

Note: Board reviewed and approved. Vote for final approval will be cast at 2026 Annual Meeting.

Castle Condominium - Stoughton, Wisconsin
2025 Annual Meeting
November 13, 2025 - 6:30 pm

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

Association members present: 24 (2 couples, so 22 with voting privileges) (See sign-in sheets)

Resident, non-Association members present: 2 (no voting privileges)

Total proxy forms returned = 11 (1 of which represents commercial units' 7 votes) = possible 17 votes
3 proxies rescinded as those members were in attendance
2 proxies cancelled, as they were returned by attendees who named themselves as their own proxy

17 proxy votes per returned forms -3 rescinded -2 cancelled = 12 Active Proxies
+ 22 Voting Members in Attendance
34 Total Votes

Note: While all issues up for a vote were unanimously approved, sign-in sheets/proxy vote count calculated at meeting was mistakenly off by 1 so totals on vote count sheet indicates 33 votes counted instead of 34. The error is so noted on the vote count sheet.

Management Company: j.k. ROCK . LLC - Nic Schilling - Present

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

Welcome and Introductions

Clark welcomed everyone to the meeting. Board members introduced themselves, stating the position they currently hold.

Clark then introduced TDS Telecom Account Executive Dave Bahr who gave details about the offer (program) TDS has extended to the Castle Condominium Association (the Association). Upon signing of the contract TDS will pay the Association \$5,500 upfront (a \$100 access fee for each unit in the building) to set up access and offer its internet, television, and home phone services to Castle residents. In addition TDS will pay the Association quarterly 10% of the amount residents have paid for their monthly service.

Residents will still be free to use other providers for internet, television, and phone services, but TDS will provide fast, dependable service at a very competitive price.

Note: Given the service and price benefits to residents and the income the program will provide to the Association, the Board has elected to sign the agreement. Details will follow.

The Stoughton Fire Chief was scheduled to speak at the meeting but was unable to attend. In summarizing points the chief had planned to make, Schilling stated that the chief said directions and recommendations he had pointed out in previous inspections have been addressed and the property is currently up-to-code. A past problem with the fire alarm system has been fixed, putting an end to random false alarms and frequent unnecessary evacuations. Shilling said the chief did comment again that items stored in the parking garage are not to be piled above the black line painted on the wall. The line marks the point below which items are to be kept so as not to interfere with the fire safety system.

Proof of Notice

Clark confirmed that written notice of the November 13, 2025 Annual Meeting and the meeting agenda, proposed 2026 budget, along with both a proxy and a board nomination form were dated October 23, 2025, delivered to resident Association members, and mailed to off-site owners on that date.

Proof of Quorum

Mazzoni confirmed that with the 22 voting members present and 12 active proxies, a quorum of at least 32 voters was reached.

Approval of Minutes from 2024 Annual Meeting

View minutes on [Castle-Condos.com](https://castle-condos.com)

Zeichert made a motion to approve the 2024 Annual Meeting minutes. Klaila seconded the motion. Clark called for a show of hands to approve. There were no objections. **Motion carried.**

Officer's Reports

Treasurer Zeichert reported that huge strides have been made over these last few years in getting both the inside and outside areas of the property caught up with repairs and upgrades that had fallen behind or been completely neglected. She stated that unit owners are the Association and every unit owner therefore also owns a stake in the common areas of the property and should understand the importance of properly maintaining the property. She said that on behalf of the Association, and as members themselves, the Board does its best to keep up the property while staying within the confines of the budget. The Board is good at some things and relies on Schilling for support in other areas.

She reported that at this time the j.k.ROCK Column account (the Association's operating account) currently has a balance of \$25,996.81; the Summit Credit Unit operating account has a balance of \$18,000.99 and the balance on the reserve account also held at Summit is \$137,081.30.

Along with income from monthly condo fees, the Association has two \$25K CDs. Interest earned to date on the two CDs is (1) \$866.67 and (2) \$406.09.

Zeichert went on to say that after breaking the relationship with Carryl Management Company (Carryl) over a year ago, a lot of expenses have been incurred to correct their errors and omissions. We have made progress and are finally getting our head above water.

