mail-in nominations, and President Bearinger called for nominations from the floor, but none were received. Connie Burleigh from CRM complimented the current board and encouraged other members to consider running in the future.

C. Rules of Vote

One ballot per lot. Each lot may cast three votes, which can be assigned to one candidate or distributed among multiple candidates, up to three total.

D. Bylaw Amendment Review & Rationale

- **Article III – Members, Section 3.5 Notice of Meeting:** Enables email notice of meetings when email is recorded with Concierge. **Rationale:** Allows "Save the Date" emails; those without email will still receive mail. Supports future plans for electronic voting/digital communication for efficiency and increased voting participation.
- **Article X – Amendments:** Reduces threshold from 2/3 of all members to a majority vote of members present at a meeting where quorum is met. **Rationale:** Currently requires 106 votes; change allows majority of quorum. Bylaws govern operational procedures, while covenants, which address property restrictions, require 2/3 by law to change. Ballots for bylaw changes require name/address to prevent duplicates.

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All incumbents (Bearinger, Paavola, Roeder) were reelected unanimously. Bylaw amendments received unanimous yes votes from members present at the meeting but still require 2/3 of all members' approval (106 votes) to pass under current bylaws. Efforts continue to reach out to members who have not voted to secure amendment approval.

IX. Other Business

Kyliegh Kelly at Concierge Realty Management Office can take task requests via email at hoamessage@gmail.com or by phone at [402-904-7806](tel:402-904-7806). The office at 4300 S 48th Street, Suite 5, is normally open until 3 p.m., but calling ahead is recommended due to occasional meetings. Voicemail messages are sent to HOA Managers and Kyliegh's email and will be assigned as tasks to appropriate personnel or vendors.

X. Adjournment

There being no further business, the meeting was adjourned at 7:49 p.m. A brief directors' meeting followed to elect officers.

Approved by the Members of Prairie Village North Townhome Association on

Date: 8/18/26

Signed by 

Richard Roeder, Secretary