

The Grove Homeowners Board Of Directors

Meeting Notes of Q1 2025 BOD Meeting

Date	14-January-2025	
Location	The Grove (Bonnie Steindorf)	
Attendees	Joni McDevitt Mark Hogan Bonnie Steindorf	Pete Stachiw David Witko (remotely) Victoria Fox – Elite Properties

The Q1 2025 BOD meeting was held at 1:00 PM CST on Tuesday 14-January-2025 and led by Bonnie Steindorf.

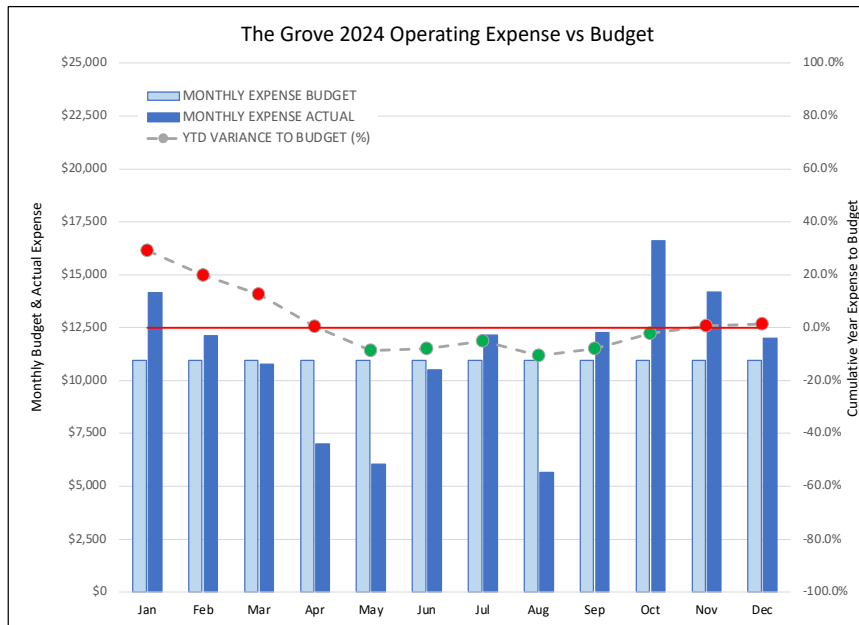
SUMMARY:

1. Minutes from the October 2024 BOD meeting were pre-approved via email.
2. Minutes from the November 2024 Special BOD meeting were approved.
3. December and Full Year 2024 financials were reviewed and within agreeable limits.
4. Unit owners were informed of 2025 HOA fees and payment schedule.
5. Governing Documents will require a small revision based on City of Brookfield feedback.
6. Roof Committee has been formed and Unit owners have been requested to verify roof age.
7. Discussed JTS snow removal issues and Victoria will follow up with them for improvements.
8. Started a 2025 “wish list” of currently un-budgeted improvements.
9. All BOD members have signed up to the CTA information portal of Kaman and Cusimano.
10. Discussed recruitment to fill Bonnie Steindorf’s BOD term which will expire at year end.
11. Joni will prepare the Winter (Feb) Newsletter. Inputs should be sent to her by 20-Jan.
12. Next quarterly BOD meeting is 08-April-2025 at 1 PM Central Time.

FINANCIAL REPORT:

