

Maple Hills Maintenance Co.
Virtual Meeting Minutes

November 11, 2020

7:30 pm

Type of Meeting: Monthly Board Meeting

Meeting Facilitator: Kelly Walshe

Invitees: Board Members, Community Members

- I. Call to order- 7:32 pm
- II. Roll call
 - A. Kelly Walshe, Jason Ament, Matt Nepsa, Rebecca Schwenk, Katie Johnson, Greg Evans, John Skroch, Dana Sox, Amanda Williams, approx. 9 community members
- III. Approval of Minutes
 - A. From Oct 14th meeting
 1. Motion to approve by John, second Greg. Favor: all, Opposed: 0.
- IV. President's Report (Kelly)
 - A. Election results
 1. 54 ballots submitted, 2 not valid due to being in arrears.
 2. Budget approved with 38 yes, 13 no, 1 abstain.
 3. All board members up for election retain their positions.
 - B. Jason Ament resignation, appointment of replacement board member
 1. Will retain website, firetruck, polar bear swim, and movie night duties.
 2. Appointment for open position. Motion to appointment Nicole Dudley by Dana, second Amanda. Favor: all Opposed: 0.
 - C. Position appointments
 1. President election: Katie Johnson- 5 votes, Kelly Walshe- 4 votes
 2. VP election: Kelly Walshe- 9 votes

3. Treasurer election: Greg Evans- 9 votes
4. Secretary: Dana Sox
5. Pool Trustee: John Skroch
6. Park/Firehouse Trustee: Matt Nepesa
7. Communications Trustee: Rebecca Schwenk
8. Events Trustee: Nicole Dudley
9. Member-at-Large: Amanda Williams

V. Treasurer's Report (Greg)

A. Budget- will update website quarterly.

1. **ACTION ITEM:** Rebecca take on official "archivist" role. Will get records from Firehouse and Pool and scan for uploading to website. Goal for completion by 2021 annual meeting. She will update board on progress each meeting.

VI. Park Report

A. Sent application for 2021 NNO, should get approval in Jan/Feb. We are receiving more masks to distribute to the community. **ACTION ITEM:** Matt will set aside some of the masks in the firehouse for any potential safe gathering.

B. Organized sports use (Matt): Currently not allowing use of our park. There has been some unauthorized use, but we have requested for SCORE (or any other organization) to sign a lease.

VII. Pool Report

A. About 40 families used the pool this summer. Jason has documentation on managing the pool with Covid restrictions to share with new pool trustee and manager if restrictions are in place for next season.

B. Interim pool manager: Amanda Williams

C. Hiring process for permanent manager: Post for position Jan 1 on website. Interview the week of Feb 22.

1. **ACTION ITEM:** John to come up with interview questions.

2. Pres, VP, Pool Trustee, +/- Susie, and anyone that wants to join to interview. President to call special meeting prior to March meeting for decision.

D. Polar Bear Swim: Will be run by Jason. Capacity limited to 25, that is our normal showing. Will put in place distancing measures.

VIII. Firehouse Report

- A. **ACTION ITEM:** Matt to reach out to Boy Scouts about fence.
- B. Have a proposal for septic change. May need to pump out for inspection. And is in next year's budget to do change of use permit, etc.
- C. Motion to approve a \$1000 addition to budget for septic project needs by Kelly, second Rebecca. Favor: all, Opposed: no.
 - 1. May want to consider pumping pool at same time. (Or look at it.)
- D. Firehouse detailed costs and revenue forecast (Greg/Darlene)
 - 1. Sent copies of contracts to Matt to help with forecasting, currently have a general maintenance line item in the budget for expenses.
 - a) Determining what information we need: requesting 3 forecasts in small, medium, and large event range. (small= members only available for rent + community events)
 - b) Will need a draft policy for fee rates for nonprofit, members, etc. Gibson Hall has excellent one- plan to use this with small amendments to start.
 - (1) To consider at next meeting with numbers and will then assign people and timelines for this document.
 - c) Would like to have first draft of this up on website around the time of next meeting.

IX. Events Report

- A. Pumpkin Contest (Katie)
 - 1. Everyone loved it, and we will continue this going forward! Will consider virtual and live possibilities in the future.
- B. Book Fair (Katie)
 - 1. Considerations for Covid cases rising/contingency plans: We will continue to follow state/county guidelines at all times and will act accordingly.
- C. Reindeer Truck (Jason)
 - 1. Cancelled by Eastside Fire. They are not collecting toys, but will accept gift cards. We will run our own, and will donate gift cards from the community. Jason contacted the North Pole, and Santa has agreed to still come- Jason will set up a tractor with sleigh on a trailer. Will occur the week before Christmas.

a) Girl scouts are interested in helping- either hanging reminders on doors, elves, decorating sleigh and tractor?

b) **ACTION ITEM:** Jason to follow up with Rebecca for needs from Girl Scouts

X. Old Business

A. Website/information transparency update (Matt/Jason)

1. Several changes occurring, Matt has uploaded almost 10 years of financials.

XI. New/Other Business

A. By-laws revision/governance committee (John)

1. **ACTION ITEM:** John to create a governance committee will create a by-law revision proposal to be reviewed at April meeting

B. Member involvement/unofficial position assignment (Dana)

1. Have enjoyed all the help from membership on various projects (ex- food trucks by Karin Quinn- Karin Quinn is awesome!) and would like to continue to grow this. Will solicit for help from membership when needed.

2. Include section in agenda each meeting for community input.

C. Communication plans/Newsletter (Rebecca)

1. We will need a budget if we intend to send out hardcopies

2. Kelly suggested including on the HOA bill to opt in for a mailed newsletter.

3. Katie suggested printed biannual newsletter, and a monthly email. Both published to website.

a) Request email addresses on website and on HOA bill.

4. **ACTION ITEM:** Rebecca to publish e-newsletter on website ASAP. At very latest before next board meeting.

5. **ACTION ITEM:** Rebecca to determine costs for printing/mailing and present that at the next board meeting.

6. **ACTION ITEM:** First full printed newsletter will go out with Feb HOA bill. (Rebecca)

D. Motion to reimburse Kati for Halloween prizes by Rebecca, second Greg.

XII. Adjournment: 10:20 pm

A. Motion to adjourn by Dana, second Amanda. Favor: all Opposed: 0.