



## 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 – March 5, 2009

Meeting Called to Order: 7:00 PM

Board Members Present: Bob G., Eden L., Rebecca H., Darlene L., and Darci K.

Social Committee: Jennifer (not present)

Property Management Company: Carryl Co. (Kim and Sarah)

Guest Condo Owners Present: Jennifer Klotzbach

Special Guests: N/A

Call to Order: Rebecca and Eden

#### A. Quorum – No

**B. Proof of Notice of Minutes** – Posted on [www.hickorymeadows.net](http://www.hickorymeadows.net) website bulletin board.

**C. Acceptance of Minutes** – Eden and Rebecca.

#### D. Treasurer's Report (as of January 31, 2009)

Checking Account – \$294.67

Savings - \$9, 641.17

Reserves - \$59, 981.59

- Carryl Company is checking into why our checking transfer into reserves was changed from \$1600 to \$1200. Carryl Company still doesn't know why the difference, but will provide an explanation at the next meeting.
- There were checks signed by the Carryl Company without a second signature by an authorized board member. Although the amounts were less than \$25.00, we reinforced that a second signature is required. Carryl Company will provide an explanation at the next meeting. **Update – Carryl Company will not sign checks independently.**
- There is a check payment (#1034) to Hatcher Hill for \$790.00. Carryl Company will advise us what the check was for. Carryl Company will provide an explanation at the next meeting. **Update – Carryl Company deposited a check from Hatcher Hill Condo into our checking account by mistake and check #1034 was to correct the error.**
- Two \$100.00 checks for Sun Prairie Library Community Room Reservation were returned to Carryl Company because the checks are outdated. A new \$100.00 check will be cut for future reservations.
- Social Security tax information from the IRS for HM Condo was given to Carryl Company to determine how to handle.

#### E. Property Management Report (Carryl Company)

1. Eric's Lawn Service, Carryl Company and the Board will do a walk through of the property in April to determine what damage they are responsible to correct from the winter plowing damage. All items will be documented with a photograph and written report and given to Eric to rectify within 30 days of receipt of document.

## **CONDOMINIUM ASSOCIATION**

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

2. There were numerous complaints by homeowners on the snow plowing service and salting. Carryl Company to follow-up on homeowners that have slipped on the ice.  
**Update – Carryl Company called and sent an e-mail to the homeowner.**
3. Carryl Company and the Board will do a walk through of the property in April to ascertain what needs to be repaired because of the harsh winter and submit bids to get the work completed. All damage will be documented and photographed by Carryl Company and given to HM Board for approval.
4. An e-mail will be sent to Condo Owners via [www.hickorymeadows.net](http://www.hickorymeadows.net) to determine any issues they may need to be repaired and is HM Condos responsibility.
5. Carryl Company will contact the Hometown News Group (608.837.2521) to stop delivering the Hometown Advertiser in our mailboxes. Condo Owners can call to stop the delivery, as well.

### **F. Social Committee (Jennifer)**

1. Social event at Beef O’Brady’s on Tuesday, March 17, 2009 at 6:00 PM; please let Jennifer know if you plan on attending through Yahoo Social Committee web address. Also check [www.hickorymeadows.net](http://www.hickorymeadows.net) for events.
2. All Association members can be notified of the social committee events by joining [hm\\_socialcommitte@yahoo.com](mailto:hm_socialcommitte@yahoo.com) Remember there is an underscore between hm & social.

### **G. Old Business**

1. Carryl Company will send out minutes via the U.S. postal service to all Condo owners that do not have a home e-mail address. For members that do have an e-mail address, the minutes will be sent through [hickory\\_meadows@yahoo.com](mailto:hickory_meadows@yahoo.com) account. They will also be posted on our website [www.hickorymeadows.net](http://www.hickorymeadows.net)
2. The Management encourages all Condo Association Members to complete the Direct Deposit form for monthly Condo dues. Residents in arrears of their condo fees have been sent a notice.
3. Hickory Meadows Condo Association has over \$5,000 in unpaid condo fees from twelve homeowners. Carryl Company is working with the homeowners to pay the back dues, but homeowners that do not respond, a lien and/or judgment will be filed. There is one homeowner that filed for bankruptcy and their condo dues were in arrears \$620.00, which HM Condo will not recover because of the bankruptcy.
4. Our previous Management Company (Munroe Property Management) payment for August 2008 is on hold until the new management company receives 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. **Update - the President of HM sent all info to Carryl Company after talking with Melissa. HM Condo will draft a letter so all are in agreement on payment of one-month wage for August 2008 in the amount of \$968.00.**
5. Carryl Company will retrieve the master key and any individual condo keys in possession of our previous management company (Munroe Property Management) for destruction. All condo owners will be responsible for their own keys may choose someone to have an extra key or remote access to their garage door installed in the case of a lock out. **Update – The past secretary is in the possession of the keys and Darci Kanouse will collect.**

