



HM CONDOMINIUM ASSOCIATION

Carryl Co Management
4915 Monona Dr, Ste 206, Monona, WI 53716
Phone: (608) 222-9580 Fax: (608) 222-4887

Hickory Meadows Condo Association Meeting

Date: Thursday – October 2, 2008
Meeting Called to Order: 7:05 PM
Board Member Present: Bob G., Eden L., Darlene L.
Social Committee: Jennifer
Property Management Company: Carryl Co. (Kim and Michelle)
Guest Condo Owners Present: None
Call to Order: Bob and Eden

A. Quorum – No

B. Proof of Notice of Minutes – Posted on www.hickorymeadows.net website bulletin board on 9/26/08.

C. Acceptance of Minutes – Eden and Jennifer, as amended.

Note: September 10, 2008 were amended to reflect changes as follows:

1. hmsocialcommittee@yahoo.com changed to hm_socialcommittee@yahoo.com.
There is an underscore between hm and social...
2. Wednesday Social hour is from 6:00 PM – 8:00 PM on the 3rd Wednesday of the month.
3. Saturday Social hour is from 4:30 PM – 9:00 PM on the 2nd Saturday of the month.

D. Treasurer's Report (as of August 31, 2008)

Checking Account – \$816.13
HMCA Money Market (Savings) - \$3622.12
Certificates of Deposit (HMCA Fortune Fund) –

| | | | |
|--------------------|------|------------|-----------------------|
| \$38,924.24 | 3.5% | 08-11-2009 | Bank of Sun Prairie |
| \$10,000.00 | 3.5% | 10-15-2009 | Heritage Credit Union |
| <u>\$10,658.41</u> | 3.5% | 11-18-2009 | Heritage Credit Union |
| \$59,582.65 | | | |

Total Expenses for September 1 – October 8, 2008:

| | |
|--------------------------------------|---|
| Ballweg Landscaping | \$ 550.00 (Deck Repair) |
| Deluxe Checks | \$ 80.95 (New Checks) |
| Department of Financial Institutions | \$ 10.00 (Condo Name Registration) |
| Eric's Lawn Care | \$7042.30 (2-months) |
| Professional Pest Control | \$ 75.00 (bee hive) |
| Shim-Tech | \$ 558.29 (Repairs) |
| Carryl Company | \$2033.55 (2-months management fees, copies and mailings) |

Total **\$10,350.09**

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E. Property Management Report (Carryl Company)

1. The checking and savings account was changed from the Bank of Sun Prairie to Wisconsin Community Bank. They have three Madison Locations (Cottage Grove, Fitchburg, and Middleton). This bank has lower total monthly fee (\$10.00/month) for ACH accounts. The CD's shall remain at Bank of Sun Prairie and Heritage until the CD's mature. In addition, the safety deposit box shall remain at the Bank of Sun Prairie.
2. The Management encourages all Condo Association Members to complete the Direct Deposit form for monthly Condo dues since new accounts need to be set-up at Wisconsin Community Bank. Information was sent to all homeowners a few weeks ago.
3. Carryl Company shall remit checks to our vendor on behalf of Hickory Meadows. All checks will require two signatures – Carryl Company and HM Board Member.
4. Signature Cards are in the process of being changed at the Bank of Sun Prairie for access to safety deposit box and CD's, as well as at Heritage Bank.
5. Signature cards will also be needed at the Wisconsin Community Bank for the Checking and the Savings account.
6. Carryl Company informed us that delinquent condo dues will be handled in the future as follows:
 - a. If dues are delinquent the first month, a letter will be sent to the condo owner requesting payment.
 - b. If dues are delinquent the second month, a late fees will apply on the outstanding balance.
 - c. If dues are delinquent the third month, a late fee will be applied on the outstanding balance and a lien will be filed against the condo owner. The cost of filing the lien (\$5.00) will be applied to the outstanding balance.
 - d. If dues are delinquent after six months, a judgment will be filed against the condo owner. Late fees will apply to all outstanding balances plus the cost of the judgment (\$95.00).
 - e. If dues are delinquent for nine months, the judgment goes before the court and the condo owner is summoned to appear and a payment process is developed by the court.
 - f. If condo dues are not rectified, Hickory Meadows Condo Board may hire a lawyer to go after Condo owner's property.

The Condo Board approved the above process.

