**MAPLE WOOD CONDOMINIUM ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Thursday March 21, 2024**

**Call to Order:** 6:00pm

**Roll Call of Directors:** President, Kelli Ballwahn; Vice President, Jacqueline Rodriguez; Treasurer, Sandra Daniel; Secretary, Barbara Schug-Studener; Officer, Geri Girard; Officer, Jeri Parrott

**Approval of Past Minutes:** Motion made by President to approve January 4th, 2024, minutes. Geri Girard 1st, Sandra Daniel 2nd. The minutes were unanimously approved by the Board.

**Report of Directors:**

**President-** My goal is to continue the collaborative work of the board to make   
 necessary improvements structurally and aesthetically so we can all live in a safe,   
 well-maintained community. Owners are encouraged to share constructive ideas   
 and feedback with the board.

**Vice President-** It was very nice to be the president last year, serving this community and   
 being able to get a lot of things moving. I'm so glad that we have new members that   
 have joined and are willing to take on new responsibilities. As the VP this year I'm in the   
 process of helping Kelli move things forward. I will also be leading the document   
 committee and taking that back up from last year. I’m also leading the charge on the   
 property easement next steps and a couple other things that are still on my plate from   
 the previous role.

**Treasurer-** Working with KMA on the accounting firm transition from Full Spectrum   
 Solutions, making sure items allocated to the right accounts and that the accountant is   
 knowledgeable about all the different units and owners. KMA is providing great   
 suggestions and we will have clean and timely financial statements, and a budget to   
 actual reports run on a regular basis. KMA is going to upload the budget to QuickBooks.   
 There was a lot of behind the scenes work to do with moving the QuickBooks account   
 from one accounting firm to another, then transitioning the treasury management at Old   
 National Bank as well. With all the ACH switchover was challenging, but seemed to run   
 well in March. The response times so far have been quick.

Our $25,000. CD at Old National matured on March 7th. Funds in the money market   
 account are currently earning almost 5%. With changing rates some money is going into   
 other places to maximize interest income. With the Fed lowering interest rates looking   
 for opportunities to make higher returns on our Reserves and Elevator Fund while rates   
 are still high.

**Secretary-** I am the new secretary for the board. I would like to inform you that I will be   
 recording the meeting with the Word Dictation app. It will only be used for the sole   
 purpose of helping me take better notes.

**J. Parrott-** My responsibility for the Maple Wood Owners association   
 is communication. I will be calling you from time to time. Right now, I am tasked   
 with checking with each of you the accuracy of our directory. If you have noticed   
 any mistakes just call me 608 228 0480 or drop me a line at the website. I am   
 also wanting to know if you would like to receive info by paper or e-mail.

**G. Girard-**  I look forward to being a part of the collaborative effort.

**Report of Committees:**

**Document Committee-** Jacqueline plans to schedule meetings for the next few   
 months. The time will be spent finishing the documents and then shared with the board   
 and owners. If anyone would like to join they're more than welcome to be a part of the   
 committee.  
 **Long Range Planning Committee-** No news this time. Sue Douglas mentioned that the   
 committee needs someone who can be on it for three years, and another person who   
 can be on it for two years and then someone for one year. **Audit Committee-** Geri Gerard is working with Kaye Jaeger to get the committee going.   
 They would need another person to help with an internal audit. Sandra Daniel is working   
 on finding someone to do a qualified audit.  
 **Building Committee-** Committee not functioning as it is stated in the rules and regs.   
 Right now Steve is acting as the Move In Coordinator. Need to figure out how to handle   
 owners moving out and still owing or being owed money for heating at the end of the   
 year. Currently there is no process for that.

**Unfinished Business:**

**Property Management Report-**

* Updating the lighting at the mailboxes has been started.
* Painting the elevator surrounds and putting the steel corners up so it doesn’t get nicked up right away.
* Paint the entry doors from the garages into the elevator vestibules that are all scratched up from shopping carts. Plastic sheet protectors will be placed over the doors to protect them from being scratched, though no guarantee how long those last.
* Making the mulch beds look cleaner with edging, and then will turn over the mulch and then put some fresh stuff on.
* The upgrades to elevators 2-6 and 10-14 are complete. $9000 per elevator was spent to add a component that wasn't there to soften the wear and tear on the elevators to buy us more time to build reserves for the $175,000 replacement per elevator. It’s not a guarantee that we'll buy enough time but it's really a good idea from the Long Range committee to spend the money. On the financials $19,897 we spent on elevator since the beginning of the year, but that'll be a big chunk and we won't see anything the rest of the year other than just the maintenance fee and if we have any repairs.
* Getting estimates on all the special projects that are in the 2024 budget, as well as anticipating some of the things that the board and owners are going to want to do with the money coming from the easement payment.

**Garden Committee-** Judy, Marilyn W. and Steve have offered to set up flower planters at   
 the entrance of all the buildings. This would require someone at each building to be in   
 charge of watering. Each building would have a hose that would reach to do the   
 watering. Randi volunteered for 1 and 5. Marilyn will continue to water the perennial   
 garden on the east side of 10 and 14. Discussion about plantings at the entrance will   
 continue. No agreement reached on whether to invest in plantings now, hire a   
 landscaper to plant it, or go with annuals for now.

**New Business:**

**Signage-** This issue was brought forth at the Owners’ meeting. Signage needs to be improved so that others coming into MW know where to deliver goods. Steve shared an idea for signage and called for anyone interested in helping with the design and placement to work with him. Please reach out to the board if interested in helping with this.

**Safety Message-** Reminder for people to not let other people into their building unless they know who it is and to always know where their guests are within the building.

**Re-establish Newspaper-** We will be moving forward with the newsletter. We will try to do it monthly. Discussion of ideas on how to use less paper to share the newsletter content - sharing as much as possible online but having paper copy available by the mailboxes and posted on the bulletin board. Barb will put the newsletter together with input from owners. A form will be available on the MWCA website to submit information owners would like to share in the newsletter format. Owners may also email the board, or share by submitting a written note in the 2/6 dropbox.

**Special Events Committee-** MWCA will continue to have a special events committee. Mary Drumm and Marilyn Wilson have been successful in bringing people together and building community through the summer picnic and holiday party. Please let the board know if you are interested in being on that committee.

**No Mow May and Tru Green-** Steve stated that the contract with Tru Green will continue for another year. Discussing alternative methods of weed management will be postponed. Steve will research alternatives. The board and owners discussed whether or not MWCA will not mow during the month of May. The purpose of No Mow May is to allow the spring flowers to bloom (some might call them weeds) to help the pollinators do their work. We will discuss this again at the April meeting.

**Easement and next steps-** The Board, Property Manager and Owners talked about many options MWCA could consider for the Easement settlement. No decisions were made at this time. Steve is gathering estimates for possible projects. The Board will review the options discussed and make recommendations at the meeting in April.

**Owner’s Topics-** No topics were brought forward.

**Adjournment:** 7:40pm

Upcoming Meetings:  
Executive Session April 8, 2024  
Open Board Meeting April 18, 2024, 6 p.m., 10/14 lobby