

**MAPLE WOOD CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING (Virtual)**  
**Thursday November 18, 2021**

Call to Order at 6 p.m. by S. Douglas, President

**Present:** B. O'Rourke, vice-president;; H. Johnson, secretary; K. Macy, treasurer, S. Daniel and S. Mand board members.

**Others:** D. Wollack, accountant

**Minutes** of the October 21, 2021 board meeting were objected to by Sandra Daniel. She asked that the word "vandalism" in the report on aluminum can collection in Bldg. 2/6 be replaced. Minutes will now read "Due to the aluminum can collection in Bldg 2/6 being strewn on the floor, Joe will no longer... Minutes were approved with this correction on a motion by K. Macy , seconded by H. Johnson. Vote was 5 for and one abstention.

**Email Votes**

- Vote to hire Markley to install Bldg. 1/5 garage door was taken on 10/25. Vote was 6-0 on a motion by S. Douglas; seconded by B. O'Rourke.
- Motion was made on 11/9 to remove S. Daniel as president of the MWCA Board. This motion passed 4 in favor, 1 against. As part of her vote, B. O'Rourke resigned as vice-president. Motion was made by H. Johnson; seconded by K. Macy.
- On 11/9, a series of email votes elected a new slate of officers for the board as follows: Sue Douglas, president, Heather Johnson, vice president and secretary and Kory Macy, treasurer. The vote was 4 in favor, 1 against and 1 abstention. Sandra Daniel stated that this removal from office was done to her, not her choice. Betty O'Rourke stated she and Sandra were not included in the discussion to change board officers. Sandra stated that the actions she took as president on the snow plowing contract were at the advice of an attorney and were to protect the association. Heather Johnson stated that she made the motion to remove the president because the board had approved the snow plowing agreement by a 4 to 2 vote with the assumption that the president would honor the vote and sign the document.

**Owner Topics**

- Sandra Daniel asked that the board alert owners to the potential fire hazard created by lint accumulating in dryer vents. The board will make an effort to get enough owners signed up for dryer vent cleaning service that we can negotiate a lower price per unit.
- Mary Drumm asked for details on the incident that damaged the flagpole.

**Management Report**

- Submitted in writing by Joe Lapacek; read into the minutes by S. Douglas.
- Issues with aging intercom system mostly in Bldg. 2/6. Repairs have been made, but replacement parts are not easy to find due to age of the system.
- Six bags of crushed aluminum cans in Bldg. 1/5 are the result of Betty O'Rourke purchasing a can crusher for owners to use.
- Lawn Care application quotes are as follows: TruGreen charges \$1890 for organic treatment; Weed Man quoted \$1617 (non-organic);Lawn Doctor quoted \$1948 (non-organic). These are annual costs. Board will consider having fewer applications per year to lower cost.
- AC Units need to be covered, especially the wall units that are nearer the floor and heating elements. Cold air leaking from AC units may cause heating pipes to freeze. Resulting damage is the responsibility of the homeowner.
- Foyer lights in Bldg. 2/6 have been replaced with LED fixtures as they fail.
- Underground parking garages in Bldg. 1/5 and 2/6 have been cleaned. Bldg. 10/14 will be done soon.
- Bldg. 10/14 Carpet replacement proposals received: Quality Carpets - \$20,480; Coyle Carpets \$39, 235; Carpet Squares - \$36,651. This project will need approval of the owners at the annual meeting.
- Bldg. 1/5 service door was installed on 11/18.



- Office phone will be disconnected permanently on a motion by S. Daniel, seconded by H. Johnson. All in favor. Many are using text, email, maintenance request forms and calls to Lapacek mobile for most communication.
- Condo Association Insurance renewal. Baer Insurance has informed Joe that due to past claims, older buildings with no sprinkler systems and no elevator monitors except in Steensland, we will not be able to get competitive insurance bids.
- Heating Costs; We hope that our energy efficient new boilers will cushion the association from predicted high heating costs this winter. Boiler system is monitored daily.
- Storage in Parking Garage: The Madison Fire Dept. does regular inspections of our condo buildings. They are very strict about storage of items around cars in the parking garage. PLEASE clear out your parking space except for the space in front of your car. We do not need fines from the fire department.
- Discarded building materials, AC units, etc. are to be removed from basement areas by the end of 2021.
- Six heat pumps have had issues this fall and all have been corrected.