7. Carryl Company will contact Petersburg Insurance for a quote on Insurance for Hickory Meadows. Right now we deal with Ritter's Insurance.
8. The contract with Eric Lawn Care Service in effect until 2010. The Association and Carryl Company are not happy with the service provided. Carryl Company has informed them that other services shall be provided when grass is not being mowed.
9. Our previous Management Company (Munroe Property Management) payment for August 2008 is on hold until the new management company receives Quick Book report and back-up disk, 2007 year end report with details of expenses booked in 2007, copies of bills for 2008, financial statements prepared for the Board from January through August 2008, and deposit details for 2008.

The Carryl Company, LLC - 4915 Monona Drive, Suite 206 – Monona, WI 53716
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10. Carryl Company informed the Board that the DFI account for the Association was changed over to the Carryl Company.
11. Carryl Company shall notify the Board of the delinquent Condo dues at the next meeting on November 6, 2008.
12. The Carryl Company performed a walk through of the property on September 12, 2008. Below are their observations/concerns.
 - a. Condo owners that have pets should not tie their dog to the post on the front porch. This causes wearing of the paint on the posts
 - b. Pet owners are not picking-up the feces on the lawn. There is an ordinance in Sun Prairie that requires homeowners to pick-up after their pets. If you do not, it is a fine.
 - c. Carryl Company meet with three condo owners to discuss issues as follows:
 - i. 993 Chandler Lane front sidewalks are titling 7 -10% from horizontal. There are no visible cracks, but the condo owner requests mud-jacking or replacement because it is a hazard when walking. The Condo Board will take their concerns under advisement.
 - ii. 952 Chandler Lane has a crack in their foundation, but would not let the management company in to see. No action will be taken until crack is looked at.
 - iii. 1201 Homestead has issue with water in the basement from the bad rain this summer. Management Company could not get in basement because the condo owner was not home. Management Company will call to arrange an inspection.
13. The Carryl Company would like to remind everyone of the “Assignment of Responsibility” Form that is on the website www.hickorymeadows.net for what are the Association’s responsibilities and the homeowner’s.
14. 884 Chandler Lane repair of crack in foundation was not adequate. The Management Company is going to contact the contractor that filled the crack to redo it.
15. Carryl Company will schedule a meeting with the Developer (Kraus) to ascertain when the three phases were started and completed to develop a plan for maintenance. He will also discuss condo owner’s issues.
16. Carryl Company will solicit bids for the painting of the front porch posts and railings.
17. Carryl Company will address the buckling of the siding with the developer on the west and south buildings.
18. Carryl Company informed the Board that the siding is in good shape and no fading.
19. Mailboxes are still an issue. Carryl Company will get bids on turning the mailboxes around so that they are in compliance with the Sun Prairie Building Department Standards.
20. Asphalt was in good condition, but sealing would need to be done next year.
21. Carryl Company informed the Board that the cost of the Eric Lawn Care cost each Homeowner **\$40.00 per month per unit**, which is **42%** of our monthly Condo dues.

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F. Social Committee (Jennifer)

1. The Halloween Party is cancelled.
2. Game Night (**Badgers vs. PSU**) - October 11, 2008 (Saturday) at Beef O'Bradys 4:30 PM till end of game.
3. Prime Quarter Steak House on East Washington Avenue – October 15, 2008 (Wednesday) 6:00 PM – 8:00 PM. Let Jennifer know by October 13th who wants to go.
4. All Association members can be notified of the social committee events by joining hm_socialcommitte@yahoo.com . Remember there is an underscore between hm & social.

G. Old Business

1. The Board informed the Carryl Company that the checking and savings account was closed-on on September 13, 2008. A cashier check (26817) in the amount of \$266.13 (checking account) was given to the Carryl Company to deposit into Wisconsin Community Bank. Another cashier check (26818) in the amount of \$3,624.03 (savings account, money market) was given to the Carryl Company to deposit into Wisconsin Community Bank.
2. The new board is finalized as follows: Bob G. (Board & President), Eden L. (Board & Treasurer), Darlene L. (Secretary), Darci K. (Vice President), and Rebecca H. (Board).
3. Carryl Company will send out minutes to all Condo owners that do not have an e-mail address. For members that do have an e-mail address, the minutes will be sent through hickory_meadows@yahoo.com account. They will also be posted on our website www.hickorymeadows.net

H. New Business

1. Carryl Company and The Board will develop a five-year plan for the Association.
2. One CD at Heritage Credit Union is maturing on 10/15/08. Carryl Company is researching rates.
3. Eden L. is contacting Melissa to obtain item listed in number nine of the property management report listed above.
4. 972 Chandler Lane wants to rent unit for a year. Our bylaws only have provisions for 3-months. Carryl Company will inform the condo owner.

