



**Maple Grove West HOA
Board of Directors Meeting Minutes
March 7, 2020**

Location: 1511 94th St., West Des Moines, IA 50266

Board Members Present: Bryan O'Donnell, Nora Smith, Shane Wyman

Meeting called to order at 3:05pm. A quorum for the meeting was met.

Bryan announced the resignation of the Treasurer, Trina Trindle. Trina's schedule was not conducive to meet the demands of the Treasurer role, as it had been noted that checks were not getting to the bank in a timely manner and that some of our obligations had not been paid over the last few months. Trina had expressed that she was willing to continue to conduct the Treasurer duties, but advised that her schedule would not be compatible with the needs of ensuring accurate information of homeowners' accounts would be forwarded during time-constrained house sales. Therefore, it was decided that it would be best to hand over Treasurer duties. The board accepted her resignation. Bryan will continue with Treasurer duties until a replacement is determined. Trina's debit card was cancelled. Trina was unable to locate the HOA checkbook, so a stop payment will be placed on those checks.

Current bank account balance is \$34,066.67. Web bill pay is set back up for Brilliant Borders, which had been inadvertently stopped, causing us to miss 2 payments. Payments are now caught back up and checks set to go out automatically on the 15th of every month. Automatic payments are set back up for MidAmerican Energy, which had also been inadvertently stopped after the bank transition.

A new resolution for the bank account will be signed by Bryan and Amber and submitted back to the bank in order to officially remove Trina from the account.

The second P.O. box key will be provided to Amber as Secretary.

There are still 18 outstanding homeowners' accounts for this year's dues, which includes the two homeowners' accounts which are significantly delinquent. Statements were mailed out to all past due homeowners with an added late fee. The two significantly delinquent accounts (9585 Red Sunset Ct for \$1,241.89, and 9376 Fairview Dr for \$1,151.00) had certified letters sent to their addresses. Bryan purchased the stamps and certified mailings since no debit card or checks were currently available, so he will seek reimbursement of \$24.90 at a later date.

There are currently four homes for sale in the association (1 FSBO and 3 MLS). All homes up for sale are current on dues. Dues certification letters have been signed and returned to agents for those which have been submitted.

Nora went over an outline for the “New Homeowner Packet” that she created. It has listings of many local services that will be helpful to new homeowners in the area. This packet, once completed and finalized, will be provided to new homeowners with a copy of the covenants and bylaws.

Vendor contracts were reviewed. Brilliant Borders is contracted for service through March 31, 2020, due to a 2-year contract signed last spring. Shane will price-compare with a few other companies to ensure our cost is in-line with the market cost. Nora reviewed the insurance policies, but was unable to make a full assessment due to not having the complete insurance coverage details. The policies will be provided to Nora for further assessment of cost.

Shane reviewed the maintenance that has been completed since the last meeting. Shane fixed the lights on the front sign last fall, which has provided lighting to the sign that we hadn’t had for several years. Shane has also given his time to clean up the cat tails and other volunteer trees that have been growing in our retention area. Shane stated he will continue to work in the retention area to keep the City from issuing any warnings or citations to the HOA for violations. Shane also detailed the upcoming maintenance needs that we will encounter with the trees and sidewalks in the upcoming year. Shane has offered much of his time to complete this work, which has saved the HOA lots of money in this regard.

Bryan created a website for the association at www.maplegrovehoa.org/home/. This has created landing page for prospective homeowners, as it details information about the HOA and the annual dues. It also has copies of our bylaws, covenants, and meeting minutes of Board meetings. It will be looked at in the future to possibly create a payment portal for annual dues. It was considered that if this is done, we could offer members a discount on dues for paying electronically and on-time. Bryan will continue to pursue this option.

Bryan was able to get the change of agent and address change with the Secretary of State for the HOA, but is still working to get the HOA reinstated administratively after the dissolution last year when the biennial report was not completed by the previous Board. We are currently waiting a response from the Iowa Dept of Revenue to the Secretary of State.

Covenant enforcement was discussed, as well as covenants that should be looked at for updating to better fit our neighborhood. It was decided that these covenants would be reviewed and changes drafted by the next Board meeting, in order to propose those changes to the entire membership. The consensus was to have these changes in place before we go on a full effort to strictly enforce all covenants, in order for them to be fairly applied.

Next meeting location and time TBD. Meeting was adjourned at 4:43pm.