

MAPLE WOOD CONDOMINIUM ASSOCIATION ANNUAL REPORT FOR 2024

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2024 MWCA Board of Directors:

Kelli Ballwahn - President
Sandi Daniel - Treasurer
Geri Girard - Director

Marilyn Wilson - Vice-President
Barb Schug-Studener - Secretary
Jeri Parrott - Director

Overview

The board continued to make strides in 2024 towards securing our financial future and maintaining a safe and welcoming property. With Sandi's (Treasurer) financial acumen we made \$15,720 more in interest versus the year before for a total of \$26,809 in interest. With Steve's (Property Manager) knowledge and expertise we have honed our services and maintenance costs. We have been able to implement proactive projects that will save us money in the future such as gutter guards and boiler filters.

Maple Wood was fortunate to receive a large influx of money through the ATC Easement. The windfall allowed us to add to our elevator fund, complete some needed projects, and improve the aesthetics of our buildings.

We are very aware of the age of our buildings, now at 40+ years old. There will continue to be major equipment that needs replacing, such as the boilers and the elevators. This will require us to carefully evaluate needs, wants, and finances. While we are able to operate within the current fee structure the Board felt increasing the HOA fees would help us to be proactive. We have seen sticker shock prices for our insurance in the last couple of years and we have to assume that all utilities will continue to increase in price. The Common Element and Reserve Fund portion of HOA fees are increasing by 2.5% starting in March 2025. Parking and heating fees remain the same.

The MWCA Board is a fully volunteer group of neighbors who are working to make Maple Wood a place of value, safety, and pride. The running of our community only works when Owners are involved.

What can you do as an Owner?

- Vote
- Read the Newsletter and the Meeting Minutes
- Constructively ask questions and provide feedback
- Attend open board meetings
- Attend the Annual Owners Meeting
- Do your part to recycle properly

- Maintain your unit, parking space, and storage space
- Review the Rules and Regulations to make sure you understand community expectations
- Volunteer for a committee (committees vary in amount of time needed)
- Run for the Board

Welcome to these New Owners in 2024: William McMahon, Jennifer Kilps, Ginnie Yee-Stratton, Kathryn Morrison.

2024 Board Projects Completed:

- *Supervised the spending of the ATC Easement including executing an owners' vote to put \$75,000 to Elevator fund and to carpet the three large buildings.
- *Added another \$20,000 to the Elevator Fund bringing it to \$147,000 from \$0 at the beginning of 2023.
- *Worked with KMA Accountants to streamline our financial processes.
- *Restarted the Internal Audit Committee which is meeting quarterly.
- *Invoiced MW Green for the last two years.
- *Met with MW Green to review and update our agreement for shared needs.
- *Reviewed paid services and directed our property manager to find bids from other providers, making a change where it made sense and saved money.
- *Created a video and provided owner education about new requirements for recycling (board members also pulled plastic bags out of the recycling container!).
- *Hosted consultant from DS3 during a board meeting to explain the water issues in 1/5.
- *Created and distributed a Monthly Newsletter.
- *Prepared heat calculations.
- *Implemented heat credits used towards monthly fees through ACH.
- *Supported the beautification of the grounds through the Gardening Committee.
- *Fine-tuned the welcome packet and process of the Welcome Committee.
- *Supported the Event Committee in building community with the Summer Picnic, Bingo Night, Holiday Party, and Music by the Pond.
- *Completed physical file organization.
- *Updated the MWCA website as needed.
- *Emailed communications to those wanting it, thereby reducing the amount of paper and printing required.
- *Signed up for an Amazon business account for Steve, based on recommendation from the Audit Committee.
- *Filed Corporate Annual Report with Wisconsin Department of Financial Institutions.
- *Approved a new Insurance provider after our previous provider exited the market.
- *Met with a Focus on Family representative to review our energy needs and options.
- *Thoughtfully debated and approved the 2025 Budget.
- *Settled an open lawsuit that had been active for multiple years.
- *Responded to owner questions, concerns, issues.

Ongoing Board Projects in 2025:

- *Continue signage upgrades throughout the property.

- *Develop a plan for the main entrance and flagpole.
- *Finish Bylaws revisions and bring to the Owners for a vote.
- *Continue the Audit/review process.
- *Continue streamlining of processes such as moving owners to ACH when possible.
- *Refine the process for handling late payments.
- *Organization of digital files.
- *Complete the Maple Wood Green agreement (waiting for MW Green to review).
- *Continue to refine and update MWCA website.

