Mayfield Condominium Homeowners Association

Minutes of the Annual Meeting June 3, 2026

Meeting Room A, Iowa City Public Library

The meeting was called to order at 6:00 pm by President Mike Madsen.

MEETING ROLL CALL AND CERTIFICATION OF PROXIES; PROOF OF NOTICE OF MEETING

Lindsay Seibert, Keystone Community Association Manager, noted that the official proof of notice of the meeting was sent (both by email and U.S. mail) and the proxies were certified. She reported that we did have a quorum 68 in person attendees and 81 proxies. A total of 91 households represented either in person or by proxy are needed to make a quorum. There are 179 units (and 162 owners) in the Mayfield Condo Association.

There was a motion and a second to approve the 2025 minutes. The motion carried unanimously.

REPORTS OF OFFICERS AND COMMITTEES

FINANCE COMMITTEE (Linda Swift (co-Chair), Tom Perdue (co-Chair), Mike Madsen, Peggy Slaughter)

Linda Swift reported for the committee. She presented a pie chart that visually represented the key categories of our Association budget expenses in decreasing order of amount budgeted: insurance (our largest expense); lawn, tree and landscaping care; snow and ice removal; trash and recycling removal; maintenance; concrete repairs; management fee; utilities; and reserves.

She also presented a history of our insurance costs for the past five years, which have increased dramatically from $79,000 in 2022 to $179,027 in 2026. This year the Board voted to renew our insurance contract through Relion for West Bend insurance. She outlined our policy's deductibles for wind and hail damage as well as for damage other than wind and hail, such as fire damage. She emphasized the importance of loss assessment coverage on homeowners' policies. **Every homeowners should get loss assessment coverage on their individual condo insurance policies.** This coverage is not expensive and serves to mitigate the impact of special assessments levied on homeowners to cover costs of damage caused by disastrous events (wind, hail and fire). Homeowners with loss assessment coverage can submit a personal claim to their insurance to cover the cost of the assessment, less any deductible. [Note this insurance will not cover non-disaster-related costs, such as replacement of shingles due to age. Many of the units are now 23 years old and the average lifespan of most asphalt roof shingles is around 25 years. Replacement of common elements, such as roofs/shingles, is the responsibility of the HOA and will likely require a special assessment when our roofs need to be re-shingled.]

In addition, Linda reviewed the Mayfield cash assets in the operating and reserve accounts which have increased significantly over the last 5 years. We have cash assets totaling $143,837 (including $24,172.98 in our reserves savings account) as of early May 2026. (The 2026 budget report is included in the *Mayfield Condo Association 2026 Annual Meeting Information Packet*.) The amount owed the Association for delinquent accounts has decreased markedly since to the Board levied a $50 late fee for dues that are 10 days or

more overdue and placing liens on properties when the dues are 90 days overdue. It costs us $7 to file the lien and $7 when the lien is lifted. These charges are added to the overdue amount when it is paid.

TREASURER'S REPORT (Tom Perdue).

A Mayfield Treasurer Board position was established in July 2025, with Tom Perdue serving as the Association Treasurer starting in August 2025 and continuing in 2026. The Treasurer's responsibilities include monitoring cash flow, regularly reviewing expenses, safeguarding Reserve Funds for future repairs and leading the development of the annual budget in consultation with the Finance, Maintenance, and Landscaping and Grounds committees and the Board.

Tom Perdue presented his accomplishments since becoming Treasurer: (1) developed an invoice payment checklist; (2) developed a risk and control plan; (3) developed monthly Treasurer's reports delivered to the Board, the Finance Committee and Keystone; and (4) established a formal annual budget development process. He showed an invoice payment checklist from October 2025 and outlined the risk and controls plan developed last year.

The Treasurer's reports, completed on the last day of each month, include cash flow (month and YTD), outstanding receivables greater than $500, the budget vs actuals (month and YTD), the top 5 key expenses, YTD overages, notes, potential upcoming expenses and upcoming items. He showed his May 31, 2026, report as an illustration. This detailed monitoring of finances is possible in large part because of income and expense information readily available on the Keystone Portal.

He also described his 9-step annual budget development process began with examining the input from committees and financial reports from the first 8 months of the year. Then the Committees and the Board make recommendations for revisions. The final version of the budget is submitted to the Board for discussion and final approval in late October or November and subsequently uploaded to the Keystone Portal by December.

Comments about financial matters:

One homeowner suggested that a periodic audit conducted by an external party might be advisable. The Board will consider it.

