



Meeting of Board of Directors Maplewood Master Association

Date: Thursday, February 15th, 2024
Time: 7:00 PM
Location: Community Pool / Via Zoom

Present: Bob Simmons, Marie Doherty, Robin Smith, Kandi Hacker, Tom Carney

MINUTES

- I. Call to Order & Proof of Notice
 - a. Meeting was called to order at 6:59pm. Quorum of the Board was verified. Proof of notice was verified.
- II. Approval of Minutes of Last Meeting
 - a. 1.18.24 Minutes
 1. Robin motion to approve minutes
 2. Bob 2nd
 3. (4,0)
- III. Officers Report
 - a. Presidents Report
 1. Introduction of new Board Member
 1. Tina Swanson, Vice President, resigned from the board as her house was sold.
 2. Marie referenced that when a vacancy occurs in between annual meetings, the board can appoint an owner of their choosing.
 3. Bob motion to approve Tom Carney
 - a. Robin 2nd
 - b. Motion passed (4,0)
 4. Tom introduced himself to the community.
 2. Money Market Account
 1. Marie referenced the prior meeting's approval of an additional money market account. This has been opened and money has been transferred, collecting at 4% interest.
 2. Marie referenced existing reserve account that was converted into a CD, 11 months, 6% interest, in November.
 3. 12 months the reserve account made approximately \$600. After 3 months, this CD has made approximately \$1,400.
 3. Documents Re-Write
 1. Committee
 - a. The first draft has been received by Varnum Law and they recommended forming a committee to review, make

suggestions, and send back to them for revisions.
Requested volunteers from the community.

2. Documents preservation

- a. Annual process that needs to take place to preserve the documents until re-writes are completed.
- b. It was discussed if doing this process annually was considered when it was approved, in lieu of doing the re-writes. It was reiterated that it was considered.
- c. Bob motion to approve the preservation of the documents
 - i. Robin 2nd
 - ii. (5,0)

4. Financial Review

1. Marie referenced that no one has been able to verify that a financial review has ever been done. A review is a step below an “audit”. This review is a review of ADG4, on behalf of the association.
2. Bob mentioned that the threshold for an “audit” is over \$500,000 income.
3. Marie referenced the three companies that were contacted. One since dropped out. The Davis Group and Gerstle, Rosen & Goldenberg proposals were distributed to the board.
4. Tom motioned to approve Gerstle, Rosen & Goldenberg for the financial review.
 - a. Kandi 2nd
 - b. (5,0)

5. Comcast Project Update

1. The trenching and digging is complete in Stanhope. Waiting on materials to finish some odds and ends.
2. 11 addresses had a variation of issues during the construction.
3. Marie reiterated the need for each homeowner to be as proactive as possible, in advance of the construction team coming through.
4. Marie reiterated leaving utilities on, running your water, and anything else you need to do to catch issues as soon as possible.
5. The construction team has been replacing sod. It is the homeowner’s responsibility to water the grass once the sod is laid down.
6. If anyone has a generator, mark where your gas line is. If you know where your lines are, mark them on your own as well. No effort can be too safe in this situation.
7. Recommended to take timestamped photos of your front lawn and side of the house in advance of their arrival.
8. Marie requested that homeowners provide email addresses to ADG4 to receive email updates.
9. Marie reiterated the importance of using the maplewoodcomcast@gmail.com email account for the quickest response.

6. Fishing in the Community

1. Marie reminded homeowners who do not live on the lake that they and their company are not allowed to go fishing on other homeowners’ property.

2. We continue to receive complaints from homeowners who are repeatedly having to tell people they're not allowed to fish on their property.
3. Current rules state that only homeowners and their guests are allowed to fish in the community. It is still up to the homeowners if they want to allow someone to fish, as long as the requested permission is approved.
7. Maplewood Community Facebook Group
 1. Marie mentioned that a Facebook group has been created, specific to Maplewood.
 2. It's designed as an alternative way for the members of the community to communicate, collaborate, and more.
 3. Home number and street name, vow to be kind and courteous, and verification that it is understood this is not a place for bullying.
 4. Marie thanked the homeowner. James will send out the information via email.

IV. Management Report

- a. Update on delinquencies
 1. 16 unit owners without a payment in 2024.
 2. Statements will be sent out as reminders next week, and then interest and late fees will be added, if necessary.
- b. Special Assessment
 1. Approximately 30 people have not paid the assessment, the statements will be sent out as reminders next week.
 2. Those that continue to be delinquent, will have to get charged late fees and interest.
 1. Bob reiterated that the 90-day grace period has passed, and late fees and interest are coming.
- c. Treasurer Report
 1. Despite the delinquencies, the Association is staying within the budget, as more projects come down the line.
- d. Preserve
 1. The vendor was onsite recently doing a site assessment, in preparation of the upcoming work.
 2. Projected start time is around late Spring.

V. Old Business

- a. Reserve Study
 1. James has been communicating with Delta Engineering as they work on the reserve study for 2024. The reserve study should be coming within the next two weeks.

VI. Homeowner Questions and Comments

- a. Robin requested a hard date for the springtime yard sale.
 1. Robin made a motion to have the yard sale on March 16th and March 17th
 2. Bob 2nd
 3. Motion passed (5,0)
- b. A homeowner requested that the board be lenient with homeowners/senior citizens that are on fixed incomes.
 1. The board's stance is that once you make an exception for one person you have to make an exception for everyone.

2. The board recommended the homeowner to put out flyers to offer help and assistance to other homeowners in financial troubles.
- c. It was asked if the cameras at the entrance are working and recording. It was confirmed that they are.
 1. Marie has been handling a situation where camera footage needed to be reviewed for a specific homeowner.
- d. One homeowner requested that people utilize flashlights when they're walking their dogs at night and to stay on the sidewalk.
- e. The board reviewed the idea of changing the board meetings to 6pm, but it was agreed that 7pm will remain.

VII. Adjournment

- a. Meeting was adjourned at 8:17pm.

By order of the Board of Directors Maplewood Homeowners Association
James W. Frazitta
LCAM, Property Manager