Future Board Projects:

- *Develop a multi-pronged plan with input from DS3 to solve the 1 and 5 water issues.
- *Implement the Elevator Committee to understand the needs of Owners when the elevators are non-operational and eventually replaced.
- *Update Rules and Regulations.
- *Provide a current Directory to Owners.

Property Manager Report - 2024

ROUTINE PROJECTS / OWNER REQUESTS

Replaced/repaired defective light fixtures. On-going: replaced burnt bulbs.
 Replaced all defective emergency and exit lighting.
 Repaired two leaking / defective hose bibs.
 Replaced two mailbox lock sets.
 Removed spider webs from entry areas of all buildings.
 Replaced sump pump in 2/6 garage.
 Rebuilt (replaced motor) in 2nd garage fan in 10/14.
 Cleared garage rain trench in 2/6 and 1/5.
 Replaced opener remote on 2/6 power entry door.
 Conducted hedge trimming and weed control.
 Mowed lawns and trimmed as needed.
 Periodic litter pick-up.
 Maintained pond fountain and chemicals. Discontinued Tidy Bowl Blue.
 Oversight of bids and selection of a new snow removal vendor. (Saved money)
 Oversight of bids and selection of a new lawn treatment vendor. (Saved money)
 Oversight and selection of new trash vendor – upgraded from 2yd to 3yd bins. (Saved money)
 Oversight of bids and selection of a new softener salt vendor. (Saved money)
 Completed **86** written or texted service requests and estimated **50+** telephone calls or personal requests.

*This list is not all encompassing.

DIRECT COST SAVINGS TO MWCA

(By performing electrical, plumbing and mechanical repairs which were historically and commonly outsourced)

In the calendar year 2024, Management is estimated to have **saved MWCA \$29,467;**

most notably through conducting the summer storm tree cleanup myself, by saving \$9,955 by removing water from the elevator oil in 1/5 without a 2nd \$10,000 cost. And by agreement with the board to replace the unit heat pumps for \$250 as needed, and have replaced six (6); saving \$4800. Our outside vendor charges the association \$1050. In addition to the cost savings, this expedites the “no heat” repair as well.

OVERSIGHT OF CONTRACTOR-NEEDED REPAIRS TO:

Electrical, plumbing, heating, drainage, intercom, fire system, lock hardware, garage power washing, elevators, grounds maintenance and garage doors.

SPECIAL PROJECTS COMPLETED IN 2024

Concrete Leveling – Concrete raising in 6 areas of sidewalks to eliminate trip hazards.

Concrete Replacement – Replaced 6 sections of concrete sidewalk to eliminate trip hazards. Total for sidewalks \$3,875

Tree Trimming – Completed periodic trimming of dead and broken tree branches. Keeps property looking neater and more groomed and reduces risk of injury or vehicle damage. \$3,000

Property Directional Signs – Added 6 signs to assist visitors and deliveries services. The main sign at the front gate was run over by a vehicle and will be replaced in the spring (with a larger sign) \$1,000

American Transmission Company (ATC – Easement) Funds - Projects Completed in 2024

Building 1/5 rainwater in the garage – Two long sections of the west foundation wall/garage floor joint were injected to stop water entry. These two sections are performing nicely. The repairs were part of a multiple step plan which has been formulated and is in the process of being priced by a vendor. It is the goal of management and the board to implement a 1-3 year plan to fix the issues permanently. The fix duration will be controlled by the costs. \$11,536

Pond Sediment Removal – Approximately 3”-12” of sediment was removed from the pond, dried out and then removed from the property. Management suggests this as an every 5 year activity to maintain the beauty and enjoyment of the pond and our animal visitors. \$ 8,877

Boiler System Water Treatment / Filters – Filters were installed at buildings except Steensland. (Filter will be installed at Steensland when boiler replacement is needed) These filters remove particles and impurities from the boiler system water, but more importantly allow for quarterly testing and chemical balancing to improve operation, reduce maintenance and extend the life of our systems. \$13,985

Installation of Gutter Guards – Gutter guards were installed on 10/14 and 2/6 for a cost of approximately \$7000. This will eliminate the \$3000-\$3500 which was being paid every year to clean the gutters. Steensland already has guards, 1/5 is not overly impacted by leaf build up. \$7,800

Painting – Building 1/5 was painted. \$10,000 Building 2/6 had its stairwells painted. \$4050 Building 10/14 was painted below the chair rails. \$2,630

Carpeting – Buildings 1/5, 2/6 and 10/14 received new carpeting throughout. This includes a heavy duty “walk-off” carpet at the main entrances and at the garage elevator vestibule. The damaged and dated tile flooring in the lobby of 10/14 was removed.
\$67,515

SPECIAL PROJECTS 2025

Management and our Long-Range Planning Committee have worked with the Board to set a Special Projects Budget of \$22,000 in 2025. This amount is to be targeted at the following projects without specific designated costs yet, but it gives us a budgetary limit.