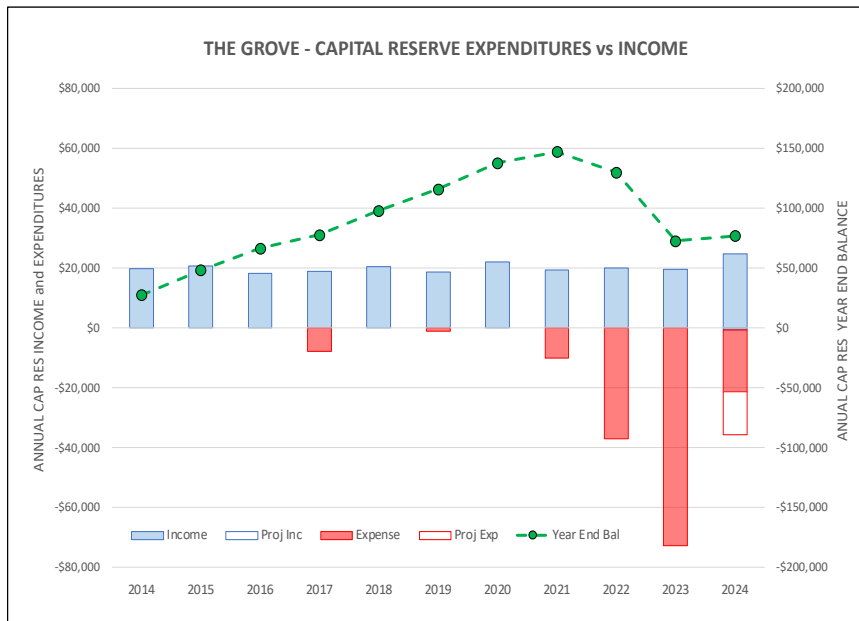
1. Current cash on hand:
 - Operating Account \$ 21,727.
 - Reserve Account \$ 76,916.
 - Total \$ 98,643.
 - \$40,000 of the Reserve Account balance has been invested in a 12 month CD maturing April of 2025 at an annual interest rate of 4.8%
2. Operations and Budget (through December 30th):
 - We reviewed the December financial statements and Full year 2024. For the full year we spent \$1,976 over budget due in large part to slightly higher than anticipated legal fees.

- The chart below shows the monthly operating expense (dark blue) and budget (light blue). The running year-to-date variance is shown by the red (over budget) or green (under budget) dots. For the full year 2024 we spent 1.5% over budget.



3. Capital Reserve (through December 30th):

- Year end 2024 balance is \$76,914 (\$35,428 Cash and \$41,486 CD). This continues to track within our minimum target range of \$60,000 to \$80,000.
- The chart below shows the historical Capital Reserve income/expense over the past 10 years. Capital Reserve income is shown in light blue, and the expenses are shown in orange. The green dots show the year end balances.



- For the full year 2024 we spent \$20,539 from the reserve account as follows:

Month	Item	Amount
Apr	Limbwalkers	\$ 2,993
May	Limbwalkers	\$ 6,877
June	Lakeland Sprinklers	\$ 1,821
July	Stump Grinding	\$ 3,990
Sept	Limbwalkers	\$ 1,449
Nov	Limbwalkers	\$ 1,260
Dec	North Avenue Project	\$ 2,149
FULL YEAR		\$ 20,539

4. 2025 Budget:

- The final budget for 2025 was approved by the BOD in November and communicated to all Unit owners. Copy is attached. The full year Operating budget will be \$116,640. plus a Reserve contribution of \$22,420. (total budget \$139,060.)
- The HOA fees per side-by-side unit increased by 5.8% to \$1,810. quarterly (\$7,240. full year) and were also communicated to all Unit owners.

OLD BUSINESS:

1. Governing Documents:

- Revisions to our Governing Documents were approved by the Unit owners at the 2024 Annual Meeting. See meeting minutes for details.
- Our revised Declaration was submitted to the City of Brookfield for final approval. There were a few open questions regarding responsibility for laterals between City services (water, sewer) and the Units. This is currently being addressed towards final approval.

2. Insurance:

- Our 2025 insurance policy was renewed through Robertson Ryan. The insurance carrier is Westfield, the same company as 2024.
- Victoria will contact all Unit owners and verify the age of their cedar shake roofs. This information will likely be necessary to secure future insurance renewals.

3. Roof Alternatives:

- As was discussed at the Annual Meeting in October, the BOD has made the decision to change from cedar shake shingle roof systems to asphalt roofs. The change is due to having far fewer insurance companies willing to insure cedar shake structures as well as the cost of cedar shake now more than double the cost of asphalt alternatives.
- An ad hoc committee consisting of Bonnie Steindorf, Mel Foley, Marie Stachiw, Joe McDevitt and Mark Hogan has been formed to review asphalt alternatives and make a recommendation to the BOD.
- Insurance companies have become increasingly restrictive in providing coverage for condo associations whose roofs are more than 20-25 years old. As a result of this trend, we have been asked to update our insurance company with the age of each roof within The Grove.

