

June 17, 2003

Hickory Meadows Condo Association Executive Committee Meeting

Attendees: Kate Kolstad
Lorrie Roosmalen
Diana Summers

Next meetings: Committees/Exec Committee – Tuesday, July 1 – place: TBD
Exec Committee – Tuesday, July 15 – place: TBD

As a result of the election on June 9, 2003, the three officers held the first organizational meeting. The main objectives were to determine the primary committees, executive committee involvement in those committees, and determination of the office holders.

Although we feel we will operate by consensus during the first year, the following offices were named.

- President – Kate Kolstad
- Vice President – Lorrie Roosmalen
- Secretary/Treasurer – Diana Summers

A member of the executive committee will be on each committee, although that does not imply that the executive committee member will be the committee head.

We had around fifteen volunteers from the meeting on June 9th. An Exec Committee member will be contacting those volunteers during the next week. The committees will determine their own schedules. **If you didn't sign up for a committee, but would like to work on one of the committees, please contact us (numbers below).**

Committees will meet with the Executive Committee on the first Tuesday of the month. If need be, the Exec Committee will meet on the third Tuesday of the month.

The committees and their major responsibilities/objective follow.

- Finance/Budget
 - Exec committee member – Diana Summers (Treasurer)
 - Work with the accountant
 - Set up procedures
 - Audit transfer of funds
 - Stay on top of Condo fees/auto deposit
 - Determine budget
 - Insurance
 - Reserve fund investments
- Architectural/Buildings/Grounds
 - Exec committee member – Lorrie Roosmalen (VP)
 - Primary contact with lawn service/snow removal service (Bruce Company)
 - Primary interface with Kraus and other vendors concerning long term warranty issues

- Schedule improvements (i.e., deck staining)
- Determine viable architectural changes, etc (i.e., stairs on decks)
- Other projects (i.e., flowers in medians, clean-ups)
- Issues such as Condo Association keeping, or not keeping keys
- By-laws/Rules and Regs
 - Exec committee member – Diana Summers (Sec/Treas)
 - Follow up and education on by-laws
 - By-law review/proposals
- Social/Other Services/Owner Co-op
 - Exec committee member – Kate Kolstad (Pres)
 - Social events (Block Party, Happy Hour)
 - Welcoming new owners
 - Events like city-wide garage sale
 - Skill exchange (I can install dimmer switches; can you help me with that thing that requires a reeeeeeally tall ladder?)

Other activities: Interface with Hickory Grove Condo Association

When the committee members are determined we will notify all condo owners either by email or newsletter.

How to contact us:

Email: hickory_meadows@yahoo.com

Kate Kolstad
834-3053
cjk@chorus.net
1083 Chandler

Lorrie Roosmalen
837-2308
OBTL302@AOL.COM
979 Chandler Ln

Diana Summers
206-4264
lovemys heltie@spwl.net
1049 Chandler Ln

Date: Thu, 19 Jun 2003 08:32:01 -0500
From: Lorrie Roosmalen <lroosmalen@madison.k12.wi.us>
Subject: New Committe for Hickory Meadows
X-Sender: lroosmalen@madison.k12.wi.us
To: ckraak@facstaff.wisc.edu, knops@mail.tds.net, lsargen@jcpenney.com,
sllyvln@aol.com
X-Mailer: QUALCOMM Windows Eudora Light Version 3.0.6 (32)
X-Spam-Flag: Unchecked
X-Scanned-By: MIMEDefang 2.31 (www . roaringpenguin . com / mimedefang)
Original-recipient: rfc822;ckraak@facstaff.wisc.edu

Greetings!

I am Lorrie, and I will be your Veep [Vice Pres. Exec. Committee] today, well actually for the next 3 years. On the sign up sheets each of you indicated that you would be interested in assisting with a committee in regards to Architecture/Buildings/Grounds, etc. We are also lucky enough to have Enforcement in our little group.

Diana, Kate and I have tried to group things into each committee that make the most sense. I hope that the logic flows to each and all.

Would you be interested in serving on this committee? I anticipate that we should be able to manage with monthly meetings, perhaps a little more in the very beginning while we get organized and much less as time goes on.

I can be reached via email at
home: obt1302@aol.com
work [7-3:30] lroosmalen@madison.k12.wi.us
or land line 837-2308, 6:30pm - 9:30pm

It is our hope to have the committees meet next week, with a report of sorts for the first joint Exec. and Committees meeting on July 1st. We will try for a convenient meeting place, perhaps the library again.

