

DRAFT

APLL BOARD OF DIRECTORS MEETING

Thursday, March 26, 2026 10:00 am (CDT)

In Person/Zoom Meeting

From Bob Murphy Pre-Open Forum: Kudos to Tom Stuart for drone photos, shared with meeting attendees, of APLL that were taken last Fall showing off our building and the changing leaves around us. These photos will be used by the Portal Posse for on-line building background/promotion. Another “attaboy” for Tom and Susan Stuart came from Kathy Hollander for the Stuarts being the first in the building to have a newly installed water leak test detector, now to be known as a **Topvico** sensor, prove its worth by sensing a leak under their kitchen sink.

Open Forum: Norma Jean Falink raised the question of how to identify the berm/water ditch area on the south side of APLL’s property. Is it just a ditch or is it a rain garden, and if it is a rain garden, does it qualify for some type of maintenance? Blue prints have no official name for it (Gil Mros through Kathy Hollander). According to Bob Murphy the City of Roseville considers the the wall or berm just north of the ditch is part of the water filtration system for run-off caused by the construction of APLL. Norma Jean feels the foliage around the ditch is looking “scruffy” and could use some special attention. James O’Halloran weighed in about a conversation he had with Abel Reeve of the Rice Creek Watershed District, who thought it might be a rain garden but he was not totally sure. Research by Mr. Reeve is inconclusive; More research by James O. and Norma Jean Falink is called for.

- I. Call to Order, Roll Call and Determination of a Quorum: The meeting was called to order by President Bob Murphy at 10:12 am. Present were President Bob Murphy, Vice President Mike Holly, Treasurer Norma Jean Falink, Secretary Ed Hollenbeck (Zoom), At-large member Kathy Hollander; also in attendance were Property Manager Christina Hoglund and EMS Rep Susy Kontos. A quorum was determined.
- II. Approve Agenda
 - A. Item VII-F, relating to Marketing Committee’s request for \$600 for printed marketing materials, was added to the Business agenda.
 - B. Item VII-D, relating to the annual MN Dept. of Commerce Large Building Energy State Benchmarking Compliance services, was on the agenda, then off the agenda, and is now back on the agenda with a choice between two differently worded motions.
 - C. Amendment from Norma Jean Falink to add approval of APLL’s 2025 Audit Report as Item of V-C of the Consent Agenda,
Motion to approve agenda, as amended, by Norma Jean Falink, seconded by Kathy Hollander. Passed 5-0.
- III. Property Manager’s, EMS Rep and Directors’ Reports, Communications and Announcements.
 - A. Christina Hoglund, Property Manager Report
 1. **Guest Rooms Reservations** - Guest Rooms, reservations for March and April are posted in the mail room. Guest Room Reservations YTD 01/01 - 03/25/26 are East 18 and West 33.
 2. **Great Room Reservations** -The monthly activities calendar for March and April are posted in the mail room. YTD there were 13 GR reservations by members for personal or community events. Calendars can be viewed on BASE and Guest Room reservations can be requested on BASE as well. Once availability is confirmed by the office, a confirmation notice will be sent and a copy placed in your cubby.

3. Sunroom or Conference Room Reservations - YTD by members for private or community gatherings there have been twelve reservations for the Sunroom and two for Conference Room.

4. Monthly Fees -No arrears in monthly fees. Members have been notified of other assessments for charging expenses such as light bulbs, upgrades etc.....

5. Sales Summary and Wait List -

a. Unit 409 - After notifying members of the sale on 1/26, notice went out to the WL. On 2/5 the seller accepted an offer to close on 4/16/26. On 2/20 the BOD approved the sale and buyers Jay Molter and Sally Ann Thompson, who were #5 on the wait list, as Members. Closing is scheduled for 4/16/26 after the Annual Meeting. Final move-in date is yet TBD.

b. Unit 315 - Seller listed on 2/16/26. After notifying members of the sale in-house, the Stuart's made their offer to buy the Share with a proposed closing date of 3/18. On 1/28 the sellers accepted the offer. On 1/30 the BOD approved the sale of Unit 315 to Tom and Susan Stuart. We closed on 3/18 and the Stuart's now reside in Unit 315 and will soon be listing their Share in Unit 220 for sale. If you are on the in-house wait list and are interested in seeing this unit, please contact me at the office. Official notice will be sent once the Stuart's list the unit.

c. We currently have 86 applicants on our WL, one cancellation/refund request form was mailed and once we close on Unit 409, they will go off the list.

6. Members HO6 Policies-Updated policy renewals continue to come in. Thank you for setting up your personal reminders to submit a copy of your insurance. Declarations are due annually at the time of renewal, or if changed.

