

**MINUTES MAPLE WOOD CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday July 20, 2023, 6 p.m.**

The meeting will be an in-person meeting held in building 10 & 14's lobby.

Call to Order: 6:05pm

Roll call of directors: Jacqueline Rodriguez (President) present, Barbara Schug-Studener (Vice President) present, Sandra Daniel (Treasurer) not present, Mary Drumm (Secretary) present, and Marilyn Wilson (Director) present.

Review of Past Minutes: Approved but last sentence in the "Emergency Building Volunteers Section" needs to be finished to state, "If someone is trapped in the elevator, they should use the phone in the elevator or their cell phone to call Steve or one of the volunteers."

Report of Officers:

President-The MWCA working sessions also known as executive sessions are typically held once a month before the actual board meeting to prepare the agenda by discussing any unfinished or new business that needs to be addressed. These sessions also provide us an avenue to perform additional continuous improvement tasks than the week to week needs. Some of the tasks include brainstorming and the actual:

- Weekly owner and vendor needs.
- Organization of past MWCA Documents
- Processes surrounding the new MWCA email box and response times.
- Improvements for processes regarding MWCA Financial documentation and payments.
- The actual financial analysis & strategic planning
- + Additional Organized gatherings or events for the community

Complete:

The MWCA Board role transition
Onboarded the new property manager
Created a new MWCA Board email address
MWCA Survey

In-process:

Ongoing Email Responses
Website Updates
Finalize Welcome Packet
Update the 2023 MWCA Directory
Collect delinquent fees.

MWCA and Maple Wood Green Cost sharing agreement

Upcoming:

- Summer Party
- Review & Analysis Heating Calculations
- Long-range, budget and document Committee

This information is also discussed and shared in board meetings and minutes to ensure that all owners receive important information on improvements.

Vice President-None

Treasurer-(Jacqueline provided the update)The majority of the delinquent balance is over 90 days old and is composed of 4 owners who make up 95% of the balance. The accountant is finalizing the delinquent amounts bills that will be distributed with an action letter.

Sandi was able to get our reserve rate up to 5% - to match what Summit is offering and is currently working on getting a credit card for Steve, our property manager, a longer process than we had hoped.

Month End of June, 2023		
MWCA Accounts	Interest	Amount
Old National Checking	FREE Checking now	\$26,782.69
Old National Savings Money Market	Increase from .02% to 4%)-\$	\$238,056.21
Old National Savings Reserve CD	(15 month maturing since March of 2024 @ 3.7%)	\$25,235
Savings-2 Reserve CDs at BMO	2 at varied rates and terms, but over 3%	\$50,000

Secretary-A new template for MWCA agendas and minutes was created because there were formatting problems with the last ones. A MWCA summer party flyer and sign up was created and distributed among all buildings, and a few more website updates were made, but more are needed.

Director-None

Report of Committees:

Document Committee: Still in search of more volunteers.

Long Range Planning Committee: Still in search of more volunteers.

Audit Committee: Still in search of more volunteers.

Gardening Committee: There is no gardening committee currently. Anything planted has been courtesy of volunteers such as Chris and Marilyn Wilson. The board requested volunteers from other building with no success. There are pots and a small budget available, but we will reevaluate our approach for landscaping next year.

Unfinished Business:

Property Management Report-

Building 1 & 5 Basement Leaks-The new sump pump by the garage door wasn't working, but the sump in the middle was working. More investigation needs to be done on why that one wasn't working and if they can keep the water out effectively. Some additional cracks in two storage units have been identified and they will be filled. Landscaping to help mitigate this problem will be completed next week weather permitting.

Parking Lot Cracks-The project will occur at the end of August/September. One half will be completed at a time.

Snow Removal Services-4 bids have been received, and a 5th one is being prepared.

Steensland Garage Windows-Painting and fixes have been completed.

Elevator Phone Lines-The decision has been made to change to Spectrum-saving us \$200 now and installation free, which is much less expensive compared to AT&T, and Spectrum will give us the first month free.

Future MWCA Events-Summer Party Saturday August 12th @ 1pm. The board is asking everyone RSVP by August 5th to get a count on hamburgers, hot dogs, and brats.

MWCA Survey: Results Presentation was provided and will be distributed.

New Business:

Owner's Topics-

Marilyn Mergen-Feedback: Several homeowners have said what a great job Steve is doing. Also, she has heard nice feedback about Ingrid our cleaning lady.

Question: Has automated payments been set up for all vendors and why is it taking so long?

Response: Yes, the majority, and the ones that haven't been automated have been due to finding all intermittent payments for infrequent accounts.

Question: Where is the accountant?

Response: Tax Season was April and May, and then he was on vacation.

Question: Has everyone gotten the Welcome Packet?

Response: Some documents have been distributed to new owners, and there are plans to distribute it to everyone.

Adjournment: 7:07pm