

MULBERRY SQUARE CONDOMINIUM ASSOCIATION
General Meeting Minutes
Monday, July 13, 2026

Board Members Present: Amy Sell(AS), Ina Kirstein(IK), Dan Stevens(DS)
Ann Maie White(AW), Maureen Silvi(MS)

Board Members absent:

AMI: Kelly Terrell (KT), Community Mgr.

- I. **CALL TO ORDER:** Amy Sell called the meeting to order at 1:11p.m.
- II. **ACCEPTANCE OF AGENDA** – Agenda accepted as presented. (AS/DS)
- III. **APPROVAL OF BOARD MINUTES** - quorum present
 - Minutes were approved from the June 2026 meeting. KT asked for a vote to approve and was accepted without corrections. (AS/DS)
- IV. **OLD BUSINESS/FOLLOW UP:** Board action and/or discussion.
 - Board action and/or discussion:
 - *Review of June 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 everything looks okay at this time, and they will continue to monitor.
 - On-going projects:
 - *Maintenance Calendar* - Reviewed and in order.
 - *Contracts* - Reviewed and in order.
 - *Road Project: Now that the Governing Documents have been recorded, we are working on obtaining the loan for the project. Bids are being entertained for the water retention, asphalt and concrete under the carports.* AS to meet with the township board on 7/15/26.

NEW BUSINESS

- The 1st Choice balcony invoice #15349 was reviewed, and payment plan details were discussed and approved. Half of the invoice was paid in June, an installment will be paid in July & August, and the balance will be paid in September. (DS, AS)
- Unit #67 – Patio items email reviewed and owner notified that they would need to hire a vendor if they are unable to clean up the area.
- Unit #65 issues were reviewed and the board stated that roof gutters have not worked in the past, and a work order has been submitted to Kevin to seal the gutters.
- Unit #79 – Email regarding questions loan project was reviewed and an email will be sent to the community with an update.

- Unit #60 tree trimming request was reviewed and Dan will address the weeds with the landscape vendor and the board stated that the shrub will not be cut down any more this year but are discussing other options for next year's shrub trimming.
- Window Replacement – Board will continue to discuss.
- Lease Addendum – Documents from the attorney regarding the leasing were reviewed and the board approved the lease addendum and the lease admin fee of \$300 that will be due every year on October 1st. (DS,MS)
- Unit #25 – Email with concerns was reviewed and MS will contact the swim & tennis club to make them aware, and a work order will be submitted to Kevin to install a round mirror on the brick wall.
- Loan – Loan papers were reviewed and filled out to be submitted to the loan companies. A meeting regarding the loan will be held once the board has all the information.

V. **ADJOURNMENT:** There being no further business to discuss, IK moved to adjourn the meeting, MS seconded. The meeting was adjourned at 3:05 p.m.

Next meeting will be held on August 10, 2026. *Minutes were respectfully submitted by Kelly Terrell on 7/30/26.*