7. Key Inventory-After 2/18 there were 7 no-shows that I am working on getting completed. As results of the inventory: Missing unit keys; 8 out of six households; 2 missing mailbox keys from one unit; 4 missing workshop keys, and I am following up on 16 gray fobs. So far, I have verified that 2 are inactive and lost fees were paid. 2 did not exist or the # was recorded wrong; all others I have notified the member that we need to verify them or they will be disabled.

8. Absentee ballots for 2026 BOD election are now available.

9. AccentCare Seminars are available on the 3rd Tuesday of every month, 11:30-12:30, or by calling in, and are open to all Cooperative members/friends/family. Yesterday's topic was "Finding Peace during Challenging Times". A new list of topics will be posted for 2026 once I receive it.

10. Maintenance Report – Completed and Upcoming Tasks:

a. Mike T. has completed 43 work orders since his last report on 2/26.

b. 1/20 - Performed unit turnover maintenance in Unit 409.

c. 2/17 - Performed unit turnover maintenance in Unit 315.

d. 2/27- Inspected the installation of new LVP flooring in Unit 315.

e. 3/25 & 3/26 - New carpeting and sheet vinyl installed in 409.

f. 2/18-3/3 - Manager on PTO collected mail and phone messages to forward as appropriate.

g. Monday 4/6 - Mike will replace all HVAC (heating/ventilation and A/C) filters starting at Unit 401. Notices will be posted in Elevators and the Mail Room.

h. Bat issue in the attic - We have two proposals to date, one from Orkin and one from Professional Wildlife Services. On Friday 3/27 there is an appointment with Skeddadle Humane Wildlife Control out of St. Paul for one more bid.

- i. Manager is working on bids for the parking lot, south path and garage exit sealcoating, crack filling and parking lot striping, which is due this year. After the weather warms and snow is melted, a visual inspection can be done on what is needed.
- j. **Tuesday 5/5** -Garage cleaning by H2Overhaul and Quality Sweeping; start time 8 am. Reminders will be posted and we have a permit from the City of Roseville for overflow parking in Langton Lake Park's parking lot the night before and during the day of service. All vehicles must be out of the garage no later than 7:30 am. that day.
- k. **Wednesday 5/6** - Always Drains will perform the annual garage floor and car wash drain cleaning. Only vehicles in a few spaces will need to be moved for this cleaning. Mike T. will notify those involved.

11. Office/Staff Hours -

- a. Mike has requested PTO for Friday, April 3, 2026.
- b. I will be out of the office on Monday March 30 to attend a funeral; Also, on April 6 for half or all day, depending on my procedure. I also have vacation time off for 4/17-4/27.

As always, when not at work, Christina and Mike are on call for Emergency notification through the answering service. Everyone should have that number on a refrigerator magnet we have provided. If you do not have one, please contact the office or help yourself to one hanging on the office drop box located next to the office door.

B. Susy Kontos, EMS Rep Report

- 1. Welcome back to Christina.
- 2. State energy benchmarking report, which APLL turned in last year, will be required by all 50,000 sq. ft. or larger buildings this year. Discussion of this topic is Item VII-D on this month's business agenda.
- 3. HUD insurance waiver has been received.
- 4. Fraud alert relating to cooperatives, especially in Iowa; scam efforts are targeting utility bills. Property managers have information on how to deal with fraud, either against the building or its individuals.
- 5. AccentCare does provide personal care services for 2 to 24 hours daily without a contract dealing with items like bathing, dressing and grooming with flexibility to meet each client's needs.
- 6. Dates:
 - 5/19-HOA property manager event
 - 5/20-21-Senior housing Cooperative Conference at Bloomington Doubletree Hotel
 - 6/16, 7/20, 8/10 or 9/22 EMS BOD Training
 - 6/23-Marketing Think Tank, 9 am to noon.

C. Directors' Reports:

- 1. Mike Holly:
 - a. Mike to Susy: No flowers but we've got birds.
 - b. Auditor was very complimentary of APLL's approach and success with getting members to turn in HO6 insurance information.
 - c. Finance Committee did approve and forward the 2025 audit to the BOD.
 - d. APLL's Annual Report is at the printer and should be back around 4/6.
- 2. Ed Hollenbeck: Closed BOD Meeting held 3/13/26 dealt with:
 - a. Annual performance reviews of APLL's Property Manager Christina Hoglund and Maintenance Tech. Mike Tjeerdsma.

b. Approved a motion to “**Increase APLL’s Property Manager’s maintenance facility fee for the sale of individual APLL units from \$450 to \$600 effective immediately.**”

3. Kathy Hollander: The water leak detectors that APLL are testing previously identified as “75 CERoHS” shall now be called “**Topvico**”, their actual name. The “75...” nomenclature, which is printed on the outside of unit boxes, deals with European safety/environmental standards.