President's Report

Old Business—Accomplishments

- Clark said there are two 'vaults' on the property whose function is to provide a drainage area for excess rainwater, snow melt, and debris. One vault is at the front of the property between the Castle parking lot and Jackson Street. The other is behind the building, between the back parking lot and Nygaard Street. While the City requires the vaults be inspected and cleaned annually, this has not been done for years. There are few companies who do this specialized work. While the Jackson Street side was clear, the vault in the back is filled with debris and overgrown with weeds. This summer the vaults were pumped at a cost of \$2,600—a much more reasonable price than quoted by other companies Schilling spoke with. The process of cleaning and repairing the back pond has to be done in 2026, after which money has to be budgeted for the pond and vaults to be pumped every year.
- Clark noted that fluorescent lighting in hallways and other common areas has been replaced with LED lighting. This has not only made the areas brighter (as directed by fire inspections) and look cleaner, but the LEDs also use less energy and last longer, helping to save on utility and bulb replacement costs.
- All outside dryer vents were cleaned in recent weeks. The last such cleaning was done two years ago. Because of concerns about possible fire hazard from accumulated lint, the 2026 budget includes the cost of annual outside vent cleaning. Unit owners were reminded to clean the inside portion of their dry vents regularly.

New Business & Future Projects

- On the Nygaard Street side of the building there was a raised section of the sidewalk in the area between the street and the stairs at the back of the 1st floor units on the north side of building. It was causing a tripping hazard. Schilling worked with a new vendor to have the sidewalk repaired.
- The Board signed a contract with j.k.ROCK as Castle's new management company. Schilling has dissolved his company, Superior Condo Management, and is now working with j.k.ROCK. He will continue as Castle's property manager.
- Castle's Rules & Regulations document has been updated, primarily involving parking policies and new stickers. A few other areas have been updated as well. The full document is available through the website.
- Bids are being requested from reputable engineering companies for inspections and a report on the condition of all the balconies (and decks & patios). Following that, bids will be requested to make repairs specified in the report. Both are expected to be very expensive, but both are necessary for safety reasons. The primary concern is for the welfare of residents and guests using the balconies, but beyond that a single accident related to disrepair of a balcony could result in lawsuits and fines through which the Association and its members could lose everything.

Note: Carryl company brought in an engineering company to inspect the balconies. Carryl then had their maintenance person make repairs, which have proven to be completely insufficient. While Carryl charged the Association for both the engineering services and the report, the Board made several attempts to have them furnish us with a copy of the report, but none was ever provided.

- The Board is requesting bids for replacement of the fence between the west side of the building and the strip mall. At that same time replacement of the gates around the two trash/recycling corrals is being considered.
- The railing in front of the commercial units was painted. The Board and management are looking for small affordable ways to improve the look of the property.

Clark reminded residents to be considerate of neighbors—be thoughtful about noise, littering, and other activities that affect others.

Management Report

Property Manager Schilling said now that the Board has had the reserve study done, knowing when what maintenance projects to expect, when any replacements are likely to be needed, as well as estimated costs, planning and budgeting can be done for both current and future work.

He went on to say:

- Castle has signed a three-year contract with Elements Lawn Care and Snow Removal for both of their service—at the 2025 price.

Note: Carryl was paying late or holding Castle's payments to Elements, at the end of the 2023 contract between the parties, Elements did not offer another contract to Castle. Once the Board and Superior Management determined this to be the reason for less than satisfactory service, Schilling approached Elements and worked out a trial one-year lawn care and snow removal contract for 2025. At the end of that contract, satisfied with the service and the on-time payments all parties agreed to continue working together.

- We will continue to work with Skyline Cleaners for weekly cleaning in the common areas. We have also used them in the past as needed for special cleaning projects.
- The elevator is receiving regularly scheduled inspections and is in good working condition.
- Kwik Kill Pest Control continues to provide their service once a month.