### Financial Report

- Reserve account balance is \$177,717 at the end of October.
- A motion was made by S. Daniel and seconded by B. O'Rourke that \$3,360.50 in reserve fees collected in October be moved to the reserve account. This motion was approved unanimously.
- Operating fund at the end of October is \$62,937.
- Income versus expenses for the year to date is a positive \$6,802.
- Chimney Assessments: Three owners still owe for the chimney work.
- Donations for the flagpole replacement total \$1,075 to date.

### Unfinished Business

- Question regarding overtime pay for condo manager was raised. Need to find documentation for this payment.
- Entrance gate support bids: Three bids ranging from \$4,000 to \$8550 have been received. Discussion of this work was tabled because money for this work is not in the current budget. Work must be postponed until 2022.
- Collection of outstanding chimney assessment fees: B. O'Rourke moved with a second by H. Johnson that we have our attorneys write a letter to the 3 delinquent owners. Motion passed unanimously. We may consider taking these owners to small claims court.
- An agreement for snow plowing services was signed by S. Douglas on 11/10.
- The management contract with Lapacek Enterprises rolled over on October 1 and is in effect for two years.
- Meeting including Joe Lapacek, Sue Douglas and Heather Johnson regarding draft management contract on Nov. 8, 2021. Betty O'Rourke stated she was excluded from this meeting even though Sandra Daniel had requested that Betty attend. Betty stated she has asked for a copy of the contract which mentioned overtime pay, but has not received a copy.
- Approval of the Condo Association budget for 2022 was passed on a vote of 4 in favor and 2 no votes. The total budget amount is \$383,335, a 3% increase over last year's budget. Fifteen percent of this budget will be allocated to the reserve account to bring this account up to a healthy level.
- Bldg 1/5 basement water problem: After receiving 3 proposals to remedy this problem, we are seeking advice from Edge Consulting. They will give us a recommendation as to which approach is most likely to solve this problem. We will ask them to look at the situation in the basement of Bldg. 2/6 also. A final decision will be made at the annual owners meeting in February.
- Steensland roof replacement: We have received 3 bids for this work, each over \$15,000. A vote at the annual owners meeting will choose the contractor to do the work.

### Committee Reports - None

**New Business:**

- Our accountant, Diane Wollack, will no longer provide accounting services to the condo association after December, 2021. We are searching for a replacement.
- Future Board Meetings; At the request of several owners, we are planning to resume in-person board meetings in January, 2022. We hope to allow both remote attendance and in-person attendance with proof of vaccination.
- S. Daniel will be contacting all owners who have provided email addresses to gauge interest in setting up an email group that would receive notifications from the board or management about issues affecting the owners. Please contact Sandra Daniel at her email - [sandi@firelightgroup.com](mailto:sandi@firelightgroup.com) if you wish to opt out of this group or want to be included.

IT IS TO BE NOTED THAT THE MINUTES ARE TO SHOW ACTIONS TAKEN BY THE BOARD OF DIRECTORS AND REPORT DECISIONS MADE BY THE BOARD.

Meeting adjourned on an unanimous vote at 7:39 PM.

Respectfully Submitted:  
Heather Johnson, Secretary

Next Board Meeting: Thursday, December 16, 2021 at 6 pm via ZOOM

## **MAPLE WOOD CONDO NEWSLETTER**

Look for a sign-up sheet near your mailbox soon to be included in the group effort to get dryer vents cleaned to prevent a potential fire hazard. We may be able to negotiate a cost per owner of approximately \$60 if enough owners sign up. If the final cost is more than this amount, you will not be required to join this group effort. Signing up will give the board an idea of community interest so we can seek quotes from companies who provide this service.

Please remove floor mats from the hallway in front of your entry door. These mats are in violation of fire dept. rules. The board has authorized the manager to remove and dispose of any mats left in the hallways.