

**MAPLE WOOD CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING (Virtual)**  
Thursday, January 20, 2022

**Present:** S. Douglas, H. Johnson, K. Macy, S. Daniel, B. O'Rourke

**Others:** Joe Lapacek and Matt Stafford

Call to Order at 6 p.m.

**Minutes** of the December 16, 2021, meeting were approved with the addendum which recorded the votes taken by the board at the meeting. This addendum was written by Sue Douglas. K Macy made a motion to approve the addendum to the minutes; H. Johnson seconded the motion. By a vote of 4-1, the board approved the addition of the addendum to the minutes. B. O'Rourke was the dissenting vote.

**Owners Topics:**

Randi Matthews stated she wanted board members to put an end to this division and forget past issues.

Cathi Willette: requested we add to addendum the old debt that is referenced as "owner debt".

**Management Report:**

See Exhibit A. The topics discussed by the board:

**Fire Door:** the board discussed getting another bid since Joe found just one company willing to bid. The board **voted** unanimously to approve the \$1,200 repair to the fire door unless Sandra's contact comes in with a lower bid by January 27.

**Unit Painting:**

The unit painting requested by Joe was approved.

**Underground storage:** Joe recommends we incorporate the Madison Fire Department language into the MWCA Rules and Regulations. In addition, he recommended the board consider adding the following rule: everything on curb in front of cars, is acceptable, anything not on curb is unacceptable. Board discussed who should monitor and enforce these changes.

**MWCA Office:**

Joe suggested that we have a check in/check out log.

Board discussed letter from N Hoffman Exhibit C

**Flagpole Status;**

Per Diane, our accountant we now have \$1,533.00 in funds.

**Financial Report:**

The board unanimously approved the transfer of \$3,3346.70 to our reserves.

At the end of 2020, our operating account balance was \$97,107.45

At the end of 2021, our operating account balance was \$62,607.83

A **decrease** of \$34,499.62

For reserves we went from \$147,115.13 to \$187,688.49

An increase of \$40,573.36.

The board discussed different options for billing Maple Wood Greens and discussed what Maple Wood Green's cost share will be.

The board discussed missing financial reports. Most are in either the cloud or printed and stored in the office. Per the previous MWCA secretary, everything is accessible.

**Unfinished Business:**

- a. Collection of chimney assessment money owned. The board discussed the collection of past due funds.
- b. Bldg. 1/5 basement water and structural issues: Upon inspection, GRAEF indicates building 1-5 has no structural damage. The cracks in the basement/garage should be filled in. As soon as Kory receives formal report, she will forward the report to all board members.
- c. In person meetings will begin with the Owners' meeting in February.

**Updates.**

- a. Committees – no reports,
- b. Entrance gate support to be addressed after owners meeting
- c. Lawn Treatment. Vendors to be chosen after owners meeting.
- d. Steensland roof replacement will go onto ballot for owners meeting in February
- e. GRAEF viewed building 1-5. Kory will forward their report to the Board Members when she receives it.
- f. Kory forwarded information from the dryer vent signup sheet to the Lint Patrol. Lint. Patrol has contacted the owners and set up appointments.

**New Business:**

- a. Preparation for Owners meeting, February 24, 2022. Roster forms, Nomination forms.
- b. Format of meeting minutes. CAI (Community Associations Institute) recommended format recommended.
- c. Request for Volunteers for routine board work, for example, keeping up spreadsheets, update the website, update our pCloud.
- d. Discussion of paper received from Vendors.
- e. Discussion of why Joe moved out of the office included review of comments sent by N.Hoffman.
- f. Discussed missing meeting minutes, financial documents.

**Adjournment.**

Sue Douglas made a motion to adjourn meeting at 7:36 pm. Kory Seconded the motion.

Next meeting will be on February 24, 2022, it will be a Hybrid Meeting: In Person and via Zoom. This is an owners Meeting

Next board meeting will be March 17.