## **CONDOMINIUM ASSOCIATION**

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

6. 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. **Update – Kraus will not return phone calls and Carryl Company will try to meet Kraus at his local hangout (Beef O'Bradys) on Friday to discuss. Still Pending.**
7. Carryl Company will solicit bids for the painting of the front porch posts and railings.
8. 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. **Update – The mailboxes will be placed on hold since there was only one mailbox damaged during the winter and HM Condo decided money to repair all the mailboxes can be used elsewhere.**
9. Carryl Company will contact Eric's Lawn Service regarding the damage done to the deck at 881 Chandler when trimming the bushes.
10. Eric needs to repair fence damaged over the winter-time by his snow plowing.

### **H. New Business**

1. Carryl Company and The Board will develop a five-year plan for the Association.
2. **HM Condo fees shall be increased \$15.00 per month, effective June 1, 2009 because increased cost of services, plus additional funding is needed for the reserve account.**
3. Carryl Company informed us that HM Condo applied for an extension on taxes for 2008 because of issues with last year taxes.
4. Scott Petersburg provided us with a quote for insurance. The new policy will be blanket coverage, which is 100% replacement cost. With our current company we are at 80% coverage. Our old insurance company is going out of business. Before any decision is made Darci Knouse will compare the two policies to make sure we are covered before the March 5<sup>th</sup> meeting. Under HM By-Laws, our policy covers shell and structure above basement walls only. Any owner upgrades or basements are not covered. Scott is also checking on insuring the Board Members (hold harmless), washer and dryers, and contents for sewer and drain back up. **Update - We need to make a decision at the April 2, 2009 on coverage because the new insurance will take effect April 15, 2009. Condo Owners may need to increase their homeowner policy for loss assessment in the amount of deductible on HM Condo policy. The increase may be a \$1,000 or \$5,000 deductible. Washers and Dryers are not covered in policy and homeowners are responsible for their own electrical and mechanical. Drywall for basements may be covered, if finished. Carryl Company suggested a rider for condo owners who work on the property and get injured. Darci will work with Petersburg Insurance for updated quote on the additional coverage.**
5. HM Condo Rules and Regulations would need to be updated to explain what is covered under the new insurance and what the condo owner is responsible for.

### **I. Owners Discussion**

1. A Condo owner had shut-off valves and hoses for the kitchen replaced by a plumber because the shut-off valves and hoses installed by Kraus' plumber are no longer available. The Condo owner wants HM Condo Association to reimburse them for the repair and future repairs of the shut-off valves and hoses on other fixtures. The Board determined this is normal wear and tear on the shut-off valves and hoses. No compensation would be granted.

The Carryl Company, LLC - 4915 Monona Drive, Suite 206 – Monona, WI 53716  
Phone: 608-222-9580 - Fax: 608-222-4887

## **CONDOMINIUM ASSOCIATION**

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

### 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](mailto:carrylcompany@att.net)  
Fax: 608-222-4887  
Emergency Cell (Kim): 608-438-8243

### **J. Meeting Adjournment:**

8:45 PM (Darlene and Eden)

### **K. Next Meeting:**

The next meeting will be Thursday, April 2, 2009 at the Sun Prairie Public Library - 1350 Linnerud Dr. beginning at 7 p.m.

---

### **CONDO BOARD and OFFICERS:**

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

Eden LaFond, Board of Directors & Treasurer  
[str82me@charter.net](mailto: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](mailto:Darlene.Lobenstein@GeneralCasualty.com)  
951 Chandler Lane Ph: 608.630.7445

Rebecca Heflin, Board of Directors  
[rebecca1215@verizon.net](mailto:rebecca1215@verizon.net)  
886 Chandler Lane Ph: 608.837.6668

### **MANAGEMENT COMPANY:**

The Carryl Company, LLC	Contact: Kim Carryl
4915 Monona Drive	Phone: 608.222.9580
Suite 206	Fax: 608.222.4887
Monona, WI 53716	Emergency Cell (Kim): 608.438.8243
	e-mail: <a href="mailto:carrylcompany@att.net">carrylcompany@att.net</a>

The Carryl Company, LLC - 4915 Monona Drive, Suite 206 – Monona, WI 53716  
Phone: 608-222-9580 - Fax: 608-222-4887

## 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 (Caryl 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.