

DRAFT

APLL BOARD OF DIRECTORS MEETING

Thursday, February 26, 2026 10:00 am (CST)

In Person/Zoom Meeting

- I.** Open Forum: Carol Cantrell suggested that due to new APLL members attending the meeting, an explanation would be appropriate of what sort of comments/questions can be raised during “Open Forum” time.
- A. Bob Murphy explained that this time is available for any member raise any topic or ask any question of the Board. Topics raised will not be added to that day’s meeting as time must be allowed for the Board to gather background on the topic. The “Q and A” session at the end of a Board meeting is the time for members to raise questions about what just happened at that Board meeting.
- B. Bob Murphy introduced new members Bruce and Jan Wing who are now residing in Unit 123.
- II.** Call to Order, Roll Call and Determination of a Quorum: The meeting was called to order by President Bob Murphy at 10:05 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 EMS Rep Susy Kontos; Absent-Property Manager Christina Hogle; A quorum was determined.
- III.** Approve Agenda
Motion to approve agenda by Mike Holly, seconded by Norma Jean Falink. Passed 5-0.
- IV.** Property Manager’s, EMS Rep and Directors’ Reports, Communications and Announcements.
Christina Hogle, Property Manager Absent – No report this month
- A. Susy Kontos, EMS Rep Report
1. Gave update on Property Manager Christina Hogle’s status while presently vacationing in Mexico; She is safe, will be returning early on Sunday, and will be back to work next Tuesday.
 2. Annual Senior Housing Conference will be held May 20-21, 2026. Money in APLL budget for some members to attend.
 3. Update on cooperative safety situations
 - a) One cooperative experienced a gas leak, which called for building evacuation. Proper procedure would be to **Call 911 first**, contact vendor (Xcel, Centerpoint), then evacuate members.
 - b) Another situation that has arisen more than once is finding a stranger in a building vestibule, the space between two doors of a building entrance. If this happens, do not admit and call 911 if necessary.
 - c) If you admit a delivery person (Amazon, FedEx, UPS. etc.), escort them to the mail room and then make sure they exit the building.
- B. Directors’ Reports
1. Mike Holly:
 - a) Committee chairs please turn in your 2025 annual summary by March 1 so he has time to organize and get the annual report to the printer in time for the Annual Meeting April 16.
 - b) Annual meeting means time for re-election of officers, two positions to be filled this year.

2. Ed Hollenbeck:

- a) Since the last BOD meeting (1/22/26) BOD held one **Closed Meeting (2/20/26)** and voted to accept Jay Molter and Sally Thompson as new APLL members in Unit 409;
- b) Signed three Written Board Actions:
 - (a) On **1/30/26** approving Tom and Susan Stuart's purchase of Unit 315;
 - (b) On **2/15/26** to approve Unit 201's request to replace kitchen appliances with stainless steel appliances; and
 - (c) On **2/15/26** to approve Unit 220's request to replace sheet vinyl flooring in Unit 315 with luxury vinyl plank flooring.

3. Kathy Hollander: Our Cooperative is hosting a meeting of the Northern Orchard Building sub-groups here this afternoon at 1 pm. We asked Jim Wolf of Woodbury Applewood to be our guest speaker, as that Applewood is currently upgrading their Skymark HVAC units with the newest version, and we want to hear how it's going, what is the cost, etc. These are the units that we have in Phase 1 of our building, and while our units are still repairable, some day we will have to replace them.

