



CONDOMINIUM ASSOCIATION
1061 Chandler Lane, Sun Prairie, WI 53590
Phone: (608) 444-0257 Fax: (608) 837-6108

Hickory Meadows Condo Association Monthly Meeting

Date: Wednesday, August 6, 2008

Meeting Called to Order: 7:00 PM

Board Members Present: Bob, Mary, Carole, Cristie

Social Committee: Jennifer

Property Management Company: Not present

Guest Condo Owner's Present: Dennis & Michele Blackman, Darci Kanouse, Sharon Manor, Diane Summers Darlene Lobenstein, Lori McMahon, Lisa Francis, Heidi & Tom Vowell, Rebecca Heflin, Kate Kolstad, Chris Schappel, Eden LaFond & Mark Nowacki, Tracy Kominiak.

Other Guest's Present: Carryl Company and Condo Management Associates

Call to Order: Bob and Mary

A. No Quorum

B/C. Minutes from Last Meeting

Distributed to All Condo Owners for Review (accepted by Eden and Tracy)

D. Treasurer's Report

Money Market \$3,617.05

Checking Account \$17,123.48

Certificates of Deposit

\$10,560.00	5.3%	08-11-2008	Bank of Sun Prairie
\$10,560.00	5.3%	08-11-2008	Bank of Sun Prairie
\$15,840.00	5.3%	08-11-2008	Bank of Sun Prairie
\$10,254.30	2.4%	10-04-2008	Bank of Sun Prairie
			(CLOSED to cover payment for decks)
\$10,000.00	3.5%	10-15-2008	Heritage Credit Union
<u>\$10,658.40</u>	3.1%	11-18-2008	Heritage Credit Union
\$57,618.40			

Total expenses are \$11,239.96 so far (Eric's Lawncare, Sherwin Williams, Condo Insurance, Shim-Tech, Prairie Home Products (painting), Ballweg Landscaping, Munroe Condo Management, printing and distribution of condo minutes, etc.

E. Property Management Report (Melissa not present, read by Carole)

Financial Report

Profit and Loss January through July 2008 (see attached sheet at end).

Income and Expenses from Jan. 1 through Aug. 3, 2008 (see attached sheet at end).

Delinquent Condo Dues

The association has over \$2,000 owed to the association.

Property Report

Completed Projects:

- Decks are finished!!!! If you have/see any issues with the decks, please let Melissa know.
- Doors have been repainted on 3 building at the School Street and Chandler Lane side of the block.
- Kick plates, the board below our front door has been painted on all 88 units.
- Mudjacking, has been completed on 9 units whose sidewalks had sunk.

Future Projects:

- Shutters will be delivered next week and installed shortly thereafter on the three building near School Street.
- We will be replacing 4 cracked sidewalks---**homeowners affected requested 2 weeks notice prior to work being done. Heidi, on School Street also requested that all shrubs be replaced at Association expense as she just had those installed at her expense.**

Walk through of Property Report

Melissa's management report, talked about a 3-year plan for the association which included grading concerns, rock walls, replacing and adding more plant and other issues she felt would need to be addressed in the upcoming years. All projects priced over \$30,000 in repairs will need to be made incorporated into the annual budget.

Tina Wendt

Also, we have our first check from Tina Wendt, former Management Company. She sent a check for roughly \$68. Don't expect another check to come for at least another year. Each month she sends out a check to one of the condo associations she stole from, there were about 12 associations she has to pay back.

F. Social Committee (Jennifer)

Activities for 2008, see the condo association website calendar.

<http://www.hickorymeadows.net/events.php?month=8&year=2008>

Also, Jennifer has an email strictly for social events; please sign-up via email (hmsocialcommittee@yahoo.com), to receive notices of things she is planning or suggestion.

HM Social Hour: Wednesday, from 5:00 – 6:00 PM, place to be decided.

Saturday Social Hour: Beef O'Brady's, from 4:30 – 6:30 PM.

