

2021 HOA INFORMATION FORM

The Village at Johnston Station Town Home Owners Association

How to contact Conlin Properties (our HOA property manager)

Phone: Client Services Representative: (515) 246-0006 during normal office hours
Email: clientservices@conlinproperties.com
Snail Mail: Village at Johnston Station, c/o Conlin Properties, 3721 SW 61st Street, Suite A, Des Moines, IA 50321
Emergency Pager: (515) 246-0007. The emergency pager is for emergency situations ONLY, such as water, fire, electrical, etc. If you do not have an emergency of this type, please contact Conlin during normal office hours.

How to pay the monthly \$175 Association Dues

Homeowners do not receive a monthly statement (unless they are behind in their dues).

Payments due on first of the month.

Auto Pay

Ask Conlin Properties for an Auto Pay form to automatically pay dues on 5th of month via ACH Auto Draft

Check

Village at Johnston Station
c/o Conlin Properties, Inc.
3721 SW 61st Street Suite A
Des Moines, Iowa 50321

Coupons are available upon request

Online Payment with Credit/Debit Card

Use instructions below to set up online account. Click on the "PAYMENT" menu tab.

Conlin Portal - How to access the Conlin Portal to pay monthly dues and access HOA Meeting Minutes

Step 1:

Make sure Conlin has your email address. Conlin will send you instructions on how to first register and log-in.

Step 2:

After registration is completed, access the Conlin Portal as follows: www.conlinproperties.com
under the "Homeowner Associations" tab, click on "my account"
Enter your email address and password to logon.

Step 3:

To make a payment, click on the "Payments" tab, and "Pay by Credit Card".

Step 4.

To view meeting minutes, click on the file folder icon (top right), and then click on the folder "Meeting Minutes"

Conlin Portal - How to sign up for occasional HOA emails

Access the Conlin Portal, and click on the profile icon (top right hand side).

Click on "Settings" tab, and edit the settings to show "Yes" for "Subscribe to Email Notifications".

The Board occasionally sends out emails, for example - in case of cancellation of Board Meetings. The Board occasionally sends out HOA Newsletters, which are distributed as follows: 1) Posting on front doors of all units and 2) Email Distribution.

2021 NOTICE OF BOARD MEETINGS (meetings held after 2021 Annual Meeting)

Because of pandemic, Board meets on Third Tuesday of each month at 5542 Boston Court (instead of Johnston Library), at 6:30pm.

Tuesday, March 16

Tuesday, May 18

Tuesday, July 20

Tuesday, September 21

Tuesday, November 16

Tuesday, April 20

June – NO MEETING

Tuesday, August 17

Tuesday, October 19

December – NO MEETING

SOCIAL DISTANCING IS REQUIRED. WEATHER PERMITTING – MEETINGS ARE HELD OUTDOORS.