

DRAFT
APLL BOARD OF DIRECTORS MEETING
Thursday January 22, 2026 10:00 am (CST)
In Person/Zoom Meeting

I. Open Forum: No one spoke.

II. Call to Order, Roll Call and Determination of a Quorum: The meeting was called to order by President Bob Murphy at 10:02 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; EMS Rep Susy Kontos. A quorum was determined.

III. Approve Agenda

Motion to approve agenda by Noma Jean Falink, seconded by Mike Holly. Passed 5-0.

IV. Property Manager's, and Directors' Reports, Communications and Announcements.

A. Christina Hoglund, Property Manager's Report.

1. Guest Rooms Reservations – Guest Rooms, reservations for Jan-Feb. are posted in the mail room. Guest Room Reservations YTD 01/01 - 01/22/26 are East 0 & West 5.

2. Great Room Reservations – The monthly activities calendar for Jan. and Feb is posted in the mail room. YTD there were two GR reservations by members for personal or community events.

3. Sunroom or Conference Room Reservations – YTD by members for private or community gatherings; three reservations for the Sunroom and one 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 – This Share sale is now listed. On 1/20/26 notice went out to the members on the Internal WL. They have until noon on Friday, 1/23 to respond if they are interested in purchasing this Share. If not, we will post in-house on the bulletin boards and send by email to all members. That deadline will be by noon on Monday, 1/26. If none, it will go out to the external WL.

b. Unit 315 – The family has scheduled their furniture (partial) move-out for today, 1/22/26 Final move-out and listing TBD. Once that is completed and they give us their preferred market date, we will follow the sales procedure as stated above.

c. We currently have 85 applicants on our WL and one refund in process

6. Members HO6 Policies – We reached 99.99 % of documentation by the end of 2025 and are getting updates as they come in. Thank you for setting up your personal reminders to submit a copy of your Insurance Declarations annually at the time of renewal, or if changed.

7. 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 the topic was “Finding Peace during Challenging Times”. A new list of topics will be posted for 2026 once I receive it.

8. Maintenance Report – Completed and Upcoming Tasks:

a. On top of Mike's daily PM tasks and monthly PM tasks including vacant units, since the last Board meeting on 10/23/25 Mike T. has completed 177 work orders to date.

b. 01/02/26-the annual inspection was completed on the east & west generators by Allied Generator.

c. 01/20/26-Garage RPZ Valves Annual Test/Inspection for the car wash bay and the irrigation system located in the fire sprinkler room.

d. 01/21/26-the damaged entrance garage door panels were replaced by IDC Garage Door and is operating smoothly.

e. 01/21/26-Popp Communications came by to repair the static issue with the phone lines from the vestibule call panel. They believe the issue was the new communications box that was installed by them in the 4th Floor East Electrical Room. All should now be in good working order.

f. 01/22/26-ECS is scheduled to install new parts into the Nitrogen Generator System cabinet. This has been an on-going problem since installation and that system was switched back to the old system since 10/20/25 when Summit and UHL Company did their Annual Fire Inspection and found a leak in the cabinet.

9. Office/Staff Hours –

- a. Mike has requested PTO for Tuesday February 3, 2026 and Wednesday February 11, 2026.
- b. Christina will be traveling out of the country beginning 2/18-3/3/26.
- c. As always, when we are not at work, we 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 next to my office.

B. Susy Kontos, EMS Rep Report

- 1. Christina Hoglund working on the annual insurance waiver required by HUD.
- 2. Diane Gilbertson gave APLL office organizational help the end of 2025, and may give more in the near future.
- 3. Safety and emergency evacuation plans should be available in the near future.
 - a. Often times the initial plan will be to “shelter in place”.
 - b. If a “homeless” person is discovered in building, call 911; Roseville has communication teams available to deal with such situations.
 - c. As per EMS directions, if ICE attempts to enter building, make them show a “judicial” warrant before allowing inside...no warrant, no entry. There are no written procedures; call Roseville PD 911.
- 4. With extreme cold and snow, pay attention to vacant units.