G. Old Business

Property Management Company

Munroe Condo Management's (Melissa) contract has expired. We invited Melissa along with representatives from CMA and Carryl Company to present their companies to us tonight. Melissa was not able to attend due to a personal matter. Jan Byrne was present

to represent Condo Management Associates and Cheri Carryl was present to represent The Carryl Company. Both companies were allowed a few minutes to present themselves followed by a question and answer period. A vote was held immediately thereafter for the condo members who were present. The board will be soliciting votes from non-present members until a quorum can be reached.

Nominations for the Board

Current nominations for Board Members are as follows:

Rebecca Heflin - 886 Chandler Lane
Darci Kanouse - 881 Chandler Lane
Tracy Kominiak - 1211 School Street
Darlene Lobenstein - 951 Chandler Lane
Robert Gorleski - 974 Chandler Lane
Eden LaFond – 889 Chandler Lane

New members can be voted for by mailed or dropped off ballots or by members present at our Wednesday, September 10, 2008 meeting at Sun Prairie Public Library, in the large community room. (See voting ballot and proxy vote forms at end of meeting minutes.) The old board will work with the new board to get them transitioned into their new positions.

If you won't be able to attend the meeting, return forms to Melissa Haas, 1061 Chandler Lane, Sun Prairie, WI 53590 or drop off in her locked mailbox on her front porch railing by September 2nd.

H. New Business

1. The Condo Management Associates, LLC – representative is Jan Byrne. Business located in Fitchburg and has been in this management business since March 2005. They have a staff of 5 people and they now manage 21 associations. Jan (the owner) has experience as a real estate agent/broker/trainer and was a paralegal with DeWitt Ross and Stevens for 4 years. Four other people working at CMA: Beth has 6+ years of accounting experience, plus office and administrative support; Alison is also office and administrative support; Matthew is the maintenance supervisor, and has many years of construction experience. He will meet with vendors, to verify work is done. He will also get bids and talk to unit owners to get a scope of the work to be done; Aubrey has 15+ years of experience in construction, and works in the maintenance department. Accounting is done with Peachtree Accounting System.

Per unit charge is \$16/unit a month. (\$16,896 for 1 full-year).

The association will pay a one time set-up fee of \$300 to bring association records into CMA records.

The association will pay an annual administrative fee in January of each year of \$300.

Maintenance help is \$30/per hour.

If you need large copying that will be an additional cost.

2. The Carryl Company- located on Monona Drive at Cottage Grove Rd. Have a staff of 8 full-time people. They have 20 years of condo management experience. Accounting is done with QuickBook software.

Per unit charge is \$11/unit a month. (\$11,616 for 1 full-year)

Plus, out of pocket expenses such as; copies, mailing, etc.

They have 5 maintenance technicians, all of whom are independently affiliated for routine maintenance items. Pricing is from \$18-\$45/hour, depending on the nature of the job.

3. Monroe Condo Management -Melissa Haas (Current Management Company)

She will continue to give the same quality work as before.

Melissa contract is for 5 months with renewal option because she is out of town for roughly three months. She is available by email or phone call.

Accounting is done with QuickBook software.

Per unit charge is \$11/unit a month (Total price \$4,536 for 5 months).

Plus, out of pocket expenses such as; copies, envelopes, mailing, etc.

August 1 – December 31, 2008

August 2008: \$968; Sept & Oct 2008: \$850/each month; November 2008: \$900;

December 2008: \$968.

She has maintenance people available to do any repair work that needs to be done, prices vary by contactor.

Other Nominations for Board Members

I. Owners Discussion

Contact for Maintenance Issues

Monroe Condo Management, LLC – 1161 Chandler Ln

Phone: 608-444-0257

Email: mhaas@charter.net

Other Business Reminders:

Storm Doors for Condo Front Door

Larson #830-80 with retractable screen and brass hardware. Price \$238

Larson #830-82 with retractable screen and brushed nickel hardware. Price \$246

or you can upgrade to:

Larson #346-60 with retractable screen and brass hardware. Price \$332

Larson #346-52 with retractable screen and brushed nickel hardware. Price \$340

Condo Owner Advice

Air Conditioner – Do not completely cover your outside unit. You should put something over the top only. Mice will get into a unit that is completely covered and cause damage.

