
Lighthouse Condominium Association

Executive Summary

MAILING ADDRESS

Lighthouse Condominium Association
415 North Lake Street
Port Washington, WI 53074

BOARD OF DIRECTORS

President, Karen Oleski (803)
Property Manager, Jeff Verhagen (805)
Vice President, Tony Seibert (504)
Treasurer, Ken Friday (502)
Secretary, Becky Heile (102)

02/26/2025

MANAGEMENT

- The Association is self-managed by a Board of Directors elected by the tenants at its Annual meeting held in June of each year.
- Except for the Property Manager, the board is a group of volunteers, unpaid unit owners who have agreed to do the business of the condominium association. They have been charged with maintaining our common property, seeing to the day-to-day operations, paying the bills, setting the budget and the association fees and special assessments, representing the association with ¹ contractors, government officials and the public in general.
- The Board is also charged with making and enforcing condominium association by-laws and its Declaration. They are not, however, charged with arbitrating disputes between neighbors unless there has been a violation of condo by-laws. These disputes should be handled as you would handle them in any other neighborhood.

COMMUNICATION

- The Board is committed to being as open and transparent in our actions as is possible however we believe that it is not appropriate to share every single email, conversation, discussion, problem and solution.
- We hope that you will communicate with us in an open and honest manner. We hope that you will speak for yourself.
- Anonymous complaints whether by email, letter or a note posted in any common area will not be addressed. If you have a concern or a complaint and you do not want to be identified as the one who made the complaint, you may request that the board keep your name private and we will do so.
- Minutes of every Board meeting will be provided to each tenant within seven (7) to ten (10) days of such Board meeting (via US Mail, email, or delivery to your unit).

AMENDMENTS

- By-laws may be altered, amended or repealed and new By-Laws may be adopted by the members, at any meeting called for such purpose, by the affirmative vote of Unit owners having sixty-seven percent (67%) or more of the votes in the Association (27 affirmative votes).

ASSOCIATION FEES

- Monthly Fee is currently \$700.00 due on, or before the first day of the month. The fee can be changed by action of the Board of Directors. Fees are established to pay for the normal operations of the Association and to establish a Reserve Account to pay for capital improvement & non-budget maintenance and upkeep. The fee should be deposited in the box in the outer lobby marked Lighthouse Condominium Association, or mailed to the Association: ² Lighthouse Condominium Association
Attn: Treasurer
415 N. Lake St.
Port Washington, WI 53074

BUDGET

- The Board of Directors shall determine the common expenses of the Association, and shall prepare annual operating and reserve budgets for the Association in order to determine the amount of the assessment payable by each Unit to meet the estimated common expenses of the Association for the ensuing fiscal year.
- The annual operating budget shall provide for two funds, one of which shall be designated the "operating fund" and the other the "reserve fund". The operating fund shall be used for all common expenses, which occur annually or more frequently. The reserve fund shall be used for contingencies and periodic expenses such as painting, paving, roofing or renovation.
- Annual budget is prepared and determined by November 1st of each year.

FISCAL YEAR

- The fiscal year of the Association shall begin on the first day of January and end on the last day of December in each calendar year.

RULES AND REGULATIONS

- The association, through the Board of Directors, shall from time to time adopt rules and regulations governing the operation, maintenance and use of the Units and the common elements and facilities by the unit owners and occupants.

VOTING

- One membership in the Association, and one vote shall exist for each Unit.

UNIT TRANSFERS

- **Openers/Keys:** Upon move-in, residents of a unit are provided with 2 Unit Keys, 2 Mail Keys, and one remote garage door opener for the appropriate garage for the indoor parking space for that unit. It is the responsibility of the owner to keep the above items and provide them to the new unit owner in the event of a unit sale. If any of them are lost, the current owner will be charged for a replacement to be provided to the new owner.
- **Transfer Fee:** When a unit changes hands, a transfer fee is charged to the buyer at closing. The fee is a two months' condo fee: currently \$1400.00.