C. Directors’ Reports

- 1. Mike Holly: With president Bob Murphy going to be gone for the next two weeks, as vice president those duties come to me.
- 2. Ed Hollenbeck: **Closed meeting (11/13/25)** for approval of Bruce and Janet Wing as new APLL members in Unit 123; **Written action(s): (11/7/25)**; Unit 216 Induction oven purchase approval; **(11/29/25)** Approval of two temporary secretaries, Norma Jean Falink and Kathy Hollander, 12/1//25-5/31/26; **(1/22/26)** “The Board of Directors of Applewood Pointe Cooperative of Langton Lake, acting in accordance with sections 3.3 (b) and 6.12 of the Cooperative’s Bylaws, approves changes in the Membership Certificate from Certificate #53-Mary J. Peterson to Certificate #213 Mary J. Peterson Trust; subject to terms and conditions of the Trust Transfer Agreement dated November 17, 2025.”
- 3. Kathy Hollander: B&G has been working on recommending a system to catch water leaks.
- 4. Bob Murphy-President’s comments
 - a. APLL budget approved by HUD on 12/9/25.
 - b. Request for HUD insurance deductible waiver sent to Collier’s on 1/7/26.
 - c. State sales tax refund on natural gas used for heating is being worked on by Norma Jean F. and Kathy H. More information has been requested by the MN Dept. of Revenue; also, APLL may not have to pay sales tax going forward. Allowed to go back thirty months, which could lead to a \$2000-3000 refund; still being looked at. **If a \$3000+ refund is received by APLL, Bob Murphy will be taking Norma Jean and Kathy to lunch.**
 - d. RFD awarded \$3.9 million SAFE grant; 75% for two years, 35% for third year; grants allowing them to hire more staff.

- e. RPD awarded \$500K COPS grant.
- f. APLL elevator usage: Please **Do Not hold elevator open with hand**; use button on elevator panel. It costs money to have the elevator reset.
- g. A pin-hole leak has been discovered, and replaced, in a Phase II section of attic sprinkler pipe. This is the reason for switching over to the “nitrogen in the pipes” system.
- h. “Neighborhood Watch”:
 - (1) Replat of Pres. Home Care Center property outlot by park ball fields, which means no development can occur (11/24/25 City Council meeting).
 - 2) Mpls. based Hyde Development will re-develop site located at 1945 Twin Parkway into a 152,250 sq. ft. light industrial tech building, Twin Lakes Technology. Project expected to be complete this time next year.
- i. Bob will be on vacation 1/24-2/7.
- j. Bob M. has been selected as a director for Cooperative Development Services (CDS).
- k. Various openings on Roseville commissions. **Finance:** 3 vacancies; **Equity and Inclusion**-1 opening; **Planning**-2 vacancies; **Public Works, Environment and Transportation (PWET)**-1 vacancy. Apply by 6 Feb.
- l. Two Citizen Police Awards given out recently:
 - (1) During an arrest for theft at Walmart, citizen helped officer subdue suspect.
 - (2) Life of stabbing victim at Cleveland Ave. and “Cty. D” gas station was saved by staff of dental clinic across the street.
- m. Roseville City Council recently had a four-hour meeting relating to citizen input regarding ICE; Signage in Roseville parks has been posted prohibiting overnight parking and using parks as staging areas.

Lakes

\$107 &
due to a

5. Norma Jean Falink: **Treasurer Comments October-December 2025:** In October we were \$5031 short in revenue, November we were \$4447 short in revenue and December we were \$5261 short in revenue. Our operating expenses were \$1514, \$697 under budget respectively. This will be the end of this recurring revenue shortfall budgeting mistake.

Major/unusual expenses for Oct & Nov & Dec:

| | | |
|----------------------------|--------|--|
| All Flame | \$4768 | Fireplace cleaning |
| Sherwin Williams | \$8322 | Flooring units for turnover |
| Pye-Barker Fire & Safety | \$8485 | Sprinkler inspections, nitrogen system upgrades, fire extinguisher inspection and recharge |
| UHL/Summit Fire Protection | \$2506 | Labor for above |
| Summit Fire Protection | \$4666 | Emergency pinhole repair |

D. Approve Consent Agenda Items: Motion by Mike Holly, seconded by Kathy Hollander, to approve the below listed items in the Consent Agenda. Passed 5-0.

- 1. Approve the minutes of the 10/23/2025 Board meeting.
- 2. Appoint Sid Teske as Chair, Dan Kramer as Vice-Chair, and James O’Halloran as Secretary of the Building and Grounds Committee.
- 3. Approve the Marketing Committee’s request to hold Open Houses on Thursday, April 30, 2026; Thursday, August 13, 2026; and Thursday, October 8, 2026 (Applefest).
- 4. Move to allow the member in Unit 309 to install an upgraded dishwasher to replace a failing dishwasher. The upgraded dishwasher does not increase the initial dwelling unit value and is not an approved upgrades when calculating Transfer Value. The cost share between the member and the cooperative for the replacement shall be in accordance with the current Replacement Policy.
- 5. Thank you to Jerry Svien for his past leadership of Building & Grounds Committee.

replacement

VI. Consider items removed from consent agenda: None.

VII. Business Items

A. Set the date for the 2026 Annual Meeting of the Members as the third Thursday of April.

“Motion by Bob Murphy, seconded by Kathy Hollander, to hold the Annual Meeting of the Members on Thursday, April 16, 2026.” Passed 5-0.

