

MAPLE WOOD CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING (Virtual)
Thursday Sept. 16, 2021

Call to Order at 6 p.m.

Present: S. Daniel, president; S. Douglas, treasurer; H. Johnson, secretary; S. Mand and K. Macy, board members.

Others: D. Wollack, accountant and Joe Lapacek, manager

Minutes of the August 19, 2021 board meeting were approved as corrected unanimously on a motion by K. Macy, seconded by S. Mand.

Owner Topics

- Tania Ramos asked the board to approve the use of a hammock hung between two trees on the condominium property. Possible damage to trees and substitution of a metal frame were discussed. Issue will be resolved by next board meeting.
- Cathi Willette asserted that the change in the By-Laws to allow the board to approve expenditures up to \$15,000 without owner approval was changed in 2019, but never approved by the owners. Investigation by board members showed that the \$15,000 limit was in the 2002 version of the condo By-Laws.

Management Report

- Cobwebs removed in all buildings.
- Cost of replacing building key lost by owner will be charged to the owner.
- An invoice has been prepared to request payment per the Cost Sharing Agreement with Maple Wood Green and has been submitted for payment.
- Bldg. 5 basement storage area has been cleaned, deodorized and sprayed with Kills. Joe is getting proposals for work to stop water coming up from underground.
- Upgrading garage lighting in Bldgs. 10/14 and 1/5 to LED fixtures is being considered. This would save electricity costs. Joe has two proposals for this work and will request a third.
- Fire alarm repairs were completed on August 27th.
- Hallway light fixture diffusers are being replaced as the material is available.
- Martin Glass will install new glass in Bldg. 1/5 entrances on Sept. 20.
- Decorative fence at the entrance has a temporary post to stabilize the fence until repairs can be made. One proposal for all metal support posts has been received and Joe will ask for a second bid.
- Window cleaning in common areas will occur on October 19 weather permitting.
- Boiler inspections were completed on Sept. 9 at no charge through our condo insurance.
- Chimney repairs are progressing satisfactorily.
- Plexiglass buzzer covers at all entrances were replaced.
- Mailbox in Bldg. 14 was repaired.
- Heating meter for Bldg. 2 Unit 19 was replaced to insure proper reading of heat usage.

Financial Report

- Hansen & Son was paid \$30,000 in August.
- A motion was made and approved that \$3,420.59 in reserve fees collected in August be moved to the reserve account. Board approved this transfer.
- Reserve account balance is \$174,312.40 after transfer.
- Operating fund at the end of August is \$118,183.12.
- Heat reconciliation checks are being received from owners.
- Chimney Assessments: Three owners have not paid in full. There are 3 possible ways to address this non-payment; garnishee wages, small claims court or a lien on the property. Board will need to address this issue soon.

Meeting Minutes 9/16, 2021

Unfinished Business

- Emergency Procedures document will be presented to board members this week for review.
- A calendar of events has been added to the website. Link to the board meeting agenda is also in the calendar of events.
- We may be able to purchase a replacement door inexpensively from J&K Security to replace one door in Bldg. 1/5 that has a faulty door closer.

Committee Reports

- The Long Range Planning Committee has submitted their report. It will be used as a resource in budget planning.
- Internal Audit: This committee has submitted their report which should be reviewed carefully by all board members.
- Garden Club has done some planting and weeding. New plantings around the front entrance will be limited by the work on the entrance fence.

New Business:

- The trash removal contract with Pellitteri was renewed by a vote of board members on 9/1/21.
- S. Daniel would like to set up an email list for owners wanting to receive emailed updates. Steensland owners may be used as a pilot program since all have email addresses listed in the directory.
- Because of low interest rates, we decided not to set up a new CD at Old National Bank until such time as we need to establish a Line of Credit at the bank.
- A procedure was established to award parking privilege in an empty parking space in Bldg. 10/14. This will be outlined in the newsletter.
- Snow Plowing bids have been received, are being reviewed and a decision will be made by the next board meeting.

Meeting adjourned on an unanimous vote at 7:30 PM.

Respectfully Submitted:
Heather Johnson, Secretary

Next Board Meeting: Thursday, October 21, 2021 at 6 pm via ZOOM

MAPLE WOOD CONDO NEWSLETTER

DIRECTORY CORRECTIONS:

Phone number for Sandi Daniel, board president should be
608-345-3264

Phone number for Diane Wollack, our accountant should be 608-849-8700

All pets must be on a leash or carried when on condominium property except in owner's unit. This is stated in the Rules and Regulations VI Section E and also in Madison City Ordinance.

A parking space is available in Bldg. 10/14. Cost is \$25/month. You must apply to use this space by Sept. 30, 2021 by phone 608-249-3903 or email at heatjo38@att.net to Heather Johnson. Preference will be given to owners living in Bldg. 10/14.

No Door Mats are allowed in the hallways per Madison Fire Department. Please remove them by Oct. 1, 2021. Remaining mats will be collected and discarded.

Parking stalls and patio areas should be organized and orderly. You are responsible for weeding your patio area.

Owners wishing to have unit windows cleaned on Oct. 19 must contact New Concept Window Cleaning at 608-270-8246 and arrange for this service privately.

It is the responsibility of owners to recycle any light bulbs from their unit.