I know how busy everyone is and I appreciate your willingness to volunteer and with some luck we will be able to complete all tasks with a minimal time committment from all.

Thanks,

Lorrie

Keep Thursday, July 24th Open – Hickory Meadows BBQ/Potluck – More Details Soon!

Volunteers Needed!

- Finance/Budget Committee – Call Dorene Wohlferd, Committee Chair (837-3154)
- By-Laws Committee – Call Diane Summers, Exec Committee (206-4264)
- Architecture/Grounds Committee – Call Lorrie Roosmalen, Exec Committee (837-2308)
- Social Committee – Call Kate Kolstad, Exec Committee (837-3053)

Committee Members...So Far

Finance Committee

- Dorene Wohlfern (837-3154) – Chair
- Diana Summers (206-4264)
- Darci Kanouse (837-5478)
- Jamie Miller (825-3453)

By-Laws Committee

- Diana Summers (206-4264)
- Melissa Haas (837-6108)
- Michelle Rockafellow (834-6086)

Architecture/Grounds Committee

- Lorrie Roosmalen (837-2308)
- Josh Knops (825-7285)
- Carole Kraak (576-1873)
- Kari Meyer (825-0181)
- Laura Sargent((833-9011)
- Sally Valentine (834-8341)

Social Committee

- Kate Kolstad (834-3053)
- Michelle Rockafellow (834-6086)
- Bonnie Coy (837-2042)
- Ann Rudel (834-9049)
- Lorrie Roosmalen (837-2308)

Next Advisory Committee Meetings (Call committee chair if you would like to attend as places and times are subject to change)

- Social Committee – 7/7/03 - 7:30PM - Library
- By-Laws – 7/8/03 – 7:00PM
- Finance – 7/9/03 – 7:00PM
- Architecture/Grounds – 7/15/03 – 7:00PM – Library

Next Joint Exec/Advisory Committees meeting – 8/5/03 – 7:00PM – Library

Next Executive Committee Meeting – 7/22/03

Minutes From 7/1/03 Joint Exec/Advisory Committee Meeting

Attendees: Dorene Wohlferd, Michelle Rockafellow, Lorrie Roosmalen, Diana Summers, and Kate Kolstad

Before addressing committee updates, there is one issue that has been a source of discussion on many fronts. That is, Kraus's fixing of the move-in checklists for each unit. A number of you still have outstanding issues. Although the Condo Association members have all been through this individually, it is still an individual homeowner responsibility to address these issues with Kraus. The best way to get things done is to hound Kraus until you get a response. Until Kraus asks for some consolidation of these issues, there is really nothing the Condo Association can do.

The contact numbers you may need are:

- Kurt Kaiser – 834-0772
- Paula/Nancy Schmelzer – 837-4644
- Herman Kraus – 837-0324

Finance Committee Update –

- Initial Responsibilities/Goals
 - Review budget and expenditures on quarterly basis
 - Make recommendations if variances to budgeted amounts
 - Evaluate supplemental budget requests and approve if appropriate
- Current Issues/Action Items
 - Finalize Budget
 - Set up 2 signatures on checks
 - Arrange audit of books before transfer of funds from Kraus
 - Review status on auto-deposit of condo fees – goal: 100% enrollment
 - Petty Cash Account/guidelines
 - Investments of Reserve Funds
 - Review current monthly condo fee assessment
 - Review Insurance requirements
- Assignments:
 - Diana meeting with Accountant at Comprehensive Accounting – establishing procedures
 - Dorene contacting Ritter Insurance and Herman Kraus for contracts and budgets

By-Laws Committee Update – First meeting set for 7/8/03

Architecture/Grounds Committee Update –

- Have two estimates for finishing decks – reviewing estimates and related issues
- Committee is drafting a letter for residents concerning
 - a. Picking up after dogs
 - b. Watering lawns
 - c. Boats/Trailers and parking

- Issue in common with By-Laws: Making sure condo fees/monies owed to Condo Association are covered in closings when units are resold.
- Master key issue – Kraus has a master key for all units. After one-year warranty, what do we do? The consensus is that holding such a key is a liability issue for the condo association. Should individual unit owners have locks re-keyed? Can condo association facilitate the re-keying, by organizing one locksmith to do the work? This would be at the homeowner's option and cost.
- Review with By-Laws the satellite dish issue.
- Committee is the main contact for Bruce Company.
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Social Committee Update –