B. Discuss and approve the next version of the Replacement Reserve Study.

1. Dan Saul designs and monitors APLL’s Replacement Reserve study.
2. Since 2019, APLL members’ contribution to the reserve fund has increased \$25 per month each year.
3. Goal is to be 80% funded by 2030.
4. This plan is an “educated guess” system, as no one can be assured of what costs will be in the future.

“Motion by Norma Jean Falink, seconded by Mike Holly, to accept the version of the Replacement Policy and Procedure with a date of December 29, 2025”. Passed 5-0.

C. Discuss renewing the contract for alarm monitoring services.

1. Three-year contract that includes monitoring of three alarms, fire/security system/place of refuge.
2. Bob noted UHL did not send a reminder notice of end of January contract renewal.
3. The contract terms release UHL from all liability; there are also indemnity clauses.(Kathy H.)
John Callahan addressed this at the last EMS training and directed us to be cautious of this,
4. Opinion was expressed that this contract language may just be the industry standard, with other companies using the same type of vague language.
5. Decision was reached to agree to a one year, not three-year, contract and use that year to investigate other companies.

“Motion by Bob Murphy, seconded by Kathy Hollander, to ACCEPT A ONE-YEAR contract covering UHL’s three bids for alarm monitoring services, dated 1/14/2026 for the yearly fee of \$420 (Security System); \$479 (Fire Alarm); \$XXX (Area of Refuge).” Passed 5-0.

D. Approve the Technology Committee’s request to use budgeted funds for Webador services and Google services for APLL web portal research and development.

1. Tech Committee members Amy Fisher, Steve Nuspl and Tom Stuart are working at developing a APLL building web portal as a way to share building information on-line.
2. Committee is requesting \$600 to pay for expenses they are incurring.

“Motion by Bob Murphy, seconded by Kathy Hollander, to authorize the Technology Committee to incur expenses of up to \$600 for Webador services and Google services related to the development of a web portal for APLL.” Passed 5-0.

E. Discuss the continuation of hours for a part-time admin assistant for APLL.

1. During 2025 Diane Gilbertson worked part-time as an admin assistant at APLL helping the Property Manager get unit files sorted and organized.
2. Due to certain circumstances like illness, bad weather and the inability to coordinate with Christina Hoglund’s schedule, there are still about 100 hours-worth of money “in the checkbook” to pay for extending that service into 2026.

“Motion by Bob Murphy, seconded by Mike Holly, to request EMS to extend Diane Gilbertson’s work at APLL by up to 100 hours in 2026.” Passed 5-0.

F. Discuss an update to the Property Manager’s office furniture.

1. A bid was solicited from Closet By Design to upgrade APLL’s office furniture. The bid totaled about \$10,000 for a new desk and a file drawer cabinet.
2. The Reserve Plan has funds for replacing the office furniture, but it is planned for 2031.
3. The question was raised whether a second bid was sought from another vendor; the answer was “no”.

4. The question was raised whether there were other options available to meet this need at a lesser cost.
5. Volunteers to research office furniture options were solicited from members attending the meeting, and Arnie Rehmann (Unit 221) volunteered.

A motion to “Table” this office furniture purchase motion was proposed by Mike Holly and seconded by Norma Jean Falink to allow time for more research to be done before a decision to purchase furniture is reached. Motions tabling another motion are not debatable. Passed 5-0.

“Original Motion” by Bob Murphy, seconded by Mike Holly, to accept the 12/17/2025 Closet By Design proposals of \$4768 for desk and shelving and \$4997 for file drawer cabinets for the Property Manager’s office.” No vote taken on this motion.

G. Discuss the Building and Grounds Committee(B&G) recommendation on garage floor sweeping and power washing. These vendors have performed this work for APLL previously.

“Motion by Kathy Hollander, seconded by Mike Holly to accept (a) the bid from Quality Sweeping to sweep the garage floor for an amount not to exceed \$700, and (b) the bid from H2OVERALL to wash the garage floor for an amount not to exceed \$1300.” Passed 5-0.

H. Discuss B&G recommendation on a plumbing engineer service bid.

1. APLL’s hot water system is more complicated than most buildings as there are two separate systems, one for each phase of the building, with each system having two separate 130-gallon tanks.
2. APLL’s water heaters have lasted longer than normal, maybe because they are higher quality ASME certified heaters. Recently one Phase I tank needed a small repair, and the part had to be ordered, which lead to some urgency to investigate system

replacement.

3. Questions to be asked range from a) tank heaters or boilers; 2) Continue with two separate systems or combine into one; 3) Replace all tanks at same time or as they fail.

4. B&G has proposed that one of two companies, Encompass Engineering or Steen Engineering, perform this survey service for us. As Steen Engineering was involved with designing APLL’s water heating system when the building was built in 2011 and 2013, it was decided that Encompass, a company recommended by John Callahan, be hired to perform this service, for a fresh look at our

system.

5. The price of this service, \$7300, is expensive, but considering the final project could cost around \$100,000, B&G felt it would be worth it.

