

Castle Condominium - Stoughton, Wisconsin
Unit Owner, Residents, and Board Meeting
July 16, 2026 - 6:30 pm

Board members present: Ellyn Klaila, President; Carol Ann McArdell, Vice President;
Barbara Mazzoni, Secretary; Tracy Zeichert, Treasurer

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

Management Company: jkROCK Management, Nic Schilling - Not In Attendance

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

Approval of Last Meeting Minutes

The Board approved and posted the April 16, 2026 meeting minutes in April, 2026. There were no objections from Association members in attendance.

Introductions and Board Announcements

Klaila established that everyone in attendance knew one another, so no introductions were made.

Treasurer's Report

Zeichert reported that our operating account at Column Bank, which is set up through jkROCK, currently has a balance of \$33,154.63; and our reserve account at Summit has a current balance of \$126,657.17. We also have a \$50,000.00 CD and a \$25,000.00 CD at Summit. Since our April meeting our CD which matures in June of 2027 has earned \$725.52; and the CD that matures this October has earned \$348.85. During the month of April our money market had earned \$133.16. Then in May it earned \$139.65; and in June it earned \$137.18; for a total of \$409.99. Monthly income from condo fees continues to be our main source of revenue.

Regular expenses: j.k.ROCK management fees, utilities; insurance; Kwik Kill Pest Control; trash and recycling pick up; snow removal and salting; lawn care and landscaping.

Additional expenses since April: Carpet cleaning, garage cleaning, purchase of cameras for monitoring refuse carrels, the replacement of garage door and fence, and fees for extra management services.

Klaila commented that the Association's accounts continue to be in fine shape because of good management from Schilling with oversight from Zeichert.

A short discussion followed about financial mismanagement and other problems with former management company, Carryl Company.

Management Company Report

Schilling was not in attendance so Klaila reviewed recent and upcoming management activities. She reported that:

Skyline Services, the company that does the weekly cleaning of the inside common areas, completed the first of the two days we have contracted for them to do a deep cleaning of the common area carpets and floors today. They may have completed the project ahead of schedule, but the contract states it will take two days so they will probably be back tomorrow.

As per our every-other-year schedule, the garage will be cleaned next Wednesday (July 22). All vehicles must be removed from the garage by 7:30 that morning. They can be returned after 5:00 that evening. Electronic reminders will be sent to residents and notices will be posted around the building tomorrow.

Residents are not allowed to park in the lot in front of the commercial spaces. The Board asks that the guest parking spaces in front of the building and in the rear resident parking lot be available for our elderly and disabled residents. The City allows street parking on both Jackson and Nygaard. If anyone needs assistance getting their vehicle driven in or out of the garage, that day, please contact the Board.

The engineering report on the building's decks and balconies has been completed. While there are a few units that need attention, overall it was determined they are in better shape than was expected. The report will not be posted to the website, but Klaila said she will provide either an electronic or a hard copy to Association members who request one. The Board will be working with Management on a plan for any needed repairs.

The Board has approved the proposal and signed a contract with The Drainage Doctor (DD) for the repair of the North retention pond (back of the building). There are few companies who do this work. DD has experience and good references. They came in with the lowest bid, and though we didn't move ahead right away, they honored the price they originally quoted. Additionally, at no extra charge they will include plantings (in the form of plant "plugs") to cover the repaired pond and help maintain proper water drainage within 24 hours after a rain as required.

The City has ordered this repair be completed by October, and DD wants the work to be done well before snow season begins. Klaila explained that along with the drainage pond on the Jackson Street side of the building, we need the North pond to manage rainwater and snow melt on our property because the City has no sewer system.

New Business

Klaila explained that from the time the building was completed until now the code to access the lobby front door has never been changed. Over the years that code has been given out to many people, plus other entities such as food and package delivery people; house cleaners; home health aides; etc., and other people or companies who support building residents. Former residents, their families, friends, and anyone else they gave the code to also still have building access. She said the Board is strongly considering changing the code and asked for input from those in attendance. The discussion that followed indicated that most were in favor of the change and included a question that if the decision is to change the code, how often should it be changed in the future?

Klaila is compiling a list of vendors and others who need the code. There will be further discussion before a final decision is made.

Along with input from Management the Board has determined it will move forward to incorporate the Association. This is a legal step that protects Association members from suffering individual damages should a lawsuit be brought against the Association. Right now should a lawsuit be brought, individual Board members as well as individual Association members could each be held liable for whatever is being charged. Klaila has completed the online incorporation process for a fee of \$35. With a \$1,500.00 retainer we have hired an attorney who specializes in working with condominium associations and HOAs. In addition to any guidance we may need about incorporation, with the retainer the attorney will review our condo docs (Declaration, Bylaws) which have never been updated since the building was constructed and the Association was formed in 2003. He will also review our Rules and Regulations document.

Former Board president, Jerri Welk stated that most condo associations are incorporated. She is in agreement with moving forward with the articles of incorporation.

Owner & Resident Concerns

In reference to a statement made during the front door keypad code change (about the garage door keypad having been removed some time ago because of misusing that door) Beth Kudronowicz asked if she was not supposed to use the garage door to take her bike out of the garage. Klaila explained that the issues that caused the keypad removal were a serious abuse of the garage door. There is no problem with residents using the door properly, including taking their bike in and out as needed.

Amy Hocking said they are seeing what appears to be bat droppings on their patio. Zeichert said they should go to the 'Maintenance' tab on the Appfolio portal and make a maintenance request. Klaila said she will do some checking into it as well.

Kathy Knight asked about the cameras in the trash carrells. Klaila said they have been installed and are working well. She can look at the footage and download it from her phone. The most egregious thing the camera caught recently was a woman putting a pair of waterskies in one of the recycling dumpsters. It appears this person is connected with the commercial space. Klaila said she will forward the photos to, talk with, and possibly fine the owner of the space.

Klaila said she'd had a meeting with 2 residents who had been fined for misuse of one of the recycling dumpsters. The matter was handled at that meeting.

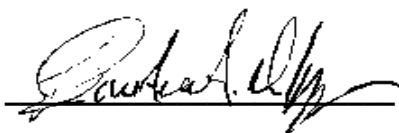
Knight asked if anyone else is having a problem with large horseflies. She said she has killed several. No one else indicated they've had this problem, but several mentioned fruit flies. McArdeall said that because the light over the back door attracts insects, sometimes bugs fly into the building when the door is opened at night.

No additional concerns were brought forward.

Mazzoni made a motion to adjourn.
McArdeall seconded the motion.

Meeting adjourned at 7:10 p.m.

Secretary



Barbara Mazzoni

August 15, 2026

Date Board Approved