

**MULBERRY SQUARE CONDOMINIUM ASSOCIATION**  
**General Meeting Minutes**  
**Monday, February 10, 2025**

Board Members Present: Carol Czechowski(CZ), AmySell(AS), Ann Marie White(AW), DanStevens(DS)  
Board Members absent: Paul Loock(PL)  
AMI: Kelly Terrell (KT), Community Mgr.

- I. **CALL TO ORDER:** Board President, Paul Loock called the meeting to order at 2:05p.m.
- II. **ACCEPTANCE OF AGENDA** – Agenda accepted as presented.
- III. **APPROVAL OF BOARD MINUTES** - quorum present
- Minutes were approved from the January 2025 meeting. AS asked for a vote to approve and was accepted without corrections. (CZ/DS)
- IV. **OLD BUSINESS/FOLLOW UP:** Board action and/or discussion.
- Board action and/or discussion:
    - *Review of January operating statement.* The financial statement is in order and expenses are in line with projected costs.
    - *Work order report:*
      - Open work orders were reviewed.
    - *Utilities spreadsheets reviewed:* This was not available for the meeting. Once KT receives it from accounting, she will email it to the board for review.
  - On-going projects:
    - *Maintenance Calendar* - Reviewed and in order.
    - *Contracts* - Reviewed and in order.
    - *Road Project:* CZ will contact PL and ask him to compose a letter to the residents with updates on the road project and any other updates in the community.

**NEW BUSINESS**

- The DTE carpet repair was discussed. An additional estimate was received from Solar Carpet. This estimate including color sample was approved unanimously by the board.
- The Triumph Engineering Service Agreement for the carport designs was approved unanimously by the board to have DS sign.
- The board would like to look into getting a key fob system for the clubhouse.
- The roof replacement bids were reviewed. AS motioned to approve the U & S bid and it was accepted. (DS/CZ)
- The board unanimously approved that all SME tasks must be approved by the board prior to completing.
- The Triumph Engineering Design bid for the fencing along Mulberry Dr. was reviewed. AS motioned to approve and it was accepted. (AM/DS)

- SME invoice #159682 was approved. (PL/DS/AW)

V. **ADJOURNMENT:** There being no further business to discuss, AS moved to adjourn the meeting, DS seconded. The meeting was adjourned at 5:29 p.m.

**Next meeting will be held on March 10, 2025.** *Minutes were respectfully submitted by Kelly Terrell on 2/11/25.*