“Motion by Kathy Hollander, seconded by Norma Jean Falink , to accept the proposal from Encompass Engineering, with a revision date of 1/15/2026, for plumbing engineering services at a cost not to exceed \$7300.” Passed 4-1 (Mike Holly)

I. Discuss B&G recommendation on the purchase of water alarms.

1. B&G has been investigating installing multiple water leak sensors in APLL member’s units for some time. About seven (7) sensors would be placed strategically in each unit.
2. A recent visit to APNB and a conversation with APNB’s maintenance tech by three APLL B&G members, helped them decide on the brand of water sensor that is being recommended. It is more user friendly (has an ON/OFF switch) and is less expensive
3. This total project will call for the purchase of about 750 water sensor units. Because of the large volume of units needed for this project, Bob Murphy suggested that rather than purchasing all 750 at once, a smaller sample of about 50 sensors, plus purchased, installed and tested for effectiveness and ease of

batteries, be use.

Amended motion by Bob Murphy, seconded by Ed Hollenbeck, to purchase fifty (50) CERoHS dB Water Leak alarms, plus batteries, at a cost not to exceed \$7400, to test and try-out for a 60 to 90 day period before purchasing the balance of the needed sensors if testing proves successful. Passed 5-0.

(Final amended) “Motion to purchase 50 CERoHS 120 dB Water Leak alarms and batteries.” Passed 5-0.

J. Discuss the Building and Grounds Committee recommendation on spraying on fertilizing of plants and trees on the grounds.

•Birch Tree Care has performed this service for APLL in the past.

“Motion by Kathy Hollander, seconded by Mike Holly, to accept the Birch Tree Care proposal dated 1/8/2026 to apply eleven applications of Foliar Spray this Spring and Summer at a cost not to exceed \$3060, with item #10 (Deep Root Fertilization) specifically being declined.” Passed 5-0.

K. Discuss the Building and Grounds Committee recommendation on the proposal to add rock mulch to a shady hillside in the southwest corner of our property.

1. Sloped area on SW corner of building is eroding due to lack of ground cover.

2. Adding more rock to the hillside will solve problem.

“Motion by Kathy Hollander, seconded by Bob Murphy, to accept the proposal from Tree Trust dated 11/19/2025 to add rock mulch to a shady hillside in the southwest corner of our property at a cost not to exceed \$4100.” Passed 5-0.

VIII. Next BOD Meeting: Thursday, February 26, 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): Nothing reported.

B. B&G (Dan Kramer): Nothing more.

C. Policy & Procedure (Bonnie Koch): Nothing reported

D. Social (Linda Ruesch): There will be food after Annual Meeting 4/16; watch mailroom bulletin board.

E. Finance (Pete Jasper): Nothing reported

F. Safety & Wellness (Phyllis O’Halloran):

1. 2/18, 2 pm-Roseville EMT refresher course on CPR

2. “Healthy Brain” workshop in April.

3. Roseville PD Neighborhood Watch (Coming)

4. May-Drug disposal

G. Decorating (Sue Bergly):

1, At our last 2025 meeting on November 10, we made plans for creating holiday decorations for the upcoming season. We planned, shopped and installed fir tree toppers with birch, red berries and painted canaries in our four outside planters. We made plans to add “Holiday Spirit” displays to our already interior festive tree and mantle swags. These new additions were then displayed: **In the lobbies**-one of four Andy Ostazeki’s delightful, annual greeting cards of past years; **In open corridor spaces**-Two beautiful floral arrangements by Jeanne Andahl; **In the library**-a lovely poinsettia painting; **In an open corridor**-a lively canvas reproduction of it; and **in the main lobby**-colorful Hannukah items belonging to Carol Cantrell.

2. Jane LaFroth has resigned from our committee.

3. We plan to meet for the next time in February to map out year 2026.

H. Craft Room (Muriel Schwinghammer read by Ed H.): There will be a jewelry making class offered to residents on Thursday, January 22 (today) from 1 - 3 PM in the Craft Room hosted by Amy Fisher and Claudia Doren. The cost is \$10 to cover materials. The committee is working on other enrichment opportunities for next month.

I. Gardening (James O’Halloran): Nothing to report.

J. Tech (Steve Nuspl): Fewer problems with Direct TV and routers; Portal Posse going well.

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

L. Woodshop: Nothing to add.

M. Library: Nothing to add.

N. Sunshine (Carol Cantrell): Nothing to add.

X. Question and Answer Session for Members:

•There will be two (2) Board terms up for election this year. Mike Holly will not be running for re-election; Bob Murphy will be running again.

XI. Motion by Kathy Hollander, seconded by Norma Jean Falink, to adjourn; motion passed unanimously. Meeting adjourned at 12:41 pm.

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Edwin Hollenbeck, Secretary