

Castle Condominium - Stoughton, Wisconsin  
Unit Owner, Residents, and Board Meeting  
July 17, 2025 - 6:30 pm

Board members present: Jo Clark, Interim President; Barbara Mazzoni, Secretary;  
Tracy Zeichert, Treasurer; Ellyn Klaila

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

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

Interim President Clark called the meeting to order at 6:31 p.m.

### **Introductions and Board Announcements**

Clark asked that attendees please hold their input until the end of the meeting when the floor would be opened for owner and resident comments.

She announced that Jerri Welk has stepped down from the Board and the position she held as Board president, and that she (Clark) has taken the position as interim president until the Annual Meeting in November when the 2026 Board will be elected and officers determined.

Welk was out of town but attended the meeting by phone. Clark thanked Welk for all she did during her Board tenure and the many contributions she has made as a member of the Castle community. The comments were met with a round of applause and thank yous to Welk from everyone in attendance.

Clark stated that this year's Annual Meeting will be held at 6:30 p.m. here in the Community Room on November 13. She said that information packets will be distributed in late October.

Mazzoni said that among the documents in the packet will be the proxy form. She reviewed the importance of the form by explaining that in order for the results of a vote on any issue presented at the meeting to be valid there must be a minimum number of Association members, or a quorum (32) voting. She said that by filling out and returning the proxy form a member gives their voting power, for only the specific date indicated, to another Association member they designate. She stressed the importance of every member filling out and returning the proxy form because some unforeseen situation could come up such that the member is not able to attend the meeting. If they cannot attend, the person they have named on their proxy form (given their proxy) can vote on behalf of the absent member. If the member does attend the meeting, the proxy form is destroyed and the member can cast their own vote.

### **Treasurer's Report**

Zeichert reported that at our April Residents & Board meeting, there was \$16,042.04 in the Association's checking account. Today there is \$30,693.68 in the account. There is \$138,000 in our money market account and we have two \$25,000 CD's, earning over 4% interest.

She said that because of the way Carryl Company had been managing the Association's accounts, in the past we were not earning enough interest to require us to pay earned income taxes. Once the Board took over the accounts, then handed the day-to-day over to Superior, we are now earning enough interest to require that we pay taxes on that interest earned.

Along with regular budgeted expenses we recently received invoices to be paid for parking sticker-related expenses, and the inspection which attempted to find the source of the leak in the elevator shaft. We will soon be billed for the cleaning and restriping of the parking lots as well as for half the total bill for the work that must be done on the water retention systems.

Zeichert said the reserve study was an investment of \$5,000 but was long overdue and well worth the expense. The report it produced identifies conditions throughout the property which are either currently in good shape, those that need immediate attention, and projects that will need to be dealt with over time. It includes a suggested schedule of maintenance, repairs, and replacements that will need attention beginning now in 2025 and extending through 2041. The report shows that the building's roof is in good condition at this time. The list of projects that will eventually need attention is long; many are high ticket items for which we need to start budgeting now. Just a few of those projects are balcony repairs, parking lot replacement (if restriping is done the parking lot can last for an estimated 3-5 years), and management of rainwater coming into the garage.

## **Maintenance Report**

Clark reported that though it took longer than expected, after standing open for weeks the garage door has now been repaired. Titan, the company that installed the door last fall, replaced the failed 2" track with a sturdier 3" track. The work was covered under warranty so there was no charge for the repair. While the company was here to replace the track they also worked on peeling off the rest of the plastic shipping coating stuck to the door. They have still not been able to remove all of it.

A couple of residents have reported problems with their garage door openers. Openers are powered by a small battery. If the door is responding slowly or failing to open, first try replacing the battery. If the opener doesn't work after the battery has been replaced, contact management.

During a heavy rainstorm weeks ago water leaked into the elevator shaft. The roof and other possible areas where water could enter the building were checked but no holes or cracks were found. This problem had not happened before and hasn't happened since. If the elevator leaks again we will have a contractor come out to check the vent on the roof.

