

MULBERRY SQUARE CONDOMINIUM ASSOCIATION
General Meeting Minutes
Monday, March 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:** Amy Sell called the meeting to order at 2:10p.m.
 - II. **ACCEPTANCE OF AGENDA** – Agenda accepted as presented.
 - III. **APPROVAL OF BOARD MINUTES** - quorum present
 - Minutes were approved from the February 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 February 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:* The board reviewed the water bills and there are three buildings that increased. A work order will be sent to Kevin to perform high water inspections.
 - On-going projects:
 - *Maintenance Calendar* - Reviewed and in order.
 - *Contracts* - Reviewed and in order.
 - *Road Project:* AS is going to the township to get an update and a letter will be sent out to the community soon.
- NEW BUSINESS**
- The roof replacement project was reviewed again. Buildings 1-5 and the clubhouse will be done this year. U & S to send AMI a revised bid
 - The electrical panel replacements were discussed, and the board will explain the process to the owners at the Bylaw Revision meeting on 4/14/25.
 - The S & S Landscaping bid for work around the clubhouse was reviewed and approved. AS motioned to approve and it was accepted. (DS/AW)
 - Three bids from U & S companies were reviewed and will be put on hold for now.
 - The board would like to look into getting a key fob system for the clubhouse entrance door. A work order will be submitted to International Controls.
 - The potholes in the community were discussed and AMI will get a bid to do cold patching.
 - The parking spots & vehicles were discussed. AMI will ask the owner with four

vehicles to park the ones not in use back by the clubhouse parking.

- The Comcast Grant of Easement documents were reviewed as well as the recommendations from the attorney. AS will contact Comcast with the revisions needed.

V. **ADJOURNMENT:** There being no further business to discuss, AS moved to adjourn the meeting, DS seconded. The meeting was adjourned at 3:11 p.m.

Next meeting will be held on April 14, 2025. Minutes were respectfully submitted by Kelly Terrell on 3/11/25.