Furnace System – Remember to have your furnace checked and replace furnace filters with good filters every two months during the winter months when the house is closed.

Contractors:

Bohling & Sons, 837-5909, installed most of the furnace and A/C units. \$ 88.62 for normal cleaning of each, extra for filter & Freon if needed.

Dave Jones, 222-8490. Don't have a price from them but they can do furnace and A/C unit cleaning.

Water Softeners – Please, use the water softener. Dane County is very hard water area. The water is clean but builds up lime deposits, which corrodes the water pipes, hot water heater, dish washer, and all faucets if the water softener is not turned on and filled with salt tablets or granular salt. Once the pipes are too corroded, they will have to be replaced. Same is true for water heater, dish washer and faucets.

Salt bags can be bought in 25 lb bags and 50 lb bags. You can purchase water softener salt at most grocery stores, Home Depot, Mounds Pet Food Warehouse, Farm-n-Fleet and Menards. There are also companies who will deliver water softener salt to your place and put in your softener tank for a price.

Repair Water softener – Hellenbrand, 251-7681 put them into units. If it's working correctly, there shouldn't be any lime (white powder) build up on any of your fixtures.

MOVING OUT PROCEDURES:

IF MOVING OUT THE FOLLOWING ITEMS MUST BE GIVEN TO THE NEW CONDO OWNER.

(We've noted many condo owners do not know this is required by Wisconsin Law.)

1. Cover letter for Condominium Disclosure Materials (Wisc. Stat. 703,33(1) & (2))
2. New owner must be given the Hickory Meadows(HM) Condo Booklet given when you moved-in at time of ownership. (If you cannot find yours, this is now in PDF format on Hickory Meadows Website: <http://www.hickorymeadows.net/index.php>, just print all sections needed and take to a copy shop to get spiral bound.)
3. Any Bi-Law and Amendment up-dates and or other changes must be included with the HM Condo Book, placed at back of book. (All are in PDF format to print yourself.)
4. All HM Condo Board Meeting Minutes must be handed over to the new person in chronological order. (All are in PDF format to print yourself.)
5. Provide new owner with form for Auto-Deposit of HM Condo Fee. They must be hooked up to take over when you leave.
6. They also should be given New HM Condo Owner Form to fill-out.
7. They should be given Satellite Dish Form if they plan to install a dish instead of using cable. All three forms should be handed over to Melissa Haas or one of the condo board members. (NEW VERSION)
8. **Please, let Melissa (email: mhaas@charter.net, Phone: 444-0257 (Management Company) know, your last mortgage day of being in the condo, especially if you have direct deposit so we can stop your condo fees. Let her know who the new owners are with an email and a working phone number to be able to contact them. Let the new owners know, they should mail all forms to: Melissa Haas, 1061 Chandler Ln, Sun Prairie, WI 53590.**

J. Meeting Adjournment: 8:45 PM. (Mary, Darci)

Next Meeting: Wednesday, September 10, 2008 at Sun Prairie Public Library, Large Community Room, 1350 Linnerud Dr.

Meetings going forward will be held at the public library.

It is very important that all owners attend as we need 2/3 of the owner's voting per the condo association bylaws. Decisions are made at these meetings that affect where you live, about your home, and how your money is spent. Your feedback and participation is appreciated.

Condo Board

Bob Gorleski, President	bsme85@aol.com
Mary Lestina, Treasurer	mlestina@peoplepc.com
Carole Kraak	hickory_meadows@yahoo.com
Cristie Hansen	cristie_hansen@yahoo.com

Melissa Haas
Monroe Condo Mngmt Co mhaas@charter.net Phone: 608-444-0257
Mailing address for all forms: 1061 Chandler Lane, Sun Prairie, WI 53590