- j.k.ROCK maintenance crew takes care of smaller projects around the property. The Association is billed for their time. They recently replaced all the light bulbs in the common areas. Rather than have the crew come out to the property for singular small projects, to control charges a list of projects is kept until several projects can be handled in one trip. Should there be an emergency on the property, a crew would be dispensed whether or not there are other items on the list.
- Pellitteri is still Castle's waste management vendor. They empty the two trash as well as the two recycling dumpsters once a week. They do not provide large item pick up. Residents should contact the City to schedule pick up of furniture, mattresses, and other large items.
- Unit owners are reminded to have their Magic Pack heating and AC units serviced annually. Leaking coils or other malfunctions can cause problems such as condensation, mold, or other issues for the unit owner and/or the neighbor below them.
- Currently Unit #106 is for sale. Two other units have sold recently. All seven commercial units have been for sale for some time. Recently three of the seven were sold.
- Management will be checking for Castle parking stickers on all vehicles parked on Castle property.
 Note: All current residents should now have parking stickers on vehicles they are allowed to park on the property. New residents will be issued their sticker shortly after closing on their unit. After the initial sticker is issued, if a resident gets a different vehicle they should contact the Board or Management to be issued a replacement sticker.
- j.k.ROCK is rolling out unit owner maintenance services. More details will follow. Owners are free to use any handyman services they choose. (Be sure they are reputable, licensed, and insured.) Preston, who has done some unit owner projects in the past, is still available.

Election of Board

Clark stated that because of personal commitments she is stepping down from the Board. She said that when she is around she would be happy to help where she can.

Those stepping forward to serve again for the November 2025 – November 2026 term are current members: Ellyn Klaila, Tracy Zeichert, and Barbara Mazzoni
 Volunteering to serve again on the Board is past member, Carol Ann McArdell

Rather than vote on individual nominations, Clark took a vote on the group as a whole. All in attendance voted yes. There were no objections. Those four individual now make up the new Board. Following the meeting the Board will determine its officers.

Items Up For Vote of Approval

- **2026 Budget**
 Clark noted that the cost of everything has gone up. As an example she explained that we had to pull money out of the reserve fund to help cover the cost of work done on the pond discussed earlier. It is important that we not only maintain a sizable balance in the reserve fund, but that we continue to add to the balance in order to meet standards.
 Mazzoni made a motion to approve increasing the monthly condo fee amount by \$25.
 There was a second (Name not captured).
 (Given that all hands went up, the Board determined that for this evening's votes, the nays would be counted first.)
 There were no nays. **Motion carried.**
- **Increase from \$5,000.00 to \$15,000.00 the amount the Board may approve for a single expenditure (per by-laws: at any one time) without Association-wide vote.**
 Again noting the increased cost of everything, Clark asked for approval for this change.
 A motion was made and seconded (names not captured).
 There were no nays. **Motion carried.**

The original plan had been to vote on whether signage listing residents' names be removed from above the lobby intercom system. Since the agenda went out in October enough residents questioned the change that the Board decided not to hold a vote on that issue. Some residents already have asked not to have their names on the intercom list. The Board will remove the name of anyone who requests that be done.

Owner & Resident Concerns

In answer to a question about the north retention pond, Schilling said work on the pond will cost over \$15,000. Salt, dirt, sand, etc. from the driveway and parking lot drains into the pond. It will take large equipment like a backhoe to scoop out the debris and get down to the breaker rock at the base. The rock may have to be replaced. The most current quote is \$22,000.

Sue Maerz asked if anyone else has been hearing the frog outside the building. She asked who she should call about checking her smoke alarm. Clark said that smoke alarms inside individual units are the responsibility of the unit owner. If it isn't working, it may need a new battery or it may be time for a new smoke alarm.

Diana Badour asked for clarification on what fence was mentioned for replacement. Clark explained it is the fence on the west side of our building that runs along part of the alley at the back of the strip mall.

Blanche Carbonneau asked why it is going to cost so much to look at the balconies? Zeichert explained that the risk-based evaluation and resulting report must be done by a reputable, professional structural engineer. Such services are very expensive. We need that information in order to have any repairs or replacements done.

Klaila said that yes, we had paid handsomely for the inspection and repairs done during Carryl's tenure. Unfortunately, it has to be done again—properly this time.

After speaking with her insurance agent, Carbonneau she said she thinks she may not have had proper coverage on her unit and she may be paying too much. Shilling said that none of us here is an insurance professional, but he will get her a copy of Castle's master insurance policy which she should share with her agent.

Zeichert made a motion to adjourn

Seconded by Klaila **Motion carried.**

Meeting adjourned at 7:35 p.m.

After adjournment the Board determined that officers for the new term will be:

President, Ellyn Klaila; Vice President, Carol Ann McArdell;
Secretary, Barbara Mazzoni; Treasurer, Tracy Zeichert

Secretary

_____ Barbara Mazzoni

_____ Date approved