The slides illustrating the invoice payment checklist, risk and control plan and Treasurer's report will be uploaded to the Portal. We will consider putting the top 5 expenses up on the Portal as well. The regular monthly financial reports are for Board use only and access to them is restricted to Board members.

LANDSCAPING AND GROUNDS COMMITTEE (Committee members: Jan Frerichs (Chair), Mary Ann Bruno, Bob Blair, Mary Ann Murray, Rod Jensen, Linda Swift, and Tom Perdue*).*

Jan Frerichs presented the report of the Landscaping and Grounds Committee meetings, projects and plans. This is a very active committee that has met 12 times since August 2025. They have set up a project action log to plan and track needed work.

Completed projects:

- Red Buffalo was hired to remove 39 trees throughout Mayfield. These included dead Ash trees and those that were too close to homes and were interfering with/clogging gutters.
- Cleaned gutters and downspouts everywhere but for Red Hill (where the Tomlinson Cannon gutter cleaners couldn't reach their gutters because of their height)
- Drafted a list of acceptable plants, shrubs, and trees, which is posted on the Keystone Portal. Homeowners may choose to plant shrubs and trees, at their own expense, to replace plantings that have been removed or have died. (See the ***Questions about landscaping from the floo*r** section below for more information about the rules for new plantings.)
- Provided input into the section of lawncare contractor. Turf Masters was again selected as our lawncare and landscaping contractor.
- Coordinated with the Pond Guy on the schedule, work performed and checking in/out when doing work. Mary Ann Bruno has been the contact person for all pond-related issues and work and has been picking up garbage in and around the ponds.
- Cleaned around pond drains.

Projects in process:

- Stump Grinding/Removal. Bob Blair took responsibility for flagging all the trees that needed to be removed and for removal of the stumps. The Board approved the bid from The Tree Guys to grind out 60 stumps as well as add topsoil and reseed areas with grass seed where required.
- Fill holes and washouts around Mayfield (Volunteers: Joe Sturm, Mary Ann Bruno, Rita Hammes, Tom Perdue)
- Clean around the pond (Mary Ann Bruno)

Upcoming projects:

- Clean upper gutters on Red Hill. As mentioned earlier, Tomlinson Cannon cannot do this because of the height, so the Committee will have to find another vendor.
- Install gutter guards where needed.
- Trim oak trees this fall.
- Investigate removal of shrubs and bushes around air conditioners and residences
- Continue to fill holes and washouts.

Questions about landscaping from the floor:

There was a question about placement of new plantings on the approved list. Earl May, which is the primary approved vendor for new plantings, will help with suggestions for placement.

Reminder of the rules regarding new plantings: Residents must obtain prior written approval from the Committee for any planting of trees, bushes, or shrubs. They must submit a map indicating the location of the proposed planting, along with the chosen plant type from the pre-approved list. Trees must be planted at a minimum distance from

any structure, with the exact measurement to be specified. All trees, shrubs, and bushes must be professionally planted by the vendor approved by the Board.

Another question was about trimming tree suckers, which used to happen with bed maintenance. This service is not part of the current contract.

Bed maintenance and shrub trimming will start soon**.**

MAINTENANCE COMMITTEE *(Committee Members: Joe Sturm, Rod Jensen, Tim Lewis, and Tom Perdue. Volunteers: Joe Sturm, Mary Ann Bruno, Rita Hammes, Ed Keeney and Tom Perdue*.)

Tom Perdue presented the Maintenance Committee report. The Maintenance Committee was established and launched in October 2025. They devised a Charter stating Purpose, Goals, Activities, Scope, Team, Key Dates, and Benefits; made a communication plan; outlined roles and responsibilities; decided on priorities; and set up an action log. Tom presented the details of the Charter as well as the priorities of the committee and the project selection and implementation process.

He outlined the projects that are completed, in process and upcoming:

Completed projects:

- Upgraded 12-plex Monitoring System. (This upgrade will save the Association an estimated $4,100 per year.)
- Installed 3 new entrance doors and 3 locks on the south side of the 12-plexes, and 3 new locks on the north-side doors.
- Cleaned the dryer vents in the three 12-plex buildings.
- Cleaned the carpets in the three 12-plex buildings.
- Replaced 48 lights throughout Mayfield.
- Repaired gutters and downspouts where needed
- Replaced light sensors.
- Repaired mailbox boards and posts and replaced mailboxes when necessary.
- Repaired missing roof shingles where needed.