10:17 PM

08/03/08

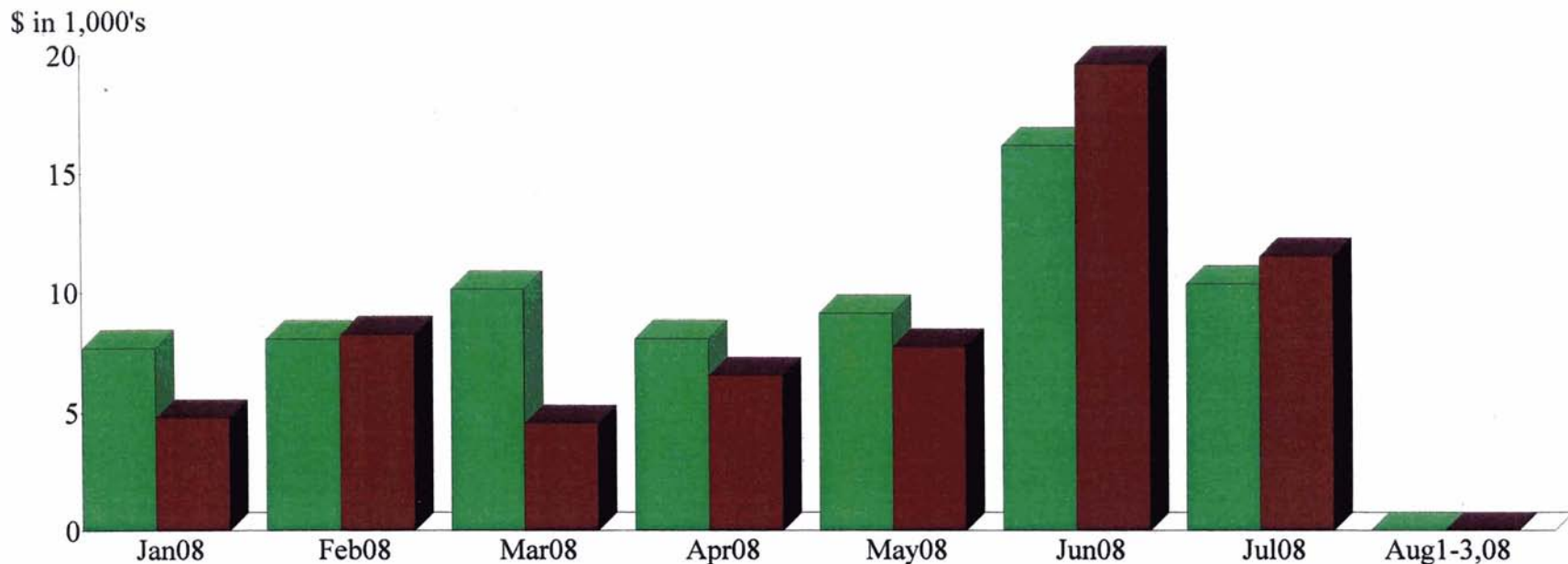
Accrual Basis

Hickory Meadows Condominium Association
Profit & Loss
January through July 2008

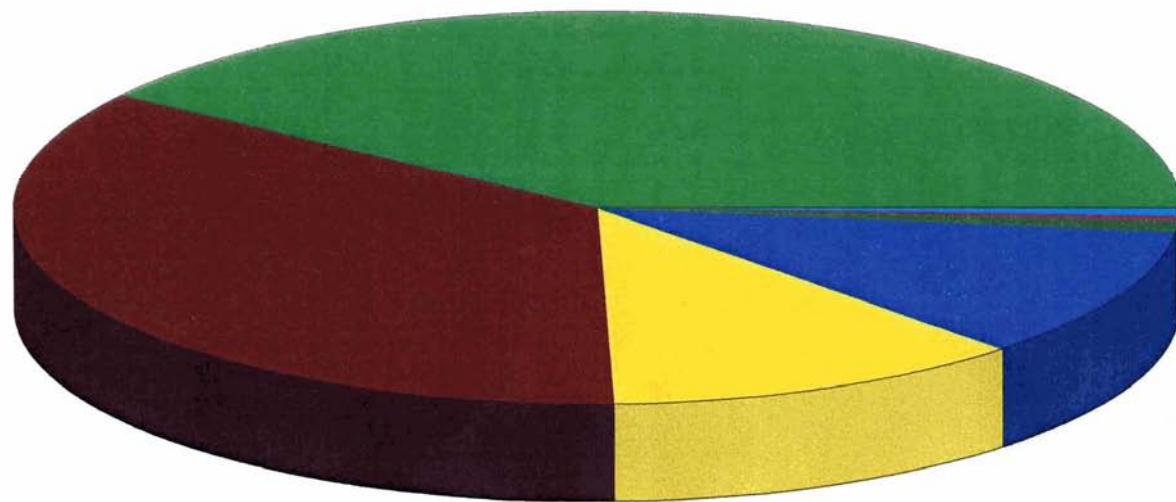
	<u>Jan - Jul 08</u>
Ordinary Income/Expense	
Income	
Fee Income	69,779.97
Total Income	<u>69,779.97</u>
Expense	
Bank Service Charges	245.60
Insurance	7,456.62
Lawn/Snow	25,341.16
Management Fees	6,923.76
Professional Fees	
Accounting	150.00
Total Professional Fees	<u>150.00</u>
Repairs	
Building Repairs	22,354.17
Computer Repairs	40.00
Total Repairs	<u>22,394.17</u>
Taxes	
Federal	539.00
State	76.00
Total Taxes	<u>615.00</u>
Total Expense	<u>63,126.31</u>
Net Ordinary Income	<u>6,653.66</u>
Net Income	<u><u>6,653.66</u></u>