1. Sidewalk “grinding” to remove remaining minor trip hazards.
2. Enhancing the complex entrance gates.
3. Rerouting of a main gutter downspout discharge at building 1/5.
4. Sealing and striping the parking lot.
5. Replace one main entrance automatic door opener/closer. Plan is to do 1 each year BEFORE it becomes defective and unusable.
6. Additional painting in 10/14 and 2/6.

“SPECIAL” SPECIAL PROJECT:

Our aging elevators are of the highest priority. At the start of 2024, MWCA was not in position to absorb the cost of a new elevator, let alone four, at roughly \$175,000 each.

In 2024, thanks to the infusion of capital from the ATC Easement and a renewed interest in a higher reserves commitment by creating a separate and designated savings account for elevator replacement costs; MWCA likely can now absorb the cost of one elevator replacement without a special assessment to the owners! That’s huge!! It is my recommendation that MWCA replace an elevator as soon as enough money is saved for a second elevator replacement...the thought being we control WHEN an elevator is replaced, and we keep money available in the undesirable event of an elevator failure controlling WHEN an elevator is replaced.

We took steps in 2024 to minimize the risk of repair downtime and hopefully to increase the life expectancy of our elevators:

1. Installed a Solid-State “Soft-Starter” on 10/14 Elevator to reduce wear and tear on the system. Cost \$9800
2. Installed a Solid-State “Soft-Starter” on 2/6 Elevator to reduce wear and tear on the system. Cost \$9800
3. 1/5 elevator already had a system with a soft-starter. The Steensland elevator is not compatible with the solid state soft-starter, without other costly upgrades.

2024 Summary of Financial Information

2024 was a very busy year! We tackled many major projects and with the inflow of the ATC money we were able to do quite a bit of updating (carpet, paint, etc). We also tackled many special projects which were in the 2024 budget, along with some extras that came along throughout the year. The good news is we came in under budget while

still contributing significant money toward the reserves and the new elevator fund. We contributed \$51,097 to the long-range fund (reserves) and an additional \$20,000 to the elevator fund.

We increased the MWCA elevator fund substantially in 2024 using \$75,000 of ATC money and the rest we were able to deposit with extra funds from operating efficiencies. The balance at year end is \$147,655.00. The interest earned in the elevator fund will remain there to further strengthen it for future needs. The importance of the elevator fund is that we can use that money to replace/repair elevators without the need to pull from our reserves.

The Reserve balance is just under \$375,000 as of December 31, 2024. The Reserves consist of \$319,000 in a liquid Money Market account earning 4.3%. Two CD's are being held at BMO Bank for a total of \$54,444, both earning over 4% interest. Each CD matures in a different year for the next 2 years. This ladders our cash flow to be sure we always have enough liquid funds for future projects. We added over \$22,843 in interest income to our revenues for 2024, \$20,585 of which is in the Reserve and Cash fund, but has not been allocated yet. We capitalized on the high-interest rate environment this last year. While we expect rates to cool somewhat in 2025, rates are still favorable, and we continue to move money into the highest yielding accounts possible while keeping our cash flow in a healthy place.

We made significant progress in collecting past due amounts from owners in 2024, while we still have a few outstanding items, the reduction in Accounts Receivable was over \$6,000 this year. In addition, we were able to collect past due amounts from Maple Wood Green for plowing and other items, which brought our plowing in line with the Budget this year.

Attached are year-end financials showing the financial state of the Association. It has a healthy increase in Reserves and an emphasis on strong cost saving measures.

At year-end we are under budgeted amounts for 2024, which include significant savings on many major projects, which is the result of the careful attention of our Property Manager. We are also able to hold the budget essentially the same for 2024 while still tackling many large projects such as elevator repair, boilers, etc. The Budget is included at the end of this report. You can see that we came in under budget for 2024 and will maintain roughly the same spending levels for 2025.

We will be increasing the monthly owner assessments by 2.5% starting in March to reflect the increase in the cost of living.

In summary, Maple Wood is on a slow and steady climb to improved financial and reserve status, so expect that we will stay the course and continue to improve our financial position over the coming years.