Betty O'Rourke, Secretary, revised by S. Douglas and B.Studener

## **Exhibit A:**

### **Maple Wood Condominiums Management Report 01-20-22**

#### **Fire Door**

The damaged fire door at building 1-5 on the south end of 3<sup>rd</sup> floor estimate is \$1200.00 from Markley the same person that installed the garage service door in building 1-5.

#### **Unit Painting**

It has been brought up from the homeowner building 6#13 that prior to the roof replacement there was water damage to some small areas in the unit. I approved as stated in my Management contract under \$1000.00 the Five Star proposal 12-17-21 for \$696.00 I requested Diane to draft a check for 50% down payment on 12-17-21.

#### **Underground storage MFD Language**

Combustible waste material creating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises. IFC 304.1

Storage of combustible materials in buildings shall be orderly. IFC 315.3

**This should aid in presenting something in the MWCA Rules and Regulations regarding over storage of some.**

#### **Steensland Permar contact list**

I have updated the contact list for the monitoring of the Steensland building. This is the only building monitored.

#### **Wood cabinet**

The wood cabinet has been removed from building 2-6 after 30 days with removal note on it to claim.

#### **Items Removed 2-6**

There were decorating items removed from the 1<sup>st</sup> floor atrium at building 2-6. Please return them as these items below to the homeowners of the building.

#### **Storage items under stairwells building 2-6 and 10-14**

Recently there has been concern of building decorating items stored under the basement level of building 2-6. If all homeowners feel these items is an unsightly mess as described in a maintenance request form the building's owners should be allowed to go through the items to determine what should be kept. Most of the items were donated by Lapacek and would like the totes back. I brought up the items as requested in a maintenance request form by Marylyn Wilson for owners to go through 01-12-22. 01-13-2022 I moved the newly gone through totes back to the stairwell area. Empty unwanted totes and 2 Christmas tree boxes were removed.

#### **Trash Container**

A Badgerland trash can just showed up at the MWCA entrance many weeks ago. I contacted them 2 Xs for them to come pick it up with no avail. I loaded it in my trailer and removed it.

### **10-14, Elevator**

On Saturday 01-15-22 11:15 AM I received 3 calls from different owners reporting the elevator in building 10-14 was nor responding. Upon arrival 11:50 AM it was confirmed. I did all things that are possible for me to do without contacting Otis finally was successful in getting the elevator to respond. This was the second time in a few weeks this happened. I will have a conversation with Otis Elevator to inform them of the issue.

### **2-6, Elevator**

On Wednesday 01-19-22 the elevator in building 1-5 faulted due to a door hold. An owner called at 4:34 PM I was on site at 5:01 PM with the elevator back in service at 5:30 PM. When returning home I responded to 3 owners informing the same. 01-20-22 same issue at 8:00 AM Contacted Otis.

### **Building 6,3rd floor fire door.**

During daily site checks on 01-19-22 it was noticed that the 3<sup>rd</sup> floor fire door building 6 has been damaged. It is operational however a bit unsightly. I will get a proposal for the replacement for future reference from Markley the same contractor for the fire door at 5 3<sup>rd</sup> floors.

### **MWCA Office**

The MWCA office has always been accessible to me however a while back it was requested that I remove my personal items and business items. I completed this other than a small closet with some cleaning and maintenance supplies and a stick vacuum. With the recent high traffic it is best to keep this area for MWCA recordkeeping and homeowner records some of which is confidential.

### **Flagpole money status?**

For beginning proposals.

### **Use of Fireplace information sheets**

Is there a completed list of the fireplace usage sheets?

**\*Subject to additions/changes depending on events occurring prior meeting date and time.**

**Exhibit B:**

Maple Wood Condominium Assoc.  
December 2020 Summary only. Not intended for  
outside use.