4. Landscaping Contract - Hawks:

- During 2024 the performance by Hawks was generally good
- Mark, Joni and Bonnie will meet with Gary from Hawks in March to discuss 2025 expectations. Specific topics to be addressed include ideas how to manage (eliminate) clippings contaminating the pond, and the mapping requests for the various bed maintenance and pruning preferences.
- We will ask Hawks to indicate on their invoices (as well as we will self-monitor) the actual number of mowings and weedings of the beds.

5. Tree Trimming Service – Limbwalkers:

- Joni reviewed the plan that is in place with Limbwalkers. Unit owners will be contacted in early August and asked to submit any concerns/requests by Labor Day. Limbwalkers will do a walkaround in September to note any standard clearance issues and a Workday will be scheduled. Unit owner requests will be addressed as time permits with the scheduled Workday.
- Note that the unit owner requests will need to be done via an Architectural Request and subject to BOD approval.

6. Snow Removal Contract - JTS:

- Our first storm of the season was quite robust. Several issues were noted to JTS and we will monitor their adherence to these items during the next plowings

7. Pump House, Irrigation and Pond:

- Pump house and Irrigation is currently shut off for the winter season. We will schedule and coordinate the startup in early April.
- Wisconsin Lake & Pond is under new ownership. We had approved pre-paying the 2025 contract to get the quoted discount, which will be honored.
- Victoria will followup with WLP for their opinions how to best manage grass clippings along the pond edge.

8. Architectural Change Requests:

Request	Status
Densing – safety railing	Approved
Foley – Arb removals	Approved
Foley – restoration of Arb area	Need plan
Add additional sprinkler at entry	Check if current head

NEW BUSINESS:

1. The Grove Board Membership:

- Bonnie has indicated that she will not seek reappointment to the BOD upon the end of her term at year-end 2025.
- We will begin to discuss possible new members to fill Bonnie’s vacancy at the next BOD meeting.

2. Unbudgeted 2025 “Wish List”:

- It was agreed to keep a running list of suggested improvements to The Grove which are currently not budgeted or committed for 2025. The BOD will review this list quarterly for priority and action if funds can be made available.

Item	Status
New plantings along cemetery fence	Hold
Mulching of the berm	Assess health benefits to trees
Mulch front entry	Assess health benefits to plantings
Add additional sprinkler at entry	Check if current head can be adjusted

3. Unit Exteriors and Sidewalks:

- A walkaround will be scheduled in early spring to check unit exteriors. Any units needing painting or other exterior maintenance will be noted and communicated to the units owner.
- The walkaround will also be checking if any sidewalks need to be addressed from a safety perspective.
- Work on Mary Mokwa sidewalk can be done without disturbing adjacent tree roots. Victoria to obtain 2 quotes (suggest Concrete Concepts and Super Sealers).

4. Corporate Transparency Act:

- The BOD has registered with the ATLAS portal of Kaman and Cusimano to support The Grove compliance with the Corporate Transparency Act.

5. Newsletter:

- The Fall Newsletter (November) was overseen by Bonnie and sent to all residents.
- Joni will author the Winter Newsletter with target for publication of Feb 15.
- Please have any materials for this Newsletter to Joni no later than Feb 01.

6. 2025 Annual HOA Meeting:

- The 2025 Annual Meeting is tentatively scheduled for Oct 15th at Alioto’s Restaurant.
- Bonnie will arrange the meeting/dining logistics and Dave will serve as the BOD host.

7. Next Quarterly BOD Meeting:

- The next regular BOD meeting will be held on April 8, 2025 at 1 PM CST.
- The meeting leader is Mark.

2025 BOD Schedule:

1. Quarterly and Annual BOD Meetings:

Meeting	BOD Meeting Date (1pm CT)	Leader
Q1	14-Jan-2025	Bonnie
Q2	08-Apr-2025	Mark
Q3	08-July-2025	Joni
Q4	14-Oct-2025	Dave
Annual	15-Oct-2025	Dave

Meeting notes or other inputs should be sent to Dave no later than the Friday following each meeting. Final version of the Minutes to be published no later than month end.

2. Quarterly Newsletter:

Issue	Publication Date	Lead Author
Winter	15-Feb-2025	Joni
Spring	15-May-2025	Mark
Summer	15-Aug-2025	Dave
Fall	15-Nov-2025	Bonnie

Newsletter inputs should be sent to the author no later than the 20th of the prior month.