Clark explained that there are two water retention systems on the property, each made up of a pond and a 'vault' which collects sediment and other debris. One system is located in front of the building in the grassy area between the parking lot and Jackson Street; the other is between the east edge of the back parking lot and Nygaard Street. The City and DNR require that retention systems be inspected annually. Past management companies have not kept Castle up to date with these requirements. The last inspection was done in 2022 by CMA (two management companies ago), but no follow up actions were taken. After ending the contract with Carryl Company last summer the Board took on the project, researched the requirements, and the condition of our systems. Since then Superior management has had the systems inspected. On the City's recommendation Superior brought in one of the only companies that does this type of work. The company assessed the situation and determined that the vaults are full and must be pumped. The pond in the front is functioning as designed, but the one in the back is in very bad shape. It is overgrown with cattails and other weeds and the base of the drainage structure is compromised. Repair work on these problems is required. The company has submitted a bid of \$19,500. Schilling worked with the City and the company, determining that the vaults definitely have to be drained this year but the work can wait until October. The work on the back pond is included in the bid. The company has agreed that the payment can be spread out, with partial payment being made this year. The Board will include the remaining amount in the 2026 budget.

Superior also requested bids for resurfacing of the parking lots. It was determined that to save the thousands of dollars a resurfacing will cost, at this time money is better spent on repainting the lines (restriping) and filling in any ruts like we did last summer. It will take the Association time to raise the money or take out a loan to cover the high cost of resurfacing the lots which will eventually be needed. The restriping project is scheduled for next week. Notices will be issued letting residents know that all vehicles will need to be removed from the lots for that entire day.

We have signed a two-year contract with Elements Lawncare and Snow Removal Company to handle our snow removal. It is set up as a monthly budget plan, locking in the same rate we paid this past year.

### **Old Business**

Mazzoni reported that the parking sticker project has mainly been very successful. Back in mid-May the Board delivered to all residents a packet containing information about the reason vehicles authorized to park on Castle property will now require a sticker, along with the permit application forms needed for the sticker to be issued. She said that of the 55 condo units, the Board is waiting for clarification on just two of the application forms that had been turned in and despite reminders, four residents have not responded at all. Everyone else has returned their application form and has been issued their sticker.

Klaila stated that beginning soon the Board and management will be checking to be sure that, except for visitors parked in guest spots for short periods and vehicles authorized to park in the commercial lot (neither of which are required to have Castle parking stickers), all other vehicles on Castle property are displaying the required sticker. Enforcement will begin with a warning, after which it will be assumed the vehicle does not belong here and it will be towed at the owner's expense.

### **New Business**

Clark reported that on Wednesday, July 23rd the parking lots in the back of the building as well as the front lot and the commercial lot will be cleaned, then the stripes will be repainted. All vehicles must be removed from the lots by 7:00 a.m. that morning. The work will be completed and vehicles may be returned after 4:00 p.m. An email message about the restriping will be sent to residents and notices will be posted beforehand.

She went on to say the reserve study noted that the hallways are too dark. Acting on that finding the Board has determined that the lighting currently being used in the halls will be replaced with energy-efficient bulbs which will provide brighter lighting while burning cooler and lasting longer. Management has found a vendor from whom we will purchase the new bulbs at wholesale prices. The company will dispose of the old bulbs.

Clark said the Board and management will now be strict about adhering to the fire code which requires that other than a flat doormat, no items are to be left in the hallways. That includes such things as shoes, carts, decorations that stand on the floor, or any other items left in the hall. One warning will be given. After that, fines will be issued. Fines double with each subsequent violation. Decorations may be hung on unit doors as long as they don't cover the unit number.

Fire alarms are to be tested annually. This year's test will be conducted on August 14th. A tester will either knock on unit doors and ask to be allowed in to check the alarm, or if there is no answer at the door the tester will listen, trying to hear from the hall whether the alarm is working.

Clark explained that the fire department and emergency services have requested that during an emergency or fire alarm checks, etc., the Castle master key they have will allow them access to all Castle units. Also in case of other emergencies such as water leaking from one unit into another when management needs to enter a unit to repair the problem but the owner is not at home, a fully coordinated master key system is important. Over time the locks on some units were changed, but no records had been kept of which locks are original and which have been changed. She announced that the first phase in determining which units are still keyed to the emergency master will be an explanatory message sent to residents giving them notice about when locks will be tested.