Prepared by: Diane K Wollack, CPA

Date: 01/19/2021

**Assets:**

Cash - Operating Account	93,400.29	
Cash - Special Reserve Account	109,862.20	
Invested CD	36,972.24	
Accrued Income from Heat (2018 & 2019 Reconciled)	839.17	
Total Assets Current Assets		<u>241,073.90</u>
Fixed Assets		
Outside Lighting	33,340.74	
A/D Outside Lighting	-4,834.00	
Total Assets		<u>269,580.64</u>

**Current Liabilities**

Accounts Payable 1,537.18

**Long-Term Liabilities**

Note Payable to Old National Bank 14,187.23

Note Payable MGE 17,957.28

    Total Liabilities 33,681.69

	Month of December	YTD
Income from Operations	24,756.31	312,491.57
Operating Expenses	<u>28,003.38</u>	<u>260,978.94</u>
Operating Income (Loss) for December	(3,247.07)	51,512.63

Income from reserves & other sources	213,697.46	702,416.00
Interest Earned on Special Reserve & CD Renewal	4.00	1,158.80
Other Expenses	<u>276,529.11</u>	<u>713,743.88</u>
Total net income after expenses (Loss) for December	<u>(66,074.72)</u>	<u>41,343.55</u>

1. Reserve fees collected in December	2,929.19	
2. Total Reserve Balance (Reserve plus CD) 12/31/2020	<u>146,834.44</u>	

No Assurance is Given.

### **Exhibit C: An excerpt from an email from N. Hoffman**

While I was President, we did a clean out of the MWCA office. The office was a mess, it was disorganized, and it was impossible to find anything while wading through unnecessary papers from 20 and 30 years ago. While we did the clean out, we asked Joe to remove some of his items from the office (family photos, some old files of his and the like) as this is the MWCA office, not the Lapacek Enterprises office. Nothing more than that occurred.

While this is the MWCA office, it has never been an operational office. There is no internet service, no phone service, no windows, no way for owners from other buildings to access the office, etc. We determined it was best to continue using the office as a drop off point for the business of the Association. With the primary purpose being to store the official records of the Association (in accordance with WI Condo Law), the office would also be used to "drop off" or exchange papers, documents, invoices, checks, etc with the Accountant, Property Management employees. Additionally, the office would be used to store items needed for the Association (unit keys for emergencies that are on the master key, cleaning materials and vacuums for the weekly cleaning of the buildings) and would be available for property management employees to use the restroom or take a break during their time on property.

## **MAPLE WOOD CONDO NEWSLETTER**

Joe asked as reminder that when entering or leaving garage, please wait until the garage door closes behind you during egress and ingress. Joe was just informed that a bicycle was stolen from the underground parking garage last week and as discussed there were items missing in building 2-6, in the past.

Our new accountant's information:

Matt Stafford, CPA

Matt would prefer that we contact him by email

[matt@fullspectrumsolutionsllc.com](mailto:matt@fullspectrumsolutionsllc.com)

If necessary, call him at: 608-268-9583

Reminder about Owners Meeting, February 24, 2022

- Anyone wishing to run for 1 of at the 3 open Board seats is encouraged to run. Please notify Secretary, Betty O'Rourke that you intend to run by **February 10th**,
- If you would like to be included on the preprinted candidate list. If you choose to run, please provide a write up of your qualifications and any other information to Betty via email at: [b\\_orourke126@yahoo.com](mailto:b_orourke126@yahoo.com) or drop in the drop at building 6 by February 10th. You can also choose to be nominated the night of the election, but this will not allow owners to get any information in advance about your qualification and may put you at a disadvantage as many may vote early.
- The owners meeting will be conducted in person in the lobby of building 10-14, with a zoom option for those who are not able to attend in person
- The hybrid format does not change the requirement that elections and votes are to be held on the night of February 24th.
- Votes will be counted by the secretary that evening in accordance with the Bylaws of the Association.
- Every unit owner is allowed one vote, either in person or by proxy. If there are multiple owners, each unit is only allowed one vote for the entire unit.

Note of the above by S.Douglas 4-01-2022: The above was still under discussion by the board and not final. Modifications to this were presented to owners later in the Meeting notice documents. Candidates were advised to notify the board.