



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

### **Hickory Meadows Condo Association Monthly Meeting**

Date: Friday, July 4, 2008  
Meeting Called to Order: 1:00 PM  
Board Members Present: Bob, Mary, Carole, Cristie  
Social Committee: Jennifer  
Property Mgmt Company: Melissa  
Guest Condo Owners Present: 5  
Call to Order: Bob and Cristie

### **Minutes from Last Meeting**

None

### **Treasurer's Report**

Money Market \$7,010.00  
Checking Account \$1,0175  
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
\$10,000.00	3.5%	10-15-2008	Heritage Credit Union
<u>\$10,658.40</u>	3.1%	11-18-2008	Heritage Credit Union
\$67,872.70			

Total expenses for the month of July are \$9789.36 (Lawn Maintenance, Condo Mgmt, Shutters, Door Painting, Deck Supplies and Shrub Replacement).

### **Property Management Report (Melissa)**

Decks are about ½ done now. Ballweg Landscaping is letting homeowner's know when he will need their decks cleared 2 buildings ahead of where they are working. Please feel free to use your deck until you are notified that they will be working on your building.

Shutters have been ordered and will be delivered in about 14 days. Installation will occur after delivery. No entry into the homes is needed as this is exterior work only. Door painting is complete.

Eric's Lawn Maintenance will be replacing two dead trees on the street.

There will be no lawn mowing for the next few weeks as the grass is too dry to mow. Eric will be re-seeding and fertilizing the lawns instead. Once the new seed is down, homeowners need to help by watering these areas.

Air conditioning service-we need at least 16 or more homes total to make this work. Please get your sign up sheets to Melissa ASAP if you want to be included.

## **Social Committee**

The annual condo party has been scheduled for **FRIDAY, AUGUST 1<sup>st</sup>**! This will occur in the drive between 956 and 974 Chandler Lane.

Mallards game on July 17<sup>th</sup>. \$15 per ticket (includes food, drink and ticket to the game) let Bob Gorleski ([bsme85@aol.com](mailto:bsme85@aol.com))/Jennifer Klotzbach ([hmsocialcommittee@yahoo.com](mailto:hmsocialcommittee@yahoo.com)) know if you are interested in participating.

## **New Business**

### **Condo Board**

There are 4 open board positions. Positions being filled are for the remainder of the current officer's term. The positions that are open include:

President-2 year term

Vice President-1 year term

Secretary-1 year term

Treasurer-2 year term

The following people have been nominated so far for these open positions:

Darci Kanoule

Darleen Lobenstein

Tracy Kominiak

Rebecca Heflin

Robert Gorleski

Revised nomination forms will be out shortly, (see second attachment). These will be sent via US Mail, posted on doors and attached with the meeting minutes. A proxy ballot will also be available for those who cannot attend the meeting.

## **Old Business**

### **Management Company**

Melissa's contract as the property management company has expired.

The board requested at the last meeting a breakdown of Melissa's hours and time spent doing her position. We also requested a revised contract for the months Melissa is on-site (in-state) vs. out of state (off-site) for her job. Melissa did not have either prepared for the meeting. The board again asked for this information to be ready by July 14<sup>th</sup>. Melissa will prepare this information for the board by July 14<sup>th</sup> with the possibility of a job-share situation included for the months she is out of state.

Other management companies will also be contacted and proposals sought for their services.

The current board will stay in position until the management company situation is resolved and the new board can be appointed and responsibilities transitioned.

## **Other Business Reminders:**

### **\*Storm Doors for Condo Front Door\***

Larson 830-80 \$238.00 (retractable screen)

or you can upgrade to:

Larson 346-60 \$331.00 (full-view with retractable screen)

## **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](mailto: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.](#)**

## **Meeting Adjourned**

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## **Next Meeting**

**Next meeting will occur on Wednesday, August 6, 2008 at 7pm. This meeting will be held at the 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 bi-laws. Decisions are made at these meetings that affect where you live and your home. Your feedback and participation is appreciated.

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## **Condo Board**

Bob Gorleski, President

[bsme85@aol.com](mailto:bsme85@aol.com)

Mary Lestina, Treasurer

[mlestina@peoplepc.com](mailto:mlestina@peoplepc.com)

Carole Kraak

[hickory\\_meadows@yahoo.com](mailto:hickory_meadows@yahoo.com)

Cristie Hansen

[cristie\\_hansen@yahoo.com](mailto:cristie_hansen@yahoo.com)

Melissa Haas, Management Co.

[mhaas@charter.net](mailto:mhaas@charter.net)

Phone: 608-444-0257

Mailing address for all forms: 1061 Chandler Lane, Sun Prairie, WI 53590