4. Norma Jean Falink: **Treasurer’s Comments February 2026:**

a. In January we were \$1,230 short in revenue. Our operating expenses were \$22,673 under budget respectively. The largest expense category under budget was Maintenance, but I’m sure we’ll catch that up.

b. Major/unusual expenses for February:

Tree Trust	\$ 5508	Jan-Feb Snow removal
Chase CC	\$ 1017	50 water alarms/batteries
Major Mechanical	\$ 2745	Units 303 & 311 HVAC service call & inducer assembly replacement
City of Roseville	-\$8713	Credit on invoice received & accounting correction
MN Dept of Revenue	-\$5632	Refund of Nov 2022 to Apr 2025 sales tax on Xcel heating fuel

5. Bob Murphy-President’s comments

a. Thank you to Safety and Wellness for the RPD presentation held 3/25; over fifty people attended.

b. Thank you to Social Committee for the 3/10 potato bar

c. UHL contract status of four contracts for monitoring different alarm services in APLL. A one-year contract was signed, as well as red-lining out certain specifics of the contract and submitted. The one-year contract was paid for, which the company half-heartedly accepted; so we are at least covered for the next year, with more talking between APLL and UHL to continue.

d. Susy mentioned that the HUD insurance waiver was accepted; took about a month. This saves APLL from having to buy expensive supplemental insurance. HUD is considering changing this waiver requirement to be five percent of your mortgage.

e. Showed picture of natural gas sales tax refund from state of Minnesota.

f. Amira Choice is doing some construction; Bob is meeting today with their exec. director to see how we can be better neighbors.

g. Mike T. has reported we have a bat issue in our attic; it was discovered in January when sprinkler pipes were repaired.

- (1) Orkin, our pest-control company was not interested in dealing with it.
- (2) Mike has gotten one other bid, with another one scheduled for tomorrow.
- (3) Remediation efforts could cost tens of thousands of dollars, as it involves plugging **all** holes big enough for a bat to get through, while leaving a couple one-way exit doors for them to escape.
- (4) This matter is time-sensitive as bats are semi-dormant now, but will become more active with warmer weather.
- (5) B&G will be meeting next week to address this issue which will probably lead to an emergency BOD meeting to decide things ASAP.

V. Approve Consent Agenda Items:

- A. Approve the minutes of the 2/26/2026 Board meeting.
- B. Appoint Ardie Hollenbeck as APLL representative to the “Unite the Brand” task force.
- C. Approve APLL 2025 audit report.

Motion by Mike Holly, seconded by Norma Jean Falink, to approve the minutes of the 2/26/26 Board meeting, appoint Ardie Hollenbeck to the “Unite the Brand” task force and approve the 2025 audit report. Passed 4-0-1 (Ed Hollenbeck abstaining).

VI. Consider items removed from consent agenda: None.

VII. Business Items

- A. Discuss a member’s request to install an upgraded refrigerator.
“Motion by Bob Murphy, seconded by Norma Jean Falink, to allow the members in Unit 209 to install a stainless steel, French door refrigerator with in-door water and ice dispenser. The cost share between the member and the cooperative for the replacement refrigerator shall be in accordance with the current Replacement Policy. The existing refrigerator is broken and cannot be economically repaired. The approved refrigerator does not change the initial dwelling unit value and is not an approved upgrade when calculating Transfer Value.” Passed 5-0.
- B. Discuss the Building and Grounds Committee (B&G) recommendation on HVAC coil cleaning.
“Motion by Kathy Hollander, seconded by Norma Jean Falink, to accept the bid from Midwest Furnace & Vent, dated 3/2/2026, to use compressed air to clean the air conditioning condenser coils in 90 HVAC units at a cost not to exceed \$4900.” Passed 5-0.
- C. Discuss the B&G recommendation regarding hiring a firm to power wash, and restore the sundeck flooring, the railing, steps, and selected stonework around and on the main deck.
 1. Main deck has only been cleaned one other time.
 2. Important to also clean the bottom side of the deck, as well as the surrounding surfaces.**“Motion by Kathy Hollander, seconded by Norma Jean Falink, to accept the bid from GreenLine Home Washing Services, dated 3/9/2026, to power wash, and restore the sundeck flooring, the railing, steps, stone pillars and the parking garage retaining wall around the garage vents at a cost not to exceed \$4200.” Passed 5-0.**
- D. Discuss hiring a firm to file the Large Building Energy Benchmarking data required annually by the State of Minnesota.
 1. The purpose of this law is to measure energy use by big buildings in MN.
 2. Last year was the first year APLL was subject to this law.
 - a. In 2025 we contracted with EnerChange for \$400 to complete this survey.
 - b. When EnerChange completed the form for us, APLL had no access to our report data to even see how we compared to other buildings.
 3. This year EnerChange would charge \$600.
 4. Kathy Hollander feels comfortable enough with these forms and knowing the questions to ask to offer to complete the form.
 5. Form due date is June 1, which gives a big enough window that if Kathy would run into difficulties, EnerChange could still be asked to complete it for us.

