

Castle Condominium - Stoughton, Wisconsin  
Unit Owner, Residents, and Board Meeting  
October 8, 2024 - 6:30 pm

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

Board member absent: Ellyn Klaila

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

Management Company: Superior Condo Management, Nic Schilling - Not In Attendance

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

### **Introductions and Board Announcements**

Welk announced that the Annual Meeting will be held at 6:30 p.m. on Thursday, November 14. Information packets will be distributed to all Castle owners before the end of this month. Among the items contained in the packet will be that evening's meeting agenda, minutes from the 2023 Annual Meeting, a copy of the proposed 2025 budget, and a proxy form. Votes to approve the 2023 meeting minutes and the proposed budget, and election of Board members will be taken at the meeting.

A discussion about the meaning of a proxy followed. Mazzoni stated that the concept of a proxy can be confusing. She explained that by filling out and returning the proxy form an Association member with the right to vote names another person (their proxy) to vote on the member's behalf if the member is unable to be in attendance for a vote. She emphasized that whether or not an Association member expects to attend the Annual Meeting and place their own vote, something unexpected could come up such that they actually couldn't be at the meeting—in which case the person they have named as their proxy could vote on the member's behalf. If the member does in fact attend the Annual Meeting, the proxy appointment is voided, and the member can cast their own vote.

Zeichert added that in order for the results of a vote on an issue to be legal, a quorum (the total number of authorized voters in attendance) must be reached. The number to reach a quorum for Castle voting is  $31 + 1 = 32$ . That number includes members in attendance and casting their own vote, as well as proxy voters in attendance.

### **Treasurer's Report**

Zeichert reported that property manager Nic Schilling of Superior Condo Management is doing a great job with getting fee delinquencies paid up to date. Former management company, Carryl Company was not pursuing delinquencies, resulting in needed Association income coming up short.

As more financial information is accumulating in ResMan the Board intends to work with Schilling to learn more about accessing various reports within the system. That will allow the treasurer to provide current and more accurate financial updates to members.

Sue Maerz (Unit #210) said that Schilling had let her know she has a fee credit. She said she has left a couple of messages to let him know she'd like the credit applied toward future fees on ResMan, but he has not gotten back to her. A discussion followed that the understanding members who met with Schilling about setting up their ResMan account is that they know their  
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banking info had been entered into the system, but they do not know how to access ResMan. The Board will follow up with Schilling.

Zeichert went on to state that Schilling is cleaning up vendor accounts. He is preparing to issue W-2s to vendors where appropriate and is collecting W9s and proof of insurance from them—all of which there is no record Carryl had been doing. Carryl also had not paid some of our vendors. While there were issues with some vendor invoices, Carryl often did not pursue the problems, leaving the invoices unpaid. Along with work the Board (primarily Zeichert) had done before Superior was hired, these issues are being resolved by Schilling. As a result, some vendors who had previously said they would not work with Castle because of slow or nonpayment, have now agreed to work with us again. There should not be any more outstanding invoice surprises.

The Board is currently working on the 2025 budget. We will have to forecast some expenses because current expense information will not be available during this process. We will however have past year expense information to work with.

Welk stated that repairing and resurfacing the parking lots is among the projects the Board is researching. Before those improvements can be undertaken the issues of missing gutters on the building, regrading the parking lots, and other efforts to redirect drainage in order to deal with water concerns must be addressed. Proposals and estimates from professionals will be requested.

Mickey McCormick (Unit #220) said that several ceiling tiles between her unit and Unit #223 have been pushed aside and a strange smell seems to be coming from that area. Welk stated there was no reason Schilling would have moved the tiles. McCormick said that same smell is coming from inside a closet in her unit. Welk will have Schilling check into this.

## **Maintenance Report**

Welk said the garage cleaning went well last month. The ceiling and wall cleaning was scheduled to be done the same day as the floor cleaning, but the vendor came in the weekend before vehicles were to be removed. Therefore, while many years of dust and dirt were removed from the ceiling and walls, much of it landed on the parked vehicles. Though understandably there were complaints from some vehicle owners, the whole garage has now been cleaned.

She then brought up the issue of people who live at Castle parking their vehicles in guest parking spots. Discussion followed that this rule had not been enforced so those owners who park in guest spots might not know this is a problem. Zeichert read the related section of Castle's Administrative Rules document. Welk said that if there are owners who would like to have the guest/owner parking spot situation revised, they should get together, prepare a proposal to change the condo documents regarding those rules, and present it to the Board.