Projects in process:

- ABC recycling pilot: consolidate individual recycling bins for each of the 12-plexes and Brentwood townhouses into centralized recycling dumpsters in the trash corrals. This could potentially save the Association $8,600 per year.
- Concrete repairs. (Committee is prioritizing these)
- Repair and painting railings. (An RFQ has been issued)
- Take temporary measures to cover rust and closures on doors on north side of the 12-plexes.

Upcoming projects:

- Repair downspout ends.
- Power wash and stain the Gazebo.

- Rebuild the dumpster corrals at the 12-plexes and Brentwood townhouses.
- Seal the exterior of 12-plex windows.
- Begin assessing replacement cost of aging roof shingles.
- Replace 3 new entrance doors on the north/York Place side of the 12-plexes.

Easy repairs, such as replacing mailboxes, putting dirt down in washouts, and replacing lightbulbs, are handled by the Committee and volunteers. More complicated repairs, such as replacing light fixtures, are contracted out to professionals.

There was a request to have the meeting notes and project logs posted on the Portal and the Committee agreed to do this.

POST-IT NOTE PARKING LOT/SURVEY:

To solicit anonymous input related to Mayfield, meeting attendees were given two Post-it Notes per household and encouraged to write down specific suggestions for improvements and general comments on them. These were placed onto a white board. Some suggestions were read and discussed during this part of the meeting but all suggestions from this survey will be recorded and put into a spreadsheet for consideration by the Committees and the Board. The Board hoped that this would be a good conduit for feedback about needed improvements and processes.

Kudos expressed: A number of very positive comments were voiced by several people about the excellent work of the Committees and the Board and about the notable improvement in organization of information and procedures. There was enthusiastic applause from the audience showing their agreement with the compliments. There was even a suggestion to give the Board members a 30% raise in recognition of their fine work. The Board will take this under advisement.

ELECTION OF BOARD MEMBERS

All current Board members are willing to serve another year. Mike asked if anyone was interested in serving on the Board, but no volunteers came forward. There was a motion to keep the current Board, which was seconded and passed unanimously. Election of Board officers for 2026-27 will take place at the August Board meeting.

Contact information for Mayfield Condo Association Board members:

Mike Madsen (president): 148 Broadmoor Lane, michaeldmadsen@outlook.com; 319-430-8398
Tom Perdue: 67 Notting Hill Lane, tperdue2003@yahoo.com; 920-960-8720
Sue Otto (secretary): 106 Notting Hill Lane, sue.otto.ic@gmail.com; 319-321-0121
Jan Frerichs: 222 Red Hill Lane; jnfrerichs01@gmail.com; 319-331-6341
Rod Jensen: 52 Brentwood Lane; rodljensen@gmail.com; 319-331-8585.
Joe Sturm: 13 Notting Hill Lane; gageboy188818@gmail.com; 319-512-9518
Linda Swift: 66 Notting Hill Lane; linda@swiftbusiness.com; (319) 594 2075

Contact information for Keystone Property Management:

Lindsay Seibert, Community Association Manager
lseibert@keystoneproperty.net

Keystone Property Management
160 Southgate Ave. Suite D, Iowa City, IA 52240
319-519-6228

Resident Portal:

Please submit requests for maintenance and general questions electronically through our resident Portal:

https://keystonepropertymanagement1.managebuilding.com/Resident/portal/login

If you have not activated your account on the resident Portal and can't find the email sent from Keystone for a link for activating your account, email Lindsay requesting that a reset password link be sent to you. Newer residents will receive an email with an activation link when they purchased their Mayfield property.

UNFINISHED BUSINESS

One issue raised concerned the possible resumption of illegal car sales around the 12-plexes. Lindsey will follow up. If the cars are parked on the street the police should be contacted.

NEW BUSINESS

While no new business items were included on the agenda, meeting attendees were invited to bring up issues.

Reminder to lock doors: There was a break-in during the night in one of the units. Unfortunately, the door wasn't locked. Residents are reminded to keep doors locked, even during the day and even if at home. Likewise garage doors should be kept closed. Call the police if you see something suspicious.

Association Owner Directory. There was a request to have a printed directory of Mayfield owners or at least a complete directory accessible through the Keystone Portal. Lindsay explained that Keystone doesn't do this as a matter of course, since some people do not want their information made available. Lindsay will send out an owner information email notifying owners that a directory is being created with names, addresses, phone numbers and email addresses. Those who do not wish to have their info published or limit it to only some of the information may contact Lindsay to have their information withheld or limited. In the future printed directories will be available at the annual meetings.

Board meetings. Board meetings are held quarterly and are public, although visitors may not actively participate.

The meeting was adjourned at 7:30 pm.
Respectfully submitted,
Sue Otto, Secretary