



**Maple Grove Homeowners Association
Board of Directors Meeting Minutes
November 29, 2022**

Attendees: Bryan O'Donnell, President
Shane Wyman, Vice President
Amber Bergin, Treasurer
Nora Smith, Secretary

Time: 6:00 pm

Place: 1511 94th St., West Des Moines, IA 502266 (Bryan O'Donnell's house)

The meeting began at 6:00 pm

1. Review Letters: The Board reviewed the Association's cover letter to the annual member meeting and Association dues invoices that Bryan drafted, which included a link to the upcoming Zoom meeting and a notice of dues increase.
2. Treasurer's Report: The Association's bank account has a balance of \$35,437.94 (as of 11/1/2022), with a net-income of about \$2,500 for 2022. This is largely due to the Association's self-governance, which saves the cost of professional management fees. Our largest expenses are maintenance of the common areas (signs and landscaping).
3. Lawn and Tree Care Issues: The Spring/Summer lawn care work by A+ Lawn was unacceptable. They commonly missed areas despite being notified many times. Their lawn contract was for a monthly fee for seven months. They proposed a five-month contract for snow removal. As their Spring/Summer work was unacceptable, we have not committed to the snow removal.

Attempts to find another contractor have been fruitless. Shane and Amber will continue to look for other options. At this point, we have no contract for snow removal.

Bryan brought up the idea of the Association buying its own snowblower and creating a roster of willing and eligible (current on dues) homeowners to clear the snow on two sections of roughly 1,400 feet each when there is significant snowfall. The Board discussed how the equipment could be maintained and stored and who would have access to it. Annual dues may be discounted for households that remove snow. No conclusion was made. (Subsequent to the meeting, this was resolved.)

4. Dues Increase: Bryan motioned to increase dues to \$225. The increase is necessary because of contractor costs, which have gone up 40%. There has been no increase in dues in over 10 years. The Board agreed and the motion passed.

5. Mobile Payments: Bryan also found a mobile payment option (Square) and motioned that for this year, any eligible homeowners who paid via Square by December 31, 2022 would not be subject to the \$25 increase. The intention is to encourage prompt payment and testing of the system. The cost to the Association to use this service is 2.9% + \$0.30/transaction. Therefore, the Association would receive \$193.90 on dues paid by December 31, 2022 and \$218.18 thereafter.

Another benefit is the Association will get updated contact information for homeowners, and an electronic log of dues payments. This will decrease the issues that we have had with misdirected checks by the USPS.

The Board agreed to using Square and approved the draft of the letter to the homeowners: "Mobile Payment is Here!"

6. New Homeowners / Assisted Transactions: There have been twelve home sales in the past year. All necessary dues certifications were filed with the respective closing agents at no fee to the homeowner. The previous management company charged our homeowners \$360/transaction, thus we saved our homeowners a cumulative of \$4,320.00 in their closing costs.
7. Tax Filings – IRS and Property: Property taxes were due and paid on September 22, 2022. However, we became aware that taxes on Plat 2, Outlot A are showing an outstanding balance since 2017. Amber looked into this further, and it appears this may be a recording error by the Assessor's office, as taxes are showing paid when payment is attempted. Amber will follow-up to be sure.
8. Reinstatement Filings: Our Biennial Report was not filed by the previous Association management. Bryan has attempted to file for reinstatement several times, but continues to wait on response from Iowa Workforce Development. His most recent request is pending with the Secretary of State.
9. Maintenance Needs: Both lights on the sign need repair. The Board discussed that a new, more cost-effective LED lighting system might be preferable to repairing the old. Shane will look into this.
10. Review of Income/Expenses for the Remainder of Year: All is in order pending the snow removal solution.
11. New Homeowners Past Due Accounts: The dues invoices on two new home sales inadvertently were not paid due to the house sales closing after last year's invoicing period but prior to January 1, 2022. The invoices did not get shared with the new homeowners by the closing agents, and thus the invoices were not paid. Due to the lack of follow-up by the HOA and just catching it at this year's invoicing, the Board decided not to seek those payments as the issue was our oversight.
12. Past Due Accounts/Collections: There was an increase in past due accounts this year even for homeowners whose accounts have not been in arrears in the past, possibly due to homeowners less frequently using checks. The use of the mobile payment option, hopefully, will correct this.

Homeowners who fall in arrears will be notified by email, if known. The Committee also approved letters to be included with the invoices for those currently in arrears:

- “Notice” to HOA Residents to HOA Residents 90 days past due
- “Final Notice” to HOA Residents 2 or more years past due

13. Website/Domain: This account is paid. Bryan has updated it with the new Proxy form and dues amount.
14. Email Access: Bryan checked that the members had access to the Association’s email account.
15. Mailbox Key: This PO Box account is paid. Amber and Bryan will continue to check the PO Box on a regular basis, especially during the dues season. However, the hope is that mail will be limited with the new mobile payment system.
16. Annual Meeting: The annual meeting is scheduled for December 14, 2022, at 6:00 pm via Zoom. The meeting ID and passcode were included in the cover letter to homeowners with the invoices.
17. Roundtable: No new business was brought up.
18. Invoice Preparation: The Board prepared the approved letters, flyers, and invoices for mailing.

The meeting adjourned at 7:30 pm.