Welk reported that while the commercial space has not yet been sold, work is being done inside and events such as high school dance practices, a vintage costumes sale, etc. are being scheduled there beginning today.

Old entryway and lobby floor mats have been replaced with temporary mats. Those will be removed and replaced with 'Waterhog' mats which are currently being aired out before being laid.

Elements Lawn Care and Snow Removal Company has been selected to provide snow removal for Castle this winter. This company had been our lawn care and snow removal vendor in the past. Because of payment problems with Carryl Company, Elements no longer wanted to work with us, so the Board hired another company to do lawn care this past summer. After Zeichert made good on outstanding invoiced amounts Carryl had not paid to Elements, and Schilling

assured them that under his management those past problems would not occur, they agreed to work with us again. Decisions about next year's lawn care will be made later.

Brookens Construction's bid for soffit and fascia repair was accepted. It was one of the three bids submitted. Work is expected to begin in three weeks.

### **Old Business**

The two pole lights in the parking lot on Jackson Street and the one in the back lot have been repaired.

The fire marshal was on site recently. There are a lot of things he expects to be corrected before he returns for an inspection in November. Among issues he will be assessing are the weight of objects on balconies, no grills of any kind on decks or balconies. Outside of unit doors nothing is to be left that extends beyond the "door bump" (the bottom of the door jamb). That includes items such as shoes, shopping carts, walkers, wheelchairs, etc.--anything that could be an obstacle for firefighters or EMTs to get over or around. Mats that lay flat on the floor outside the door of a unit were not pointed out as being a concern. Mazzoni added that items hung on doors should not block the unit number.

Another concern is that some items being stored in the garage are stacked above the black line painted on the wall. The line was painted there to indicate the maximum height items could be stacked before they interfere with the building's safety equipment.

### **New Business**

Welk said the Board is working with management to provide a large item pick up again this year. Details are being worked out and will be shared with residents well before the date. That notification will also include a list of items, such as electronics, that will not be accepted. Note that this time we expect there will be a covered truck which will be onsite for only a specified amount of time. The Association will pay for just one load, so anyone wanting to take advantage of this large item disposal option will have to be ready to bring their items to the vehicle at that time.

Details are being worked out to have the lobby and the elevator floor deep cleaned. It is expected to be about a 2¼ hour-long process during which those areas will be off limits, except for use in an emergency. To avoid as much inconvenience to residents as possible, the cleaning will be scheduled to begin around 11:00 p.m. Residents will be given notice well beforehand.

Welk stated it is dangerous and therefore not allowed for children to be riding wheeled toys such as bikes, scooters, skates, motorized vehicles, etc. in the garage or the parking lots, even if parents are watching. Mazzoni gave an unnerving example of a child riding a motorized vehicle as she was about to back up her car on the other end of the garage. There was agreement among members in attendance about the dangers of the situation. Those same types of toys are also not to be ridden in the hallways.

### **Owner & Resident Concerns**

Sue Maerz (Unit #210) asked if others had noticed rusty water coming out of the faucets for a short time recently. Discussion determined this might have been the result of some work being done by the City as there have been no Castle projects going on that would have affected the water.

A member commented that the new lobby rug looks nice. (Thank you Jerri.)

Jo Clarke (Unit #316) said that the garage looks nice after the cleaning.

During the fire chief's visit Welk made sure all keys necessary for emergency workers to access common area doors and maintenance areas were in the locked lobby key box. There was a follow up discussion from last month about the possible eventual need for all unit doors to be individually rekeyed and matched with a master key firefighters and EMTs could access in order to get to a resident in an emergency. This is a project being looked at among other issues under review.

Welk reminded everyone that the Annual Meeting will be held on Thursday, November 14th. It is important that members attend regular meetings, but the Annual Meeting is most important. She asked that members consider stepping forward to join the Board. Current Board members stated there has been a lot of work this year. It has been demanding and tiring. With new management in place it is hoped the load will lessen considerably.

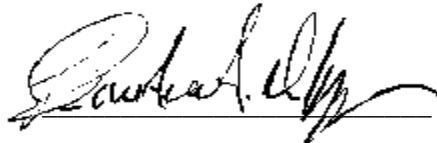
Welk reported that Unit #110 has been sold. Closing is scheduled for October 18th.

Jo Clarke made a motion to adjourn

Seconded by Kathy Knight (Unit #310)

Meeting adjourned at 7:27 p.m.

Secretary



Barbara Mazzoni

October 22, 2024

Date approved