

Castle Condominium - Stoughton, Wisconsin

Unit Owner, Residents, and Board Meeting

August 15, 2024 - 6:30 pm

All Board members present: Jerri Welk, President; Barbara Mazzoni, Secretary;  
Tracy Zeichert, Treasurer; Ellyn Klaila

Association members present: Twelve (See sign-in sheet)

Management Company: Superior Condo Mngnt - Nic Schilling Carryl Co - Not In Attendance

President Welk called the meeting to order at 6:30 p.m.

### **Introductions and Board Announcements**

Welk introduced Nic Schilling, the CEO of the Association's new management company and asked him to tell the group about himself. Schilling said that he is a civil engineer with a background in project management and IT, and that he was also a champion rower. He went on to say that for several years he owned a condo in Fitchburg and had served on that association's board. He said he and his wife now live in Stoughton. He owns a number of rental properties, but he only manages condominium properties.

Schilling stated that in entering all the necessary data into the electronic system we will be using for Castle business going forward, he has typed and retyped Association members' names and information but this is his first chance to put a face to some of the names. He asked those in attendance to introduce themselves, state how long they have lived at the Castle, and tell him what they like about living here. Good neighbors, the quiet, convenience, and our furry friends were mentioned most often. Several people complimented the Board, which was met with rounds of applause in agreement.

### **Treasurer's Report**

Zeichert reported that we have received no financial-related information from Carryl Company for months. The Board removed them from the Association's banking accounts back on July 1st, but there is still information going back as far as May they should be providing. *(Note: With the intention that it would make for a smoother transition, the Board decided to pay both Carryl and Superior for the month of August. As it turns out, Carryl has not actually provided services to the Association since they were given—and paid for—the required sixty day notice of termination of their contract with Castle.)*

Zeichert went on to say the Board is working to ensure that all the financial information is up to date by the time the new portal is launched. She reminded everyone that checks for fee payments are NOT to be sent to Carryl. Other than that, fee payments for the month of August can be made as usual, including checks being placed in the box in the lobby. However, payments for September fees and beyond must be made using the new system. After that time any checks left in the box will incur a \$25 processing fee..

## **Maintenance Report**

Welk noted that Dave, Carryl's property manager, has not been around for some time. She said Preston, a handyman Schilling recommended, has installed weather stripping on the pedestrian garage entry doors as was suggested by the pest control company. He is scheduled to add weather stripping to the other entry doors around the building.

There was a discussion about the dumpster area doors now needing to be pulled shut because of the tighter fit resulting from the addition of the weather stripping. Carol Ann McCardell (Unit #111) suggested installing some sort of a handle to the door as the push bar is difficult to hold onto when trying to pull the door shut.

Kwik Kill pest control is now under contract with the Association for a year. They placed humane traps around the garage to remove rodents, sprayed for wasps, and made recommendations to control pests following their inspection of the building and grounds. They will initially check the traps as needed, visit the property monthly, and be available for emergency pest problems.

## **Old Business**

Welk stated that in order to share information with members the Board needs to have an email address for each member which is current and checked frequently. As the management company Superior also needs to know about members. The Board and Superior will be sharing member information as they learn it to be sure data is up to date. Schilling asked that before those in attendance leave the meeting they review the spreadsheets on the table to be sure the spelling of their name, email address, and phone number are all correct.

Per the rules being enforced as of last month, members have been doing well with not parking in the commercial lot. The rule about not parking in the guest spots is not going quite so well. The Board will be following up on that.

## **Owner & Resident Concerns**

A question was asked about when lawn mowing day is actually scheduled. Mazzoni explained that while JD Enterprises had originally been mowing on Tuesdays, they have changed to a Friday schedule. That day will vary if bad weather is predicted for Friday.

Sue Maerz (Unit #210) said the door to the back parking lot had been propped open again. Welk responded that on that day handyman Preston had propped the door open while he installed weather stripping. Maerz apologized for locking him out, but Welk responded that she had done the right thing to close a propped door when she didn't know what was going on. In this case Preston called Welk to let him back in.

A discussion followed about other doors being propped open and a reminder from the Board to remove any object holding the door open. Posting signs or notices about security was briefly discussed.

It was reported that some lights in the back and the front of the building are burned out. Welk suggested the circuit breaker could be the problem.

Diana Badour (Unit #307) said there frequently is a smell "like skunk" in the 3rd floor hall on her side of the building. Mark Kading (Unit #306) agreed. Discussion concluded the smell to likely be caused by someone smoking marijuana. Welk reminded that the first step to resolving a neighbor-to-neighbor situation is to deal with the problem face to face. If that doesn't resolve the problem the Board or management should be contacted. Police should be contacted if necessary.

## **New Business**

Schilling took the floor and explained that as the management company he is an arm of the Board. The Board is the boss. When asked about his availability for in-unit work, he said he can make referrals, but he doesn't do those tasks. His focus right now is on setting up systems to get fees paid and processed so we can keep Castle running smoothly. Carryl hasn't provided financial information for several months, so that is holding up some of the set up, but by September 1st the portal set up will be completed.

He stated that the system will automatically charge a \$25 late fee for fees due on the 1st of the month but not paid in full by the 5th. He clarified that late fees would go directly to the Association. The goal is not to collect any late fees, but rather to help ensure the Association receives all the funds necessary to cover its expenses in a timely manner. He said the \$25 fee to pay by check goes to the company processing the checks, not to the Association.

He said the Board will soon be distributing a hard copy and emailing a letter to members introducing Superior and outlining some upcoming changes, including how fee payments are to be paid. Schilling will follow up with a letter detailing how members can set up their account on the portal through which payments will be made and where account status can be checked. On Saturday, August 24th from 10:30 a.m. until noon, then again on Tuesday, August 27th from 6:30 p.m. until 8:00 p.m. he will be in the 3rd floor meeting room to help any members who are not comfortable setting up the account on their own. He noted that Resman is the software company that will process payments and other information. Apptex is the software or umbrella company where Rexman resides, so both will show up on the portal.

## **Owner & Resident Questions and Concerns**

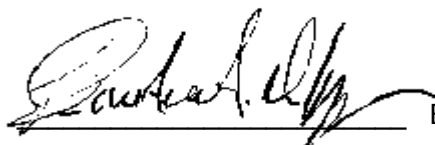
Members expressed concern about a child riding a motorized two wheeled vehicle in the garage and in the 2nd and 3rd floor halls. Discussion followed about the speed and resulting danger in the garage and the unsuitability of the vehicle operating in the hallway. The Board will follow up.

John Klingelhoets (Unit #215) questioned the commercial space's exclusive use of its portion of the parking lot while paying the same for lot upkeep (snow plowing, pothole repair, etc.) as other members who do not use that area. He presented a section of the condo docs that appear to challenge this. Klingelhoets said he works with commercial real estate, which is why this situation was of special interest to him. Mazzoni stated that among the many issues the Board has had on its plate, it is aware that a review of several parts of past agreements with the current owner of the commercial space need to be reviewed before the space is sold. Schilling said he would review the docs.

Badour made a motion to adjourn. Seconded by Blanche Carbonneau (Unit #104).

Meeting adjourned at 7:40 p.m.

Secretary



Barbara Mazzoni

August 21, 2024

Date approved