



Maple Grove West HOA
Full Board of Directors Transition Meeting
Wednesday, January 31, 2024 at 6:30 pm
Location: 1511 94th St, West Des Moines IA 50266

Minutes

Attendees: Cindi Nelson
Bryan O'Donnell
Luke Shay
Nora Smith
Shane Wyman

Bryan O'Donnell, the out-going President, opened the meeting at 6:30.

- **Election of Officers**

The following were elected:

Luke Shay, President

Cindi Nelson, Vice President, Treasurer

Nora Smith, Secretary

- **Transfer of Accounts and Passwords**

- Green State Credit Union Debit Card

Amber Bergin, the out-going Treasurer has the debit card. Cindi will get it from her. This will be used only until new cards can be issued to Luke and Cindi. Then the old card will be deactivated.

- Post Office key (PO Box 4, Waukee, IA 50263)

Luke took one post office key. Amber still has the other. Cindi will get it from her and keep it.

- Google (maplegrovesthoa.org)

The password was changed, and all new Board members have access. Bryan has put most of the documents on Google Drive.

- Email (MGWHomeowners@gmail.com)
The password was changed, and all new Board members have access. The recovery email was changed. Bryan suggested not deleting any relevant emails in order to maintain a history of communications.
- FaceBook ([maplegrovewesthoa.org](https://www.facebook.com/maplegrovewesthoa.org))
All new Board members were named Administrators.
- Website (<https://maplegrovewesthoa.org>)
Luke will maintain the website. The officers will need to be changed and minutes added.
- Registered Agent
The Board decided to change the Registered Agent address. That will be filed with the Secretary of State.
- QuickBooks
Luke and Cindi were both given access to the QuickBooks account and the password was changed. Bryan ran through the general processing with Luke and Cindi.
- Square
Bryan showed Luke and Cindi how to process receipts from Square.
- Association Documents
Bryan gave the originals to Nora. She will maintain them after forwarding pertinent financial documents (invoices, receipts, checks, etc.) to Cindi.
- **Upcoming obligations**
 - Taxes were due October 15, 2023.
 - Property tax (\$12) is due.
 - As of February 1, 2024, QuickBooks will accrue late fees to Homeowners who have not yet paid. Statements should be sent.
 - By March, a new lawn maintenance contract will need to be negotiated and signed. The current contractor has one bill outstanding.
 - Community Snow Removal program was discussed. The snowblower currently is with Bryan and can be housed elsewhere. We currently have a 1-

inch trigger with CIOS, and any other accumulation (multiple snowfalls below the trigger) will need to be addressed.

- Homeowners Dues invoicing in Fall.
- QuickBooks (monthly automatic debit)
- Word Press (annual)
- Mid-American (monthly automatic debit)
- American Family Insurance (checking debit)
- Zoom has been canceled.
- Secretary of State Biennial Report due 2025

- **Next Meeting**

The next meeting is TBD but needs to be scheduled before March 2024 to finalize the lawn maintenance contract.

The meeting ended at 8:00 pm.