**Income and Expense by Month
January 1 through August 3, 2008**

■ Income
■ Expense



**Expense Summary
January 1 through August 3, 2008**



■ Lawn/Snow	%40.14
■ Repairs	35.48
■ Insurance	11.81
■ Management Fees	10.97
■ Taxes	0.97
■ Bank Service Charges	0.39
■ Professional Fees	0.24
Total	\$63,126.31

**Hickory Meadows Condominium Association, Ltd.
Special Monthly Meeting, Wednesday, September 10, 2008
Election of New Board of Directors
Sun Prairie Library, Large Community Room,
1320 Linnerud Drive**

Proxy and Voting Information

This meeting and election are extremely important.

Again, in order to complete the election of the Directors for the Association, a quorum (2/3), either in person or by proxy, must be present. Please complete voting form and/or mail in your proxy* by September 2, 2008. Then if you are able to attend, the proxy will be returned to you at the September meeting.

Each unit in the Condominium Association is entitled to one vote. If there is more than one owner for a unit, either of them may cast the vote but only one of them can vote per issue. See your condo documents for additional information or questions. The unit owners must be current on their condo dues in order to vote.

Four people will need to be elected.

I, _____, the owner at

in the Hickory Meadows Condominiums, designate the following person

to cast all votes for me at the Hickory Meadows Condominium Association, Ltd., Meeting on Wednesday, September 10, 2008.

Signature: _____ Date: _____

***Please mail this proxy or election ballot by September 2, 2008, to Melissa Haas, 1061 Chandler St, Madison, WI 53590, or drop-off at her box on her front porch, located on the railing.**

**HICKORY MEADOWS CONDOMINIUM ASSOCIATION
BOARD**

ELECTION BALLOT – SEPTEMBER 10, 2008

Meeting held on Wednesday, September 10, 2008 and for the election of board members is extremely important.

In order to complete the election of the Board of Directors for the Association, a quorum (2/3), either in person or by proxy, must be present. If you are not sure whether you will attend the meeting, please complete and mail this election ballot by September 2, 2008. (See above for address or drop-off.)

**Four new members must be elected this year to the Board of Directors.
The following individuals wish to serve on the Board.**

- Rebecca Heflin - 886 Chandler Lane
 - Darci Kanouse - 881 Chandler Lane
 - Tracy Kominiak - 1211 School Street
 - Darlene Lobenstein - 951 Chandler Lane
 - Robert Gorleski - 974 Chandler Lane
 - Eden LaFond – 889 Chandler Lane
-
-

The term of office is for: President - 2 year term
Vice President – 1 year term
Treasurer – 2 year term
Secretary – 1 year term

**BOARD OF DIRECTORS ELECTION BALLOT
HICKORY MEADOWS CONDOMINIUM ASSOCIATION**

Unit Address: _____