

MINUTES MAPLE WOOD CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday May 18, 2023, 6 P.M.

The meeting will be in-person only in building 10 & 14 lobby.

Call to order 6:01

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

Financial Update-

- Money Market Update-Continuing to increase MWCA reserves by higher 4.3% interest rate for accounts at Old National. We made \$600 from the interest rate already.
- Accountant-Financial Summary received from our account today for March and April and will be provided at the next meeting. \$336,000 in assets \$182,000, \$60,000
- Motion by Marilyn to move the interest money into the reserves, 2nd by Sandi, and 3rd by Jackie. Profit and Loss needs to be attached to the meeting minutes.
- The board is automating MWCA bill payments. Matt collects the paper bills, which are then initialed by Jackie and Sandi when compared to MWCA Checking Account for tracking.
- MWCA has around \$14,000 in arrears that needs to be collected. Sandi will be drafting a letter to send.

Property Management Report –

- Updates on the pending boiler shut off-Cardinal will be giving Steve a tutorial on shutting them off and they will be shut off by noon on 5/19/2023.
- Maintenance Service Requests
 - Automatic door issue Building 10&14 appears to be resolved costed \$300 to fix.
 - Averaged 7 a week. Only 2 are outstanding.
 - Barb asked how they are submitted- Steve responded: 1/3 by phone calls, 1/3 paper form, and 1/3 website form.
 - Main issues are the Steensland Garage Roof (rocks), Parking Lot, 1 & 5 Building Flooding
 - If you see any issues around the property, please don't hesitate to make a maintenance requets.
 - Ingrid, the new cleaning person, has planted flowers in the front.
 - The mowing by the driveway 10 & 14 doesn't need to go so far.

Request for Emergency Building Volunteers- Steve will be contacting all the volunteers and then we will proceed will developing a process and sharing that process and instructions with owners.

Review of past minutes- Barbara will help Mary with the following edits to notes:

- Remove “FOR” in Agenda title, “AGENDA FOR MAPLE WOOD CONDOMINIUM ASSOCIATION”.
- Add Board of director’s roles by names.
- Unanimously approved.

Owners Topics

Marilyn Wilson-Proposed Exercise Room for building 2&6-Update. Questionnaire resulted in 13 yes, 3 no’s. She and Kim moved the books and put the elliptical in the former reading room. If other people from other buildings want to use it, they need to be buzzed in by a 2&6 resident. Marilyn talked to 2&6 building owners who’s main concern was about increased noise, therefore and Marilyn will develop rules such as:

- Open from to 8am-8pm, and
- no loud music.

Owner asked how to get a unit key spare. If the owner has a key stamped by J&K, they will work with the owner directly to make a copy. Property Manager’s permission not needed.

Committees

Document Committee-Postponed until later this summer.

Long Range Planning Committee-VOLUNTEERS NEEDED. If interested, please email maplewoodcondonsmadison@gmail.com. Sue Douglas will be leading the Committee and she will reach out to Rick P., however we need more volunteers. Steve Marchillo should be on the committee as well. Sue would like to start the meetings around June 15th.

Audit Committee- A 3rd party auditor is needed.

Gardening Committee-Marilyn and Steve talked to Chris Harper to help design some landscaping. Chris agreed to help design and select flowers. The board is still trying to figure out the budget. Weeders needed. The pond also needs some work, it has half as much water compared to last year.

Unfinished Business

1& 5 Basement Leaks Problem Summary-There is no drain tile system in that building. All the other buildings have them.

Work already done-2 foot grates in the middle of the building were clogged and cleared by Steve.

Proposal--Add (1-2) sump pumps, currently there isn’t a working one. \$3,150 plus an electrician to create a plug \$250-\$300 rather than \$28,000 to put in a tile system. Jacqueline made a motion to move forward with these fixes. Sandi 2nd motion. Motion Passes unanimously.

2. 1&5 Parking Ramp Wall Cracks Problem Summary-the walls have shifted and have severe cracks in them.

Proposal—suture the cracks in the walls and then paint the walls for aesthetics \$5,900 lifetime guarantee

Marilyn made a motion to proceed with fixing these cracks. Mary 2nd the motion. Motion Passes unanimously.

Owner Question: What will be done about the water pouring into that area.

Then landscape around the building to get water to drain away properly \$2,500. Steve is waiting on a solid bid for work.

3. Parking Lot Cracks-Problem Summary- the parking lot has cracks.

Proposal—Fill the cracks this year for around \$3,500 and then next year do the seal coating and painting (around \$16,000). Then we will be good for 5-7 years without doing parking lot maintenance.

Heather recommended to get more information on bids and take a vote next meeting. The board will wait to make a motion and vote on this until we have a solid bid.

4. Steensland Garage Wood Window Repairs-Problem Summary-the wooden windows are broken and cannot be ignored because then they will need to be completely replaced. Sandra made a motion to proceed with repairs. Jacqueline 2nd it. Unanimously passes.

Heat Calculation Revision- Pending.

Owner's Survey Summary-Summary postponed due to higher priorities. Pat Gilbert asked if owners will receive a report with all results or just a power point. Jacqueline responded that the board will provide a power point presentation discussing the feedback and board responses. The board may potentially provide a summary report as well.

New Business

Housekeeping- MWCA Agendas will be posted every Tuesday by 6pm before Thursday monthly meeting. Meeting minutes from the previous meeting will be provided on the same Tuesday.

Next month Board Priorities

- Cost sharing agreement with Maple Wood Green. *In-Progress*
- Revised Welcome Packet- In-progress (almost done)
- MWCA Directory Updates-Gathering information on new owners to add. Tentatively done by August.
- TDS said they were not providing service for the phone lines in the elevator. AT&T may be taking their place charging us double. We need to pay an installation fee \$3,000 to rewire the elevators. AT&T uses our property, so the board is trying to see if AT&T will give us a discount.
- Office Usage-Possibly holding office hours

Future Events-Potential June/July get together. The board will pick a date, with a month in advance. If owners have preferences, please email the board.

- Do we need a permit for the tent?- Sue Douglas said, “No, and don’t get a tent, ask the owners. The board should call diggers hotline before pounding any stakes in the ground.”

New Business-Owner recommendation to move mailboxes lower so people who can’t reach can have better access. TBD-more discussion needed.

Adjournment-7:20pm