MOVE-IN / MOVE-OUT PROCESSES

- **Realtor/Seller Open Houses:** Residents prefer open houses scheduled between noon and 5 PM. Please post specific days/times in the elevator for residents' awareness.
- **Moving Times:** between 9 AM and 8 PM (if later or on Sunday, check with a board member).
- **Notifications:** In a timely manner, contact a board member about specific moving plans. A board member will be able to help with elevator access, garage-door operations guidelines, etc. Also, post move notice in the elevator so residents know when the sole elevator will be used for moving.
- **Parking and Unloading:** Vans, trucks, and cars should use the north lot. Park on the west side so residents still have access to their lower garage.
- **Doors:** Tend to community safety by avoiding propping doors open for lengthy periods. Secure all doors (fire doors, outside doors, unit doors, and garage doors) when finished.

02/26/2025

- **Common Areas:** Moving residents are responsible for cleanliness in common areas (elevators, ³ lobby, stairwell, etc.) and any damages to common areas, as a result of the move.
- **Discards:** All boxes must be collapsed for recycling (small items may be taken to lower-level garbage and recycle room). Arrange for special pick up with the refuse company for sizable, discarded belongings.
- **Sprinklers:** Pay special attention to sprinkler heads and AC drain tubes during the moving process. This will avoid flooding yours or your neighbor's unit.
- **Appliance Booklets/ Condo docs:** Kindly leave copies in kitchen

GuidELINES FOR LOCKING OUT ELEVATOR

1. The President and Property Manager have lock out keys for the elevator.
2. All board members have access to the elevator lock out key.
3. A request to use the key should be made at least 1 day in advance.
4. A notice detailing when you will be using the elevator and for how long must be placed on the wall, by the property owner/resident, next to the elevator door on each floor. Provide a contact phone number so if a resident has a special concern, they can contact you and work out an arrangement that will not cause excessive inconvenience. These notes must be removed when you are finished.

Moving Procedure: As the building has only one (1) elevator, the following procedure is designed to minimize the time the elevator is out of service when moving in or out of the condo, moving large furniture or appliances or remodeling that requires moving materials in or out of the building. There is no need to lock out the elevator for normal usage.

1. Bring whatever you are moving to the elevator.
- ⁴2. Call the elevator.
3. Use the lock out key to hold the elevator.
4. Load the elevator.
5. Turn the key to release the elevator and proceed to your floor.
6. When you arrive at your floor, use the key to lock the elevator.
7. Remove your load from the elevator. Place it in the common area as quickly as possible.
8. Turn the key to release the elevator. Remove the key.

9. Proceed to carry your items to your unit.
10. Repeat as necessary

RENTING

- Owners may rent their unit but are required to provide the Board of Directors with a signed copy of the Lease Agreement and the name of the tenant. The lease must specifically obligate the tenant to abide by the terms and conditions of the Declaration, By-Laws, and rules and regulations of the Association. No Short-term rental will be permitted (VRBO, Airbnb, etc)

PARKING & COMMON AREAS

- Gasoline, oily rags, propane tanks and other combustibles may not be stored in the building. This applies to all occupants. None of the foregoing may be stored in your storage locker.
- Tenants are assigned parking spaces in accordance with the Parking Plat dated August 20, 2009. These spaces are considered Limited Common Areas and are the sole responsibility of the tenants to keep clean and orderly. Limited Common Areas cannot be enclosed. Parking spaces are assigned to the Unit and will be part of any Unit sale. Parking spaces cannot be transferred to another Unit. Cleaning of the parking spaces is scheduled on a regular basis and includes forced-water power washes. As such, tenants are reminded to have valuable items off the floor and stored in appropriate containers. Any damage done to stored items as a result of cleaning is the responsibility of the unit owner.
- Winter Parking Rules: From December 1 through March 31 of each year, parking in the north parking lot will be unassigned. Any owner who has a space in the north parking lot per the Parking Plat may park in any space that is open except spaces designated by the board for storing snow.
- There are no parking spaces reserved for visitors. It is the responsibility of the Unit Owner to advise visitors, including service vendors of parking options. Options include the unit owner's space or on street parking.

