

**MINUTES MAPLE WOOD CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday June 15, 2023, 6 P.M.**

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

**Call to order: 6:01pm**

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

**Financial Update-**

- Money Market Update-None
- Accountant-Financial Summary-May Summary Available and distributed.

**Property Management Report –**

**Building 1 and 5 Basement Leaks :** Parking Ramp Walls have been repaired and Steve will be painting them.

**Parking Lot Cracks** Repairs will cost \$3,500. Maple Green needs to pay 25% and we have been in contact with Maple Green about these improvements.

**Snow Removal Services** Steve is still pursuing bids for services.

**Lawn Care-**Steve may look for different lawn care services for next year.

**Additional Maintenance-**An owner asked about having Steve do some maintenance on her patio, which he would for additional pay and it wouldn't be a maintenance requests.

**Emergency Building Volunteers Status-**Steve certified all but 2 volunteers on how to reset the elevators. Volunteers can be contacted if someone notices that the elevator isn't working. 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.

**Water Shut Off Procedure For Owners-** Owners who need the water turned off for work in their unit, need to reach out to Steve and other owners above and below their unit. It will turn off their neighbors water as well.

**Review of past minutes-**Corrections are needed, so the board will vote on this next meeting.

**Owners Topics –**

**Marilyn Mergen-**What is the status of the arrears from owners?

**Response:** Steve responded that he talked to Sandra and two will be resolved title companies and our attorney can help with this.

Did a letter go out yet?

**Response:** Not yet, one is being developed.

What occurs at the executive meetings that the board holds?

**Response:** The board needs additional time to discuss and gather information on potential improvements as well as review needed documentation updates, process, and organization. The

board votes intentionally in board meetings, so there is open and accessible documentation and communication on MWCA improvements and decisions.

## Committees

**Document Committee-** VOLUNTEERS NEEDED to continue and finish the work on the MWCA Rules and Regulations. It was mentioned that board members may not be able to serve on the committees, but that needs to be researched in the Rules and Regulations.

**Long Range Planning Committee-**VOLUNTEERS NEEDED. The committee meets 3-4 times a year and it will only be for a total of 10 hours.

**Audit Committee-**We are pursuing a vendor for conducting an audit with a licensed CPA. The association needs to complete one every 2 years and we are due for one this year.

**Gardening Committee-**Marilyn completed a perennial garden outside of building of 10 and 14. If other buildings want planters, we have some available. Volunteers would be needed to weed and water.

## Unfinished Business

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

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

Proposed Work-Add (1-2) sump pumps, which we will need an electrician to install a plug for it, which will cost \$250-\$300. Landscape for \$3,150 to route the water away from the building. This would be in lieu of spending \$28,000 to put in a tile system.

**VOTE:** Mary made the motion to approve the landscape and electrical work for the building 1&5 basement leak. Marilyn 2<sup>nd</sup> the motion, Barb and Paul agreed, so the motion was passed unanimously.

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.

**VOTE:** Marilyn made a motion to approve, Barb 2<sup>nd</sup> it, Mary and Paul agreed, so the motion was passed unanimously.

4. **Steensland Garage Wood Window Repairs-**Approved Work
5. **Heat Calculation Revision-** Paul and Jackie will reach out to Ginger. Ginger will be providing an audit of past heat calculations.
6. **Owner's Survey Summary-** Board Members are meeting July 10<sup>th</sup> to develop summary power point.

## New Business

### Housekeeping-

MWCA Email Account and Response- The board is working on developing a process to provide better responses.

MWCA Board of Directors Meeting Agenda will be posted the Tuesday before the Thursday meeting, which occurs every 3<sup>rd</sup> Thursday of the month.

MWCA Board of Directors Previous Meeting Minutes will be distributed the following month on the Tuesday before the Thursday meeting.

**Board Transition Update**-No updates.

**Next month Board Priorities**

- Cost sharing agreement with Maple Green. *In-Progress*
- Revised Welcome Packet-*Completed*
- MWCA Directory Updates-*Tentative August Timeline*
- Elevator Phone Line. Our current vendor TDS said they were not providing service for the phone lines in the elevator in the near future. Steve and the board are pursuing bids that include phone and internet service for the office. At the present time we have 2 bids. AT&T provided a bid of \$4,000 and Spectrum \$400 for installation.
- Office Usage-Possibly holding office hours with board members being present in building 2&6.

**Future Events**-Mark your calendar for Saturday August 12 for a summer party! The board will arrange to have a tent set up, some tables, and lawn games. The board asks that people bring chairs and a dish to pass. The board will create a bulletin that will include a signup sheet for items and to RSVP, which we would like a week before. Randi and Dale will cook brats and hot dogs. Paul will buy the brats and hot dogs. Mary will buy buns. Steve will ask for coupons/donations from local restaurants.

**Adjournment-7:04pm**