I. Owners Discussion

1. Jennifer has concerns with the amount of insulation in the garage ceilings. There may not be enough insulation because the master bedroom above the garage is either way to cold in the winter or hot in the summer.
2. Contact for Maintenance Issues:

Carryl Company, LLC – 4915 Monona Drive, Ste. 206, Monona, WI 53716
Phone: 608-222-9580
e-mail: carrylcompany@att.net
Fax: 608-222-4887
Emergency Cell (Kim): 608-438-8243

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J. Meeting Adjournment:

8:45 PM (Darlene & Eden)

K. Next Meeting:

November 6, 2008 (Thursday) at the Sun Prairie Public Library - 1350 Linnerud Dr.

CONDO BOARD and OFFICERS:

Bob Gorleski, Board of Directors & President -
bsme85@aol.com 974 Chandler Lane Ph: 608.825.9496

Eden LaFond, Board of Directors & Treasurer
str82me@charter.net 889 Chandler Lane Ph: 608.825.6867

Darci Kanouse, Vice President
(no e-mail) 881 Chandler Lane Ph: 608.837.5478

Darlene Lobenstein, Secretary
Darlene.Lobenstein@GeneralCasualty.com
951 Chandler Lane Ph: 608.630.7445

Rebecca Heflin, Board of Directors
rebecca1215@verizon.net
886 Chandler Lane Ph: 608.837.6668

MANAGEMENT COMPANY:

The Carryl Company, LLC
4915 Monona Drive
Suite 206
Monona, WI 53716

Contact: Kim Carryl
Phone: 608-222-9580
Fax: 608-222-4887
Emergency Cell (Kim): 608-438-8243
e-mail: carrylcompany@att.net

Important Information for Condo Owners

Storm Doors for Front Door

| | |
|--|----------|
| Larson #830-80 with retractable screen and brass hardware - | \$238.00 |
| Larson #830-82 with retractable screen and brushed nickel hardware - | \$246.00 |

Or you can upgrade to the following:

| | |
|---|----------|
| Larson #346-60 with retractable screen and brass hardware - | \$332.00 |
| Larson #346-52 with retractable screen and brushed nickel - | \$340.00 |

Condo Owner's Advice

Air conditioners – Do not completely cover your outside unit because mice may get into the completely covered unit and cause damage to the internal parts. Just place a cover on top of the unit only.

Furnace System – Remember to have your furnace checked annually and replace filters every two months.

Contractors

Bohling & Sons, 837-5909, installed most of the furnace and A/C units. The service fee is \$88.62 for normal cleaning. If a new filter and Freon is needed, it is an extra charge. Please contact them for up to date rates.

Dave Jones, 222-8490. They also service furnaces, as well. Please contact them for the current rates.

Water Softeners – Water softeners shall be unit for all condo unit owners. The water is clean but builds up lime deposits, which may corrode the water pipes, hot water heater, dishwasher, and the water softener is not turned on and filled with salt tablets of granular salt. If corrosion occurs, the home owners and not the condo association are responsible for replacing the affected areas. Salt bags may be bought at most hardware, gas station, and convenient stores in 25 or 50 pound bags. There are also companies that may deliver water softeners to you home for a fee.

Hellenbrand, 251-7681 installed most of the water softeners in the condo units. If there is any indication that the water softener is not working correctly, contact them for service.

Moving out Procedures

When moving out the following items shall be given to the new condo owner (This is required by Wisconsin Law):

1. Cover Letter for Condominium Disclosure Materials (Wisc. Stat. 703,33(1) & (2))
2. New owner shall be given the Hickory Meadows (HM) Condo Booklet when you moved in. A copy of the booklet is now on the Hickory Meadows Website <http://www.hickorymeadows.net/index.php> . Please print a copy and insert in a 3-ring binder or have the documents professional spiral bound.
3. Any By-Law changes and Amendments must be included with the HM Condo Condo Booklet. Please attach to the back of the book. All amendments and bylaws changes are in PDF format on the HM website.
4. All HM Condo Board minutes shall be given to the new condo owner in chronological order. See HM website for minutes.
5. A HM Auto Deposit form should be given to the new Condo Owner, as well, (see HM website).
6. A Condo owner form should be given to the homeowner to complete for the management company.
7. A Satellite Dish form shall be given to the condo owner, if they wish to switch from cable and given to the management company.
8. Please let the management company (Carryl Company) knows your last day as owner of the condo so that direct deposit or checking information for Condo fees can stop being deducted from your account. Supply the management company with the information for the new condo owner, such as phone number, e-mail address, etc.