4. Norma Jean Falink: **Treasurer's Comments January 2026**

- a) Some good financial news: With the help of B&G, Dan Kramer and Kathy Hollander, APLL was refunded \$5284 from Roseville due to overbilling on water and sewer expenses caused by a computer software change.
- b) Also, with Kathy Hollander and Norma Jean Falink's help, APLL will soon receive a refund of \$5600 sales tax paid over the last three years on heating fuel during the heating season of Nov-Apr, plus no longer having to pay sales tax during Nov-Apr going forward. **Based on the promise President Bob Murphy made to Kathy and Norma Jean at the January BOD meeting "If a \$3000+ refund is received by APLL, Bob Murphy will be taking Norma Jean and Kathy to lunch"; it looks like Bob owes them lunch.**
- c) In January we were \$1,273 short in revenue. Our operating expenses were \$24,321 under budget respectively. The largest expense category under budget was Maintenance, but I'm sure we'll catch that up.
- d) **Major/unusual expenses for January**
 - Sherwin Williams/Warners' Stellan: \$5949-Flooring/Appliances for unit turn-over
 - Integrated Fire & Security: \$1203-Security call on entry phone system
 - Beisswenger's Hardware: \$226-Vacuum cleaner
 - Staples: \$309-Mail Room bulletin board
- e) There will be meeting with our auditor on Thursday, March 5, at 2 pm in the Great Room; all are welcome.

5. Bob Murphy-President's comments

- a) In the library members will find a "Members' Profile" book, started by Robin Getman, Jo Spelbrink and Bonnie Koch. They have been editing and compiling the "Meet the New Members" articles which have been published for several years in APLL's "Apple Dumplings" monthly newsletter. Stop in and find out more about your neighbors. Profile book located on counter top, far left corner of library.
- b) Safety & Wellness, thank you for the hands-on CPR refresher course.
- c) Key inventory is mostly done, with mainly snow-birds missing; 75 done, 14 to go.

- d) Annual Meeting preview: Intent to run for the BOD forms available in Mail Room; so far “0” have been returned. Forms are due by March 17. If you have questions, please ask a past or present BOD member what is involved.
- e) Senior Housing Conference May 20-21 is a good training ground for Board membership.
- f) March 10, loaded baked potato bar, watch for sign up.
- g) Annual Meeting absentee ballots will be available beginning March 23. Need a majority of ballots returned. Purpose of the Annual Meeting is to elect two Board members and review the Annual Report. Pizza will be served after the Annual Meeting April 16.
- h) Board action is needed relating to the Task Force 17 Marketing Committee. APLL’s rep Robin Getman, after serving two years on a six-month term, is resigning as of May 1, so a new rep is needed. As this committee is directly connected with Marketing, it would make sense that a member of the Marketing Committee would fill this position.
- i) Report by APLL’s auditor, Mike Gramm, next week, Thursday, March 5 at 2 pm. Come and get a better understanding of cooperative finances; only three CPA firms in MN perform audits for cooperatives.
- j) On Feb. 6 APLL’s HUD deductible insurance waiver request was sent from our mortgage carrier Colliers to HUD; hope to hear soon. HUD rule: If your deductible is more than \$475,000 you need a waiver; ours is \$800,000.
- k) BASE on-line calendar is making progress; soon you won’t have to check mailroom bulletin board for info like guestroom availability and meetings.

V. Approve Consent Agenda Items:

- Approve the minutes of the 1/22/2026 Board meeting.

Motion by Norma Jean Falink, seconded by Mike Holly, to approve the minutes of the 1/22/26 Board meeting. Passed 5-0.

VI. Consider items removed from consent agenda: None.

VII. Business Items

A. Discuss the Building and Grounds Committee recommendation on drain cleaning in the garage. The same company has performed this service for APLL for several years.

“Motion by Kathy Hollander, seconded by Norma Jean Falink, to accept the bid from All Ways Drains dated 2/5/2026 to water-jet clean various garage floor drains at a cost not to exceed \$1375.” Passed 5-0.

B. Discuss the Marketing Committee request to continue participating in the joint Applewood marketing effort. The dollar amount each Applewood pays to fund this Task Force is based on the number of units contained in each building.

“Motion by Bob Murphy, seconded by Mike Holly, to continue APLL’s involvement and participation in the United Applewood Brand Task Force.” Passed 5-0.

“Motion by Bob Murphy, seconded by Kathy Hollander, to pay the invoice dated 2/6/2026 from United Applewood Brand Task Force, for the amount of \$1,631, for marketing services in 2026. Passed 5-0.

