

Castle Condominiums Association
Annual Meeting

November 9, 2023 - 6:00 pm

Welcome - Roll Call of those present including proxies

Board Introduction - Explanation of Castle Condo Board responsibilities, Invitation to owners to serve on the Board. Election process explained and that it will happen later in the meeting. Carol Ann McArdell has resigned effective December 31, 2023.

Proof of Notice - Annual meeting packets hand delivered or mailed to each unit 20 days prior to the annual meeting. Signs posted around the building.

Proof of Quorum - 34 total votes

Meeting Minutes of 2022 Annual Meeting - Minutes approved 11/9/2023

Report of Officers/Board - Jerri reported on the goals and accomplishments of this years board. This year started with the Condo Board on a high learning curve. We were all new to our positions and we had a new management company. There were a number of projects that needed completion from previous years and a number of unexpected projects that needed emergency attention.

New procedures that were implemented this year:

- We now post our basic financials monthly and they are in the minutes.
- Order of the meeting has been changed, and owner/residents are encouraged to stay for the entire meeting for more transparency and accountability.
- We now have a website: castle-condos.com . We will be having classes to help you navigate and learn our website.
- We also instituted a garage clean-up. The garage is much better, but there continues to be an issue regarding the fire codes, rodents and storage of a few garage stalls. These will be addressed.
- Attendance at our Condo Association Meeting has consistently increased.

Going forward our goals are to;

- Continue to increase monthly participation.
- Work on issues in the garage including storage, fire safety and rodents.
- Increase usage of Castle Website.
- Increase our saving reserve.

Old Business -

-Castle Condominium Website: Our website is up and running. It includes all the meeting minutes since the beginning of 2023. It also includes up to date information and announcements for all residents. The website also contains a way to contact the Castle Board via email. In addition, the Castle Board can respond and contact the Owner/Residence to respond to your concerns and to send out important emails. Our website also includes a function that will allow you to translate our website into any language that you may need. Ellyn, will hold classes for anyone who is interested in learning how to use and navigate The Castle Condominium Website. The address of the website is; castle-condos.com.

- *Special Assessment forms*: Your intention forms for the special assessment need to be turned into the Carryl Co by November 2 and payment for the special assessment starts December 1, 2023.

Feedback from Unit Owners/residents -

- Carryl Co website has only one page and is not very helpful. Cheri Carryl explained that their website had gotten hacked awhile and they have not created a new one.
- Pellitteri is picking up trash at 2 am. This is disruptive to sleep for the residents who live over the trash/recycling area. Carryl Co. will check to see if Pellitteri has us as a commercial property instead of a residential.
- Are work orders available on our website?
- Wondering what our condo fees and garage stall fees will be? Carryl Co. will send out statements by 12/1/2023 to each unit owner.
- Individual unit owner Sue wanted to know specifically what her fees are. Carryl Co. will check on this and get back to her.
- The light in the back/north parking lot is out and has been out for some time.
- Question as to whether owners will be able to vote on the budget items separately. According to our Condo Documents, the budget must be voted on as a whole. Either it is approved or not approved.
- Owner/residents have seen rodents in the garage and unit #210 said she has heard rodents in her walls. Carryl Co. will put poison in the garage where rodents can access it, but children and our pets cannot. Carryl Co will check out #210.
- We used to have a pest control company. Carryl Co. will be taking care of this for now.
- Carpet stains on the 3rd floor continue to be an issue. We have a carpet cleaning company scheduled to clean our common areas. They have been instructed to pay special attention to the stains. If we are not satisfied, they will come back.
- Community behavior; if you or someone with you spills please wipe it up, If you drop something, please pick it up.

Budget Review - The budget for 2024 was discussed. Prices have gone up considerably from our vendors.

- Our insurance alone has increased 18% and our deductible will probably also increase. Our insurance recommends that each unit owner/resident increases the amount of their personal "Loss Assessment Coverage". It is a minimal cost that will help cover the Castle Condo deductible for claims.
- Carryl Co needs to submit bids to the Condo Board so that an informed decision can be made regarding our vendors.
- Questions asked regarding the large increase for trash over what was budgeted for this Year. It seems that our previous management company would randomly slash numbers of our budget in order to keep the numbers low and our condo fees from increasing too much. Unfortunately, this gave us a budget that was not inline with the cost and this years budget we have used the actual numbers which has given us a budget that is realistic to our costs, but the numbers are proportionally different than in the past.
- Question regarding the need for a lock company. The back door on the Northwest side needed a new lock. The new lock also needed to be keyed to match the master that we have for the building.

- Question regarding our non-residential units. They are still for sale, and our Condo Documents clearly state what kinds of businesses can occupy those units.
- Condo fee increase will be \$20 per unit per month starting January 2024
- Rental fee for parking stalls will increase to \$50 per stall per month starting January 2024.

Vote on approval of the budget for 2024:

Total ballots: 34

Proxy & In Person **yes 31** **no 3** **abstain 0**

Annual budget for 2024 passed

Carryl Co. updates and End of Year Report-

- The two water heaters in the garage were replaced.
 - Leaks in the fire system Fire Line BSR System
 - The overhead garage door springs x2. They have been fixed and we have replacement springs
 - Leaks in the Stoughton Arts Center ceiling were fixed and replaced all valves
 - 7 Water valves have been replaced
 - Plumbing leak CPVC Shut off Valve has been replaced
 - Fire suppression system has been updated by Monona Plumbing
 - Exit signs
 - Security door adjustments and replaced one closure
 - Insulated plumbing pipes in water heater room
 - Replaced leaking pipes of main sprinkler system - dry system in the attic
 - Balcony repairs and railings secured
 - Attic leak fixed and checked for leaks with an infra-red camera
 - Roof inspected and it is in really good shape even after the hail storms. (We are on our second roof. 1st one was replaced in 2014)
 - We had a trailer for recycling in the parking lot for a few weeks.
- Looking ahead:* The stucco (EIFS) needs to be inspected and repaired/replaced, the parking lot needs repair and possibly redone, the front entrance needs to be fixed up, the fire suppression system needs either to be replaced or fixed.

Election of the Castle Condominium Board of Directors:

Nominations for board:

Jerri Welk - President

Barbara Mazzoni - Vice President, Secretary

Tracy Ziechert - Treasurer

Ellyn Klaila - Member at large

Motion for unanimous vote. All nominations for 2024 Board passed.

Closing Comments:

Unit owners wanted to thank the Castle Board and our new management company, The Carryl Co for their work this year.

Adjourned

Respectfully submitted,
Carol Ann McArdell, Secretary