02/26/2025

- Common areas include lobby, stairwells, elevator, parking garage and open area on each floor. There is no storage of items in the common areas unless approved by the Board. Please help to keep these areas clean and notify the Building Manager of any needs for the common areas.
- Grocery carts are stored in the parking garage and available to all unit owners. Please return the carts to the proper garage floor immediately after use.
- Smoking is not allowed in the interior common areas. Do not throw cigarette butts near exit doors, nor from the balconies.
- Unit doors should be kept closed when the air conditioner or heat is in operation in the halls. Cool air or heat does not circulate adequately on all floors when doors are open.
- Cleaning of balconies shall not affect owners below you. Please ensure debris is picked up, not swept and that water does not drip down to lower units.
- All solicitors or salespersons allowed in the building by any one owner must be advised by that owner that they are not to call on any other unit.

PETS

- No animals, livestock or poultry of any kind shall be raised, bred, or kept in any Unit or in the commons, except that dogs, cats, birds or other small household pets may be kept by Unit owners, provided they are not kept or maintained for commercial or breeding purposes, and are kept subject to rules and regulations which may be adopted by the Association. (See by-laws for more information on pets)
- No vicious breeds of dogs, and no pet (other than dogs) weighing in excess of twenty-five (25) pounds at maturity shall be permitted upon the commons or within the building or the property. A permitted pet shall not be allowed at large within the commons, and shall always be leashed and within the immediate control of a person when outside of any building. All pet droppings must be picked up and disposed of by the person in control of a pet. Owners of pets shall take reasonable precautions and efforts to prevent their pets from being a nuisance or annoyance to other unit owners or occupants. Each owner shall be responsible for the actions of each pet kept within his unit, and for cleaning up after such pet when outside of the unit. Any owner maintaining a pet upon the condominium property, or whose guest, lessee or invitee brings a pet upon the condominium property, shall be fully responsible for, and shall bear the expense of,

02/26/2025

any damage to persons or property resulting therefrom. Any such damage shall be determined by the Board of Directors of the Association and collected by the Association. All pet owners shall identify and register their pet with the Association. The Association and its officers are directed to enforce this provision uniformly and actively.

UNIT MAINTENANCE & REPAIR

- Each unit owner, at their sole expense, shall be responsible for keeping the interior of their Unit and all its equipment, fixtures and appliances in good order, condition, and repair and in a clean and sanitary condition. (See by-laws for more information)
- Tenants can remodel their unit in accordance with the current By-Laws. It is suggested that an estimated timetable of a planned construction effort be communicated to neighbors. All unit owners must understand that during construction, extra noise, smells, etc is unavoidable.

COMMON AREA MAINTENANCE & REPAIR

- The Association is responsible for maintenance and repair of the common elements. (See by-laws for more information) Funding is through Association Fees and Special Assessments.

Change Log

5/21/21 – Updated Treasurer from Dan Laurence to Bill. Martens

6/25/21 – Updated President from Greg Loebbaka to Karen Oleski

10/02/21-Updated Vice President from David Woodard to Pat Walsh

05/01/22–Updated Vice President to Becky Heile

01/03/22–Updated Monthly condo association fees

07/01/22–Updated Treasurer to John Girourd

08/01/22—Updated Monthly condo association fees

03/06/23–Updated with Secretary vacancy

03/15/23-Updated with Secretary Becky Heile and Vice President Kirsten Girouard

02/26/2025

06/17/23- Updated with Vice President Judy Kopka

09/01/23-Updated with Treasurer Ken Friday

12/19/24-Updated with change from Judy Kopka to Tony Seibert and monthly assoc.fees 1/1/2025

02/26/25- Updated with Transfer Fee and Association monthly fee of \$700

02/26/2025