C. Discuss the recommendation from the Ad Hoc Committee on Fitness Room Equipment and Furnishings.

1. Survey was done on the replacement of APLL's two treadmills. Committee selected a clear first choice, the T600 from Johnson Wellness at a cost of about \$4000 per treadmill.
2. Purchase will not be made now, but when the present treadmills fail.
3. Committee did a wonderful job on this project, and will stay active, ready to deal with other Exercise Room matters that might arise.

“Motion by Bob Murphy, seconded by Kathy Hollander, to accept the report dated 2/9/2026 submitted by the Ad Hoc Committee on Fitness Room Equipment and Furnishings and thank the members for their initial efforts.” Passed 5-0.

D. Discuss update(s) to the Property Manager's office furniture arrangement. Important that this topic stays active and does not “fall off the plate”.

1. Through conversations with Christina Hoglund and Suzy Kontos, Kathy Hollander has gained an understanding of the office conditions that are “irritants” for Property Manager Christina. Two of them are: file folders that are too tall so they rub when file drawer is opened, and not being able to raise the copier top lid to copy, scan, etc. due to limited upper space.
 - a. Kathy H. has already replaced the file folders in question with some that are shorter that don't rub.
 - b. Kathy is recommending to remove the under-used cabinet above the printer, and then paint the wall behind it, so the printer lid restrictions will be eliminated.
2. It's important that an office be organized for the person who is going to use it the most.

VIII. Next BOD Meeting: Thursday, March 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): Next APLL Open House will be Thursday, April 30, 2026.

B. B&G (Sid Teske):

1. Recently formed B&G sub-committee will evaluate electrical use in the building.
2. Building water use is being scrutinized, with outdoor lawn irrigation the main focus.
3. Encompass Engineering is the engineering company approved by the BOD last month to study what direction APLL should go when water heaters fail.
4. A meeting will be held this afternoon at 1:00 pm here at APLL with Northern Orchard Building Committee members to discuss common interests; emphasis today on unit HVAC replacement.
5. Within two weeks B&G hopes to have a compiled list of committee members.

C. Policy & Procedure (Bonnie Koch): Working to update the APLL Resident Handbook, with the goal of putting it on-line rather than re-printing it.

D. Social (Linda Ruesch):

1. Baked potato bar is March 10, must be signed up by Sunday, March 1.
2. Pizza luncheon after the Annual Meeting, April 16.

E. Finance (Pete Jasper): Nothing reported

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

1. Wed, March 25 at 2 pm, Roseville PD rep is going to review the Neighborhood Watch program that APLL is a member of; will also talk about what the criminals in Roseville are up to.
2. Brain health program has been re-scheduled for June.

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

H. Craft Room (Muriel Schwinghammer read by Ed H.): Krishna Saxena will be offering an acrylic painting class on Thursday, March 12 from 1 - 3:00 pm. in the Craft Room. Please check the mailroom bulletin board for details and signup within the week.

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

J. Technology and web portal progress (Steve Nuspl):

1. First look at the web portal at Tech workshop the beginning of April.
2. Already accumulating documents to be placed in the on-line web portal.
3. Ryoko Kuriyama is going to take over updating of the 1-2 weekly events channel.
4. Direct TV receivers have been working well.

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

L. Woodshop: Nothing to add.

M. Library: 2026 Committee and BOD minutes binder has been "rediscovered" at it was pushed to the back of the storage cabinet; is now available for committee use to file minutes.

N. Sunshine (Carol Cantrell):

1. A request in the next newsletter is going to ask members who have received a flower in a bud vase to return the vases to the counter in the Craft Room;
2. Committee functions well with four members as each one covers one week a month.

X. Question and Answer Session for Members:

Q1 (Ann Kersey): Is the chair in the office going to be replaced before a new person is hired? She feels a new hire should be able to pick their own chair. A1: (Bob Murphy) No discussion at present for replacing the existing office chair; if new chair is needed in the future, it will be provided.

Q2 Bruce Wing alerted that they have guests coming in Friday and Saturday nights; A2 (Kathy H.) Raised question of whether guests should have a "guest badge"; discussion about this ensued.

XI. Motion by Mike Holly, seconded by Kathy Hollander to adjourn; motion passed unanimously. Meeting adjourned at 11:33 am.

Edwin Hollenbeck, Secretary