Clark said the Board is in discussions with TDS Telecom about possibly bringing their service into the building. While there is some possible digging that might have to be done for initial installation, at last report TDS appears to think they can mostly work on infrastructure already in place, so setting up their service here shouldn't cause too much disruption. They are proposing that if this works out TDS would pay the Association a \$5,000 initial fee, followed by a kickback to the Association of 10% of the amount paid by each resident who signs up for the service. TDS offers senior citizen, disabled, and other discounts.

Clark said the Board has tried to get information about the structural integrity of the building's balconies from the former management company, Carryl Company. Carryl did not provide any information about the condition of the balconies as determined by the structural engineer they employed on our behalf, nor does the engineering firm have the information we need. Because we know there are structural issues with some of the balconies, we now have to hire another structural engineer to evaluate all the balconies. This will be another major expense. Management is researching firms who provide this service.

Mazzoni reminded everyone that currently there is a weight limit not of 50 lbs. per item, but rather 50 lbs. TOTAL for ALL items on balconies and decks.

Given the very high cost of projects that need to be undertaken on the property, the Board had considered the possibility of getting its spending limit raised without an Association-wide vote at this meeting. Mazzoni thanked former Board secretary Carol Ann McCardell (Unit #111) for more closely reviewing the by-laws to point out that this meeting was not the proper time for such changes to be made. The spending limit change will be addressed at the Annual Meeting in November.

### **Owner & Resident Concerns**

Blanche Carbonneau (Unit #104) asked if the parking lot potholes were going to be filled. Clark explained that until there is enough money to afford the lots to be completely resurfaced, potholes will be individually patched as we did last summer.

Referring to the work needed on the water retention ponds and vaults, McCardell noted that it wasn't too long ago that \$5,000 was paid for work to be done on the ponds, but that did not fix the problem.

Kathy Knight (Unit #310) asked if anything had been done about the water that pools around the electrical box during a heavy rainfall. Mazzoni said it has been determined that the box is on La Cantina's property, not on Castle's. The problem may be resolved when our water retention system is cleaned out and repaired.

McCardell asked whether there are any plans for the exterior stucco to be patched. Clark said that is not currently on the to-do list.

McCardell said that despite the 'no bird feeder' rule, some residents still have feeders. Clark responded that the Board and management will follow up to get those feeders removed.

Main stated that he purchased his unit in recent months and that he had difficulty getting a certain type of mortgage on Castle property. Zeichert explained this had to do with some of former management company, Carryl Company's practices with our reserve fund. Since the Board cut ties with Carryl, took over management on its own, then brought on Superior Management, that situation has been corrected.

Main then asked if TDS service would be fiber based; would it be just for internet service; or if it would include wireless service. Klaila explained that the service would be fiber based so no hardware would be needed, and both internet and wireless services would be available.

Diana Badour (Unit #307) asked if there was a business reason for restriping the parking lots. Clark explained that it is important to keep up the curb appeal of the property. Since we cannot afford to completely resurface the lots, it was decided that cleaning the lots and freshly painting the stall stripes would make a big difference at a more affordable price.

Carbonneau asked if clear coating the parking lots was an option. Clark explained that our research determined that clear coating is a very temporary fix and is subject to damage early on from maintenance tasks such as the use of snow removal equipment.

Clark summarized by saying that while taking care of Castle property, its building and grounds is expensive, it is essential.

Badour noted a condo property in Waukesha that was not maintained, and was eventually condemned, then torn down.

Zeickert noted that working with Schilling (Superior Management) continues to be very beneficial. Not only does he take care of maintenance and management issues efficiently, but he is very frugal with the Association's money. When we began our relationship with Superior our reserve fund was at \$14,000. As of this meeting the fund is at \$40,000. Where there had been thousands of dollars in delinquent monthly condo fees, there have been no delinquencies since Superior took over.


McCardell, who lives in an end unit near the back parking lot, said vehicles are often driven through the alley, drivers apparently thinking it is a through street. She suggested that a 'not a thru street' or 'dead end' sign might be considered for that area. Klaila said signs are already in the works.

Mazzoni made a motion to adjourn.

Seconded by McCardell.

Meeting adjourned at 7:35 p.m.

Secretary



Barbara Mazzoni

August 15, 2025

Date approved