

## Terrace Ridge Homeowners' Association

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**Creed Harold, President**  
**5603 Terrace Drive**  
**Johnston, IA 50131**  
**Phone (515) 720-8828**

June 2, 2024

Association Members,

Per the By-Laws of the Terrace Ridge Homeowners' Association (TRHA), notice is hereby being provided that the TRHA Annual Meeting is scheduled for Tuesday, June 12, 2024 from 6:00 to 7:00 pm at the Johnston Library, located at 6700 Merle Hay RD.

An Agenda will be provided at the meeting for all to review. One of the main discussion items will be slight changes to the By-Laws. A copy will be provided at the meeting and on our website, however, a brief description of the changes is attached hereto. There will be time for open discussion after the general business has concluded. The meeting will follow the order of business as outlined in Section 6, Article 3 of the Association's Bylaws.

All three Board seats will need to be filled this year, President, Vice President and the At Large member. Please bring your thoughts on nominations with you to the meeting.

As per the By-Laws, a quorum of attendance is needed to transact business. In other words, at least one Unit Owner from 16 of our 31 units will need to be present. Should a Unit Owner not be able to attend the meeting, they may authorize another person (who need not be a Unit Owner) to act as a proxy to cast the vote allocated to the Unit Owner's unit (regardless of the number of Unit Owners residing in the unit). So, if you cannot attend; simply assign a person in writing to handle your proxy vote by filling out the proxy form attached and putting it in our Treasurer's (Eileen Jutting) payment box located at 6121 Terrace Drive.

The Board looks forward to seeing everyone at the Annual Meeting, so please make every effort to attend.

Pres. Creed Herold  
Terrace Ridge Homeowners Association

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## Unit Owner Voting Proxy Form

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To the Board and Secretary of the Terrace Ridge Homeowners' Association Ltd.:

I, \_\_\_\_\_ (print), the title owner of Unit#/Address # \_\_\_\_\_,  
state that I am a member of the Terrace Ridge Homeowners' Association, Ltd. and that I hereby  
designate \_\_\_\_\_ (print) to act as Proxy on my behalf in casting a  
vote for \_\_\_\_\_ (unit owner, print), that I have chosen to fill the  
vacancy on the Board of Directors.

The election is to be held on June 12, 2024 at the Annual Meeting of the Terrace Ridge Homeowners'  
Association, Ltd., located at City of Johnston Library, 6700 Merle Hay RD, at 6p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This Proxy is revoked upon adjournment of the above stated Annual Meeting.

## **PROPOSED CHANGES TO BY-LAWS**

Please note that the document will be reviewed by an attorney. If significant changes must be made to the proposal, the board will present to the association for approval.

### **ARTICLE II**

Board of Directors and Officers of the Association have been combined.

Changes to numbering – Sections below refer to the new numbers, however, the sections remain in order.

Section 2. At-Large member added.

Old Section 10. Nominating Committee removed.

Section 12. Changes to when meeting agendas should be made available.

Old Section 11. Fiduciary Bonds removed.

### **ARTICLE III**

Section 4. Notice date changed.

Section 6. A copy of the meeting minutes will be provided, not read at the meeting.

### **ARTICLE IV**

Article & Sections removed and added to Board of Directors section.

### **ARTICLE IV**

Section 1. Legal requirements must be reviewed by lawyer.

### **ARTICLE V.**

Section 4. Default of payments will be charged a specific amount as determined by the board in lieu of interest on the amount outstanding. At this time, the board has determined \$25 per month, regardless of the amount owed.

Section 8. Clarifications on insurance responsibilities.

Section 11. No short-term rentals allowed.

### **ARTICLE VI**

Section 1. Legality (and need) must be reviewed by attorney.

### **SCHEDULE A**

Sections 18 & 19. Clarifications to garbage & recycling cans.

### **SCHEDULE B**

**RULES and REGULATIONS ADOPTED BY THE BOARD OF DIRECTORS**

This will provide a record of rules and regulations adopted by the board to allow for transparency and clarity, e.g. monthly late fees will be listed as well as current association fees.