- Mission statement
 - Promote a sense of cooperation and friendship among Hickory Meadows homeowners, so that common goals are attained. These goals may include:
 - A sense of community (Hickory Meadows and Sun Prairie).
 - Promote openness among neighbors to facilitate conflict resolution at a neighbor-to-neighbor level.
 - Activities that enhance our community's quality of life and/or property values
 - A pool of known candidates for future Condo Association Elections
- Objectives (some ideas):
 - Social
 - Block Party
 - Happy Hours
 - Holiday/Winter Activity
 - Cards/Games: Euchre, Bunko
 - Reading club
 - Progressive dinners, etc
 - Other (birthday/anniversary, etc?)
 - Recreation
 - Softball
 - Concerts in the Park
 - Biking, Roller Blading
 - Evening walks
 - Community
 - Clean-up
 - Sun Prairie community projects
 - Garage Sale
 - Co-op Activities
 - Skill exchange
- First Event – Thursday, July 24, 2003
 - “Mini-block parties”
 - 5 BBQ Stations
 - Residents/significant others

- Bring something to pass
- BYOB/BYOM
- Ice-breaker activity with other BBQ stations
- Committee will survey homeowners for interests
- Obviously all these activities cannot be done immediately. We will aim to do a few things well.

Condo Association Policy Statement (to be included in the By-Laws) – The Hickory Meadows Condo Association Executive and Advisory Committees will not use nepotism or favoritism of any kind in selecting vendors, contractors, or any others providing services to Hickory Meadows Condo Association. All purchases, contracts, and agreements entered into by Hickory Meadows Condo Association will be based on competitive, professional bids or research.

How to contact us:

Email: hickory_meadows@yahoo.com

Kate Kolstad
834-3053
cjkolstad@charter.net
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979 Chandler Ln

Diana Summers
206-4264
lovemyseltie@spwl.net
1049 Chandler Ln

October 7, 2003

Meeting was called to order by: Lorrie

Meeting was called to order at: 7:17 P.M.

1. Scott Johnson and his company are doing the decks this week. Cars need to be moved out of his way. He will power wash the decks prior to staining if he determines it to be necessary. The second payment will be paid next week for the work.
2. Nancy will not be our manager for the Condo association. There were eight names given to Bob and Larry to be reviewed for the position.
3. There needs to be two new one-time committees. Each needs at least two people. One will deal with the snow removal issue and the other will help select the new condo manager. By mid-November we need to have a conclusion for both committees. This is necessary so that there can be an all group meeting to vote on the final selection of both a snow removal company and a manager.

Reports from the different committees

BAGE

1. Street resurfacing- the city is putting on a second coating to get rid of the 1-inch gap. At least that is what we think they are doing. No one was ever notified of their intentions and when they would be coming. During their work there will be parking restrictions. Please keep on eye out for signs and follow all postings.
2. New mailbox numbers went out in the manila envelopes placed in everyone's newspaper boxes.
3. Satellite dishes need to be placed on the roof.
4. Premier Landscaping has filed for bankruptcy. We are looking into Hellenbrand.
5. We are continuing to work on unfinished issues with the condos. Some people still have tile cracks, cracked foundations, while others have leaking gas fireplaces. It is advised that all association members get carbon monoxide detectors. We need to get together and discuss how we want to pursue these issues. Attendance is strongly encouraged at our next meeting

FINANCE

1. We are spending \$6000 on the decks this month.
2. We are spending \$5500 for insurance this month.

GENERAL ANNOUNCEMENTS

1. Cars need to be moved when decks are being treated. They cannot be by the deck or on back parking spots.
2. Make sure you received condo information by giving the association your email address. We will now only send out meeting minutes/information to those with email. Those without email need to contact an Executive Committee member to get a copy of the information.
3. We will have an all condo meeting in the middle of November to vote on snow removal and management.

4. Please prepare a list of all issues that have not been resolved by Kraus for the November meeting. An agenda will go out.
5. The Executive Committee will start meeting on the first Wednesday of the month starting next month.

HAVE A GOOD OCTOBER AND A SAFE AND SCARY HALLOWEEN!

Date: November 20, 2003

To: Executive Committee – Hickory Meadows Condo Association
From: Lorrie Roosmalen, Chair

This is to inform you that I wish to resign my post as Chair [President] of the Condo Association effective immediately. The position requires too much time and effort and the stress related to that is starting to effect my health. I regret the short notice, but this is a decision I have contemplated for some time now and must act on immediately.

I urge Mary to step up and assume the position for the duration of the term, at this time the majority of the groundwork has been done and only the fine-tuning remains.

[I will attend the December 3rd meeting; HOWEVER, I will not chair it.]

I will continue to chair the BAGE Advisory Committee.

Thank you,

Lorrie Roosmalen