

**MAPLE WOOD CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday March 16, 2023**

**Call to order** – 6:12pm; experienced technical difficulties connecting to Zoom, meeting continued without Zoom connection

**Roll call of directors** – President, Jacqueline Rodriguez introduced herself; Secretary, Mary Drumm introduced herself; Vice President, Barbara Schug-Studener introduced herself, Director, Marilyn Wilson, introduced herself; and Director Paul Hauri, introduced himself; Treasurer, Sandra Daniel was absent, due to previous commitments.

**Financial Report** – Accountant, Matt Stafford and Treasurer, Sandra Daniel were not available . The board will have a report at April meeting

**Management Report** – Steven Marchillo, our new MWCA manager, will start in April, He introduced himself to the owners present and answered owners questions below.

**Marilyn Mergan**

1. Has the Property Manager contract been signed?
  - a. It has not been signed yet.
2. What Is the name of the company?
  - a. Steven E. Marchillo LLC.
    - i. The company consists of Steven and one of his employees for onsite maintenance.
    - ii. He has experience managing properties larger than Maple Wood and smaller than Maple Wood.
    - iii. He has 7 years' experience flipping houses, he is a broker, etc. He will not be pursuing this any longer since he will be the property manager.
    - iv. Steve will be shadowing Joe on and off over the 2 weeks for a smooth transition.
3. Do you have your own equipment?
  - a. Yes, except he will be contracting out the lawn care at no additional cost to Maple Wood.
  - b. The snow plowing contract is separate and no decisions have been made.
    - i. Randi Mathews mentioned that Greens condo pays for some of the snow plowing as well as the lightening and the flags.
    - ii. Mary Drumm asked if there is a contract or document and Sue Douglas responded it should be in the pCloud.
4. Do you have insurance?

- a. Yes, 1 million max per claim, 2 million annual max aggregate.

### **Will Crump**

1. Asked if Steve had any references.
  - a. Yes, he does. They were provided in the RFP.

### **Pat Gilbert**

1. Will there be a phone number to call for emergencies?
  - a. Yes, Steve has a phone number and a backup emergency phone number, which will be provided to everyone when he starts.
2. Pat expressed concern with the elevators and mentioned there is a way to restart the elevator that Joe knows. She said that when people hold the door open, it throws it off.
  - a. Steve responded that he is familiar with elevator button resets and that we could explore having a few MWCA owners or board members trained on the reset buttons as well for emergencies. We don't want people stuck in an elevator and having additional people trained and available might be faster than waiting for him to arrive.

We all want to keep up the property!

**Review of minutes** – Annual Owners Meeting minutes will be attached to March meeting minutes and reviewed at the 2024 Annual Owners Meeting.

### **Owners Topics**

(Questions for the new property manager Steve-see above)

### **Committees**

- Documents Committee-No updates.
- Long Range Committee is looking for volunteers, which was solicited on the survey. The committee usually works in the summer and the purpose of the committee will be to work on a reserve study.

### **Unfinished Business**

- Heat Calculation Revision
  - New board member Paul Hauri volunteered to help with the Heat Calculations Review. Mary Drumm mentioned that Ginger Freitag sent an email with information on it and was also working on revisions. Mary asked if there was ever any inquiry about the noticeably warmer parts of the building because she was curious if that affected the heat calculations. Sue Douglas mentioned that the heat fluctuations occur because of the location of the boilers and age of the building. It may affect heating calculations, but more information is needed to determine this.

## **New Business**

- Pending Maintenance Request-Paul Hauri asked if anyone's heating makes noise. The heating mechanisms in his room make a c sharp.
- Welcome Packet- Barb Schug-Studener and Sue Douglas are working on the welcome packet. It comes with emergency procedures, overview of maintenance request processes, and an ACH form. A lot of people never received a welcome packet, therefore another distribution of them may to occur for all owners. Moving forward, Steve will need to let us know when we have new owners. It was mentioned to possibly put the evacuation plan in the directory to reiterate important information.
- Owner's Survey-Mary Drumm is working on consolidating all the information from the survey and will provide the responses/metrics when finalized.
- Paul Hauri mentioned possibly getting defibrillator for the common areas in each building (possibly 1-2). He will research the cost. He said he would be willing to train people how to use them.

## **Adjournment-7pm**