“Motion by Bob Murphy, seconded by Norma Jean Falink, to file the annual MN Department of Commerce Large Building Energy Benchmarking Compliance report using member volunteer labor supplied by Kathy Hollander.” Passed 5-0.

E. Discuss questions posed to prospective members.

1. Before any new member(s) is/are accepted for membership in APLL, one of the requirements is that they be interviewed by usually, two, Board members.
2. APLL’s general practice has been for each interview be unique, with no standardization of questions put forward.
3. Having a standard set of questions to ask is considered a “best practice”, so APLL’s BOD is going to work as establishing one.
4. This will probably be done by individual Board members sharing questions used in the past, so a common collection of questions can be developed.

F. Discuss the Marketing Committee’s request for funds for printed marketing materials.

**“Motion by Mike Holly, seconded by Bob Murphy, to approve the Marketing Committee’s request to spend up to \$600 on printed marketing materials supplied by City’s Best Marketing.”
Passed 5-0.**

VIII. Next BOD Meeting(s):

- A. Meet the Candidates: Monday, April 13, 2026, 7:00 pm.
- B. Annual Meeting of the Members: Thursday, April 16, 2026
- C. Next BOD meeting: Thursday, April 23, 2026

IX. Committee Reports (Marketing, Building & Grounds, Policy & Procedures, Social, Finance, Safety & Wellness, Decorating, Craft Room, Gardening, Technology, EV Charging, Library, Workshop, Sunshine).

A. Marketing (Nancy Johnson): Gearing up for 4/30 Open House; sign-up sheets will appear on mail room bulletin board in one to two weeks.

B. B&G (Sid Teske):

1. Back story to berm/water ditch on north boundary of APLL; there may be limits on that area by City of Roseville, so this is something for B&G to investigate.
2. Bat infestation: Seeking a third bid to deal with this situation; B&G meeting next Tuesday, 3/31, to decide which remediation to recommend to BOD.
3. BOD approved purchase of 50 water leak detection units for testing; it’s now been proven that they work. B&G will discuss on Tue. whether to recommend purchasing another batch; have met with Mike T. to discuss and finalize installation.
4. Carpet cleaning bid will be part of April meeting.
5. Water use study is in progress. Bruce Wing and Sid met with Rice Creek Watershed Office earlier this week to discuss the leak in NW pond; have a call into Roseville environment office to discuss same issue; plan to review lawn sprinkling conservation as season approaches.
6. Expect to hear back from water heater contractor in April on their recommendations regarding replacement.
7. B&G has worked with Mike T. on securing a supply of parts for Skymark air conditioners in Phase I of building. With Kathy Hollander’s work an evaluation of AC repair over time has begun.

C. Policy & Procedure (Bonnie Koch): Nothing to add.

D. Social (Linda Ruesch):

1. Annual meeting pizza lunch to be held 4/16 after meeting;
2. Change in procedure this year: sign up ahead of time, but DO NOT pay ahead of time; bring money the day of lunch.

E. Finance (Pete Jasper): Nothing reported

F. Safety & Wellness (Phyllis O'Halloran): Thanked for arranging RPD seminar this week; nothing else to report.

G. Decorating (Sue Bergly): Nothing to report.

H. Craft Room (Muriel S. read by Ed H.):

1. Krishna Saxena hosted an acrylic painting class on March 12 for four of our residents.
2. An instructor will offer a class on Mandela Rock painting on Thursday, April 23. Details of class; sign-up sheet and a downloaded photo example will be posted on April 7 in the mailroom.

I. Gardening (James O'Halloran): Rhubarb is starting to emerge.

J. Technology and web portal progress (Steve Nuspl/Amy Fisher): Meet with Portal Posse next Thursday, 4/2. to see what is available on-line. Watch for email and bring your personal portable devices.

K. EV Charging (Rod Johnson): Nothing to add.

L. Woodshop (Pete Jasper): Nothing to add.

M. Library: Nothing new.

N. Sunshine (Carol Cantrell): Nothing reported.

X. Question and Answer Session for Members:

Q1(Carol Cantrell): How long will "Meet the Candidates" meeting last.

A1(Bob Murphy): Flexible time, but with two candidates it should not be more than hour.

XI. Motion by Kathy Hollander, seconded by Norma Jean Falink to adjourn; motion passed unanimously. Meeting adjourned 11:34 am.

Edwin Hollenbeck, Secretary