THE GROVE BOD MEETING ACTION ITEMS

14-Jan-2025

PREVIOUS ACTION ITEMS - DONE

No.	Item	Owner	Status
1	Sign contract with JTS for snow removal	Victoria	DONE
2	Sign contract with Hawks for lawn maintenance	Victoria	DONE
3	Finalize 2025 budget and noticy homeowners	BOD	DONE
4	Finalize Governing Docs and Ann Mtg ballot	Mark/Victoria	DONE
5	Start 2025 unbudgeted "wish list"	BOD	DONE
6	Secure quotes from SavATree, Lakeland and Wisc Pond	Victoria	DONE
7	Retro-active Arch Revs submitted for Foley and Densing	Victoria	DONE
8	Followup on un-level sidewalks	BOD	DONE
9	Followup on Corp Transparancy Act requirements	Victoria	DONE
10	Compose and distribute Fall Newsletter	Bonnie	DONE
11	Define 2025 meeting calendar and leaders	BOD	DONE
12			
13			
14			
15			

PREVIOUS ACTION ITEMS - NOT DONE

No.	Item	Owner	Status
1	Investigate maple tree behind pumphouse wetness	BOD	MONITOR
2	Form roofing alternative committee	BOD	1-Jan
3	Secure City of Brookfield signoff of Docs	Mark/Victoria	10-Mar
4			

NEW AGREED ACTION ITEMS

No.	Item	Owner	Due
1	Start Wish List of 2025 Unbudgeted Additions	All	WISH LIST
2	Add Nov 5th Special BOD Meeting budget to App Folio	Victoria	1-Feb
3	Contact all unit owners to verify roof age	Victoria	28-Feb
4	Schedule landscape spring walkaround w/ Hawks	Joni	April
5	Ask Hawks and WLP for suggestions re: pond edge grass	Victoria/Joni	April
6	Recruit coordinator for summer Gatherings In The Grove	All	1-May
7	Schedule unit exteriors inspection (paint, walks)	Joni/Bonnie	April
8	Check if new sprinkler head can be aded at enterance	Dave	April
9	Recruit new BOD member for YE 2025 (Bonnie)	All	Summer
10			
11			
12			
13			
14			
15			
16			
17			

The Grove Condominiums					
2025 Final Operating Budget					
	Budget		Projected	Draft	
	2024		12/31/2024	2025 Budget	
<u>INCOME</u>					
Association Dues	\$ 109,032		\$ 109,021	\$ 116,640	
Capital Reserve Assessment	22,420		22,420	22,420	
Total Income	\$ 131,452		\$ 131,441	\$ 139,060	
<u>OPERATING EXPENSES</u>					
<u>LAWN, SNOW & POND MAINTENANCE</u>					
Lawn Maintenance	\$ 26,540		\$ 26,540	\$ 28,029	
Plant Maintenance	2,000		1,500	2,000	
Tree Treatments - SaveATree	5,193		6,000	4,500	
Tree Trimming & Maintenance	5,000		2,500	6,000	
Snow Removal	17,000		16,125	16,500	
Pond Maintenance	6,300		6,300	6,300	
Lawn Sprinkler System	500		1,000	1,500	
Well Maintenance	1,000		1,500	1,000	
<u>MANAGEMENT, INSURANCE & LEGAL</u>					
Management Fees	\$ 11,050		\$ 11,050	\$ 11,382	
Office Supply/Admin/Mailings/Box Charge	1,000		1,000	1,000	
Insurance	17,801		20,762	24,250	
Kaman & Cusimano Document Review	3,750		6,750	1,000	
<u>MISC. & CONTINGENCY</u>	\$ 11,898		\$ 8,494	\$ 13,179	
Total Operating Expenses	\$ 109,032		\$ 109,521	\$ 116,640	
Add: Capital Reserve Contribution	22,420		22,420	22,420	
Total Expenses & Contributions	\$ 131,452		\$ 131,941	\$ 139,060	
Surplus/(Deficit)	\$ -		\$ (500)	\$ -	
% Contributed to Capital Reserve	17%		17%	16%	