

Maple Hills Maintenance Co.
Virtual Meeting Minutes

April 14, 2021

7:30 pm

Type of Meeting: Monthly Board Meeting

Meeting Facilitator: Katie Johnson

Invitees: Board Members, Community Members

- I. Call to order at 7:38 pm
- II. Roll call
 - A. Katie, Johnson, Kelly Walshe, Matt Nepsa, Rebecca Schwenk, Nicole Dudley, Greg Evans, John Skroch, Dana Sox, Amanda Williams, approx. 2 community members
- III. Approval of Minutes
 - A. From March 10 meeting
 1. Motion to approve by John, second Dana. Favor: all Opposed: 0 Abstain: 0
- IV. Community Input- limit to 3 minutes/member
- V. President's Report (Katie)
 - A. Amanda Williams has officially resigned from the board. Thank you to Amanda for serving on the Board as the Member at Large. We now have an open Board seat to be filled. The Board will refrain from appointing a new member at this time, as this position is up for election at the annual meeting in June.
- VI. Treasurer's Report (Greg)
 - A. There are about 50 members that are delinquent on HOA dues, that are first time delinquencies. (These are in addition to the members that are have recurring delinquencies for a number of years. There is a concern that this may impact our financial position, as this is a marked increase from the number of households with outstanding dues in typical years.
 1. Note: Cannot charge interest or fees on these due to COVID laws.
 - B. Currently have 10 outside members signed up for pool membership. Have historically had about 40 outside memberships per season, with a max of 50, so if this number remains low, this may impact budget.

VII. Park Report (Matt)

A. It was found that soccer and baseball leagues have been using the lower field without a lease currently. We have reached out to let them know that they are required to sign a lease to use the field, which will include stipulations regarding safety agreements.

1. **ACTION ITEMS and PLAN:** Katie and Matt send warning letter to offending organizations with lease agreement that they are required to sign in order to use the fields. Sending this letter tonight with deadline to have it returned with payment, insurance verification, and all other necessary documents by Sunday night for use of field next week. We will include information to let them know that teams may be asked to have lease verification when using the fields for verification. Matt to follow up with a phone call to admin (Don) as well.

2. **PLAN:** Board will enforce lease requirement starting next week and will ask any organizations without a lease to leave.

3. **ACTION ITEM:** Food Trucks and parking conflict with organization use of field: For this week Katie will place a FOOD TRUCK ONLY sign. In the future, when there is a food truck, all organization/overflow parking will be diverted to the clubhouse. Katie will also make a sandwich board to direct overflow parking on food truck nights in the future.

B. Kelly got a response from the state about park tax exemption. They may reach out to board and come for an in-person evaluation of the park.

VIII. Pool Report (John and Amanda)

A. Pool Manager Hiring Update: Amanda Williams accepted offer. She's hired!

B. 2021 Operation Plan

1. Currently still too early to commit to plan (need to assess phase at that time), so we will determine plan for opening at May board meeting. But we will use the framework for our phase 2 pool use in order to determine those things.

2. **ACTION ITEMS:** John and Amanda to present phase 3 plan at May meeting, and then this will be publicized to the community on the website once it is agreed upon.

3. **ACTION ITEM:** Amanda following up with ORCA etc on gas lines. Will give deadline to have it hooked up before swim team starts.

IX. Firehouse Report (Matt/Kelly)

A. Firehouse 2020-2022 Plans Update (Matt)

1. Clubhouse Committee Meeting Update

a) Plan to spend \$1500 for replacement of clubhouse windows.

b) The Old Firehouse at Maple Hills sign is in the works, plan to have this done at cost by Nils. Designed by Matt.

c) New door handle purchased, and will be installed soon. Can use Bluetooth to manage codes until we have internet at the firehouse. Will assign a code specific to each group that uses the building. (Matt to send Dana all the codes for records.)

2. Fence repair

a) Ethan's proposal approved by Scouts. Need to hear back from him about what that exactly is. Plan to talk to neighbor about shortening length of fence. Fallen down section has been removed. Intend to move forward with this project as soon as the coordinating parties will allow.

B. Permits (Kelly and Greg)

1. Paperwork done, just need to have "pre-submission" meeting with the county.

2. Maple Hills Elementary Update (Katie): Still looking to verify that MHE is in agreement with the intended tax code status change of the MH park as a private property for non-profit, charitable use. No update- school has been focused on re-opening, but still no reason to think there is an issue. For permitting purposes okay to move forward without opposition.

X. Communications Update (Rebecca)

A. Send updates for newsletter asap!

XI. Events Report (Nicole)

A. Easter Egg Hunt

1. Thank you to the Hurtado's for \$100 donation to the hunt. It went really well, excellent turnout, great job everyone!

B. Maple Hills PTA Partnership

1. Book Fair- 4/12-4/17

a) So far, so good!

C. Fireworks Ban Legislation: send a letter to your representative.

D. Pop Up Canopy Purchase

1. About \$100-200 for a pop-up tent. A larger "party tent" that is about 10' x 30' would be a little bit more than that. **PLAN:** We will wait as long as possible and try to purchase a used party tent at a discounted rate.

E. Next scheduled community event in July 4th. Planning to go forward with 4th of July festivities this year- dependent on Covid circumstances, and modified with distancing and precautions as necessary.

F. Considering a Duathlon event in mid-July in cooperation with Lake McDonald- still working with Ashley from Lake McDonald to coordinate this possibility.

G. Have a large movie screen available for our use to do movie night if we like. (Thanks Kelly and Barb!)

XII. New/Continuing/Other Business

A. 2021 Annual Meeting Plans- 6/12

1. Proposal: Hybrid meeting plan for annual meeting. John will plan to run zoom portion of meeting, and Nicole will cover while he gives pool report.

2. Voting Discussion:

a) Question posed as to how quorum and voting will be determined in a hybrid meeting with attendees participating in-person, virtually, and by proxy (both in-person and virtual).

b) Proxy: To vote by proxy, need to have written permission by member. Would like to publish a template for people to use.

3. **ACTION ITEM:** Katie to coordinate an executive session before May board meeting to determine details of annual meeting.

4. **ACTION ITEM:** Plan to test hybrid meeting format for May board meeting.

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

1. Have discussed all changes, John to send final draft to board (this draft is the same as the most recent review with some typo corrections.)

2. **ACTION ITEM:** Will add draft with track changes to mailed newsletter going out to community before annual meeting.

C. Electronic Payments (Katie)

1. Katie has started process and is following up to get this up and running.

D. Facebook Communications

1. Question: FB is not an official platform for board communication. But should board have control of FB page? Is it community run with input? Currently have 5 board members and 3 community members as moderators on page. Discussion about equitable representation from board/community at large. Board agrees that intention of FB page is to be community run, so should not be under 'control' of the board.

2. Matt created official 'maple hills board' facebook user profile. **ACTION ITEM:** Board will use this profile to post official announcements from the group.

3. Tabling further discussion for next meeting.

XIII. Adjournment: 10:11 pm

A. Motion to adjourn by John, second by Nicole. Favor: all Opposed: 0 Abstain: 0

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