The Willows Condominium Association
Annual Meeting
June 23, 2025

The meeting was called to order at 6:31 pm by President Pam Ganswindt. The quorum was met.

The Board members and Kennedy Allen from Elite Properties introduced themselves. Residents were reminded to contact Elite Properties with any issues or questions.

The minutes from the 2024 annual meeting were read and approved.

Pam presented the President's Report.

Geboy Roofing will replace the roofs on buildings 10 and 11 and the association freestanding garage at the west end of the complex in late summer or early fall of 2025.

Holton Brothers will conduct tuckpointing and replacement of brickwork as needed on buildings 4 and 8 in 2025.

Jim Hart has offered to provide dryer outside vent cleaning in late summer at a cost of only $40 per unit, to be paid by each resident who wishes to have this service performed. This cost is greatly reduced from the $90 fee charged by the dryer vent cleaning service last year. Dryer vents should be cleaned on a regular basis for fire safety. Further information will follow.

Instead of multiple days over several months, this year the fire alarm testing will be conducted in buildings 1 through 6 on June 25th and buildings 7 through 11 on June 26th. Elite notified all residents of the scheduled time frame that their unit will be tested.

The sprinkler head testing will be on August 5th and 6th, 2025. In mid-July, Elite will notify each resident of the date and time range scheduled for US Fire to conduct the inspection in their unit.

The Treasurer presented the financial report.

The 2025 Budget that was approved on November 4, 2024, increased the monthly association dues by $10 to $300 per month. There was a special assessment of $600, with $300 due by March 1, 2025, plus $300 due by June 1, 2025.

Due to the age of our buildings and insurance pricing increasing significantly nationwide, our association insurance policy is substantially more costly than our prior policy. We did save $3000 by paying for the year in one lump payment.

Our landscaping contract with Liban Landscape is less costly than last year's contract with our previous service provider.

Grass seeding and lawn repair will be completed later in the season.

Once the roof replacement project is scheduled, we anticipate selecting dates to hold a condo wide rummage sale in late August or in September. Further details will follow.

Harriet Schlichting nominated Kathy Valent to serve another term on the Board. Mary Allen seconded the motion. Kathy Valent agreed to serve and was unanimously elected to serve for 3 years.

Pam Ganswindt resigned from the Board due to time constraints and other commitments. Jim Hart volunteered to serve the remainder of her term. After nomination by Mary Allen that was seconded by Harriet Schlichting, Jim Hart was unanimously elected to the Board to serve until 2027.

The current terms of the Board members are through:
2026- Mary Allen
2027- Jim Hart
2028- Kathy Valent

Once our summer association social picnic is scheduled, further information will follow.

The meeting adjourned at 6:59 pm.

Respectfully submitted,
Diane Dauer
Recording Secretary

The Willows Condominiums Association
Meeting Minutes
Tuesday, February 17, 2026

The meeting was called to order at 6:34 pm. The quorum was met. Board members Jim Hart, Mary Allen, and Kathy Valent were all present. The meeting location was at 2297 S. Calhoun Road, New Berlin.

The Minutes from the previous Association Meeting were read and approved.

The Treasurer presented the Financial Report which was accepted as read.

- **Old Business:**
  - Building 8 Fire Update: The roof trusses were ordered. After they arrive and are installed, the exterior side walls will be built. The walls and floors were completed. The new shingles have arrived and are onsite.
  - Lawyer Update – The Board had a conference call with a lawyer 2 weeks ago regarding the finalization of bylaw and declarations updates. One item discussed was in regard to roof/window leaks/caulking. Any roof/window leaks that need repairing will be paid for by the Association, and damage that is inside a unit owner's condo/garage will be paid by the owner.
  - Secretary Position Vacancy – Vacant

- **New Business:**
  - 2 false fire alarms occurred in Building 4 on January 18th and 20th due to the extreme cold weather.
  - We will try to schedule a SPECIAL MEETING to discuss the Declarations and By-laws at the New Berlin Public Library which will be held before the next Condo Meeting.
  - A new larger electric baseboard heater was replaced in Building 1 water room. The previous one that was installed in December has been stored in the free-standing garage for future use.
  - Insurance Coverage Cost for 2026 was roughly $67,000.

- **Any Other Comments / Questions / Discussions**
  - Condo Winter Social will be on Sunday, February 22nd at the Cleveland Pub beginning at 12 NOON. An invite will be emailed to all residents.

- **Next Meeting:** The next Association Meeting will be held on Wednesday, April 15th, 2026, at 6:30 pm at a location to be determined.

- **Adjournment:** The meeting was adjourned at 7:22 pm.

The Willows Condominium Association
Meeting
April 15, 2026

The meeting was called to order at 6 PM. The quorum was met. Board members Jim Hart, Mary Allen, and Kathy Valent were all present. The meeting location was at New Berlin Public Library's Heritage Room, 15105 W. Library Lane, New Berlin.

New Board Secretary Julie Stich and Property Management Representative Kennedy Milet were introduced.

The minutes from the previous Association Meeting were read and approved.

The Treasurer presented the financial report which was approved as read.

- **Old Business:**
  - Building 8 fire update: The trusses and shingles were installed. Work inside on the west side is proceeding, including mechanicals, electricals, water and venting. Mechanicals are started on the east side, then windows will be installed. Paul Davis projects a September 30 completion date. Questions were raised about sprinkler involvement and insurance policies.

- **New Business:**
  - Fire alarm and sprinkler inspections: A new contractor, FP Solutions, has been hired. Inspections will take place over 2 to 3 days in June. More information to come.
  - Board inspections:
    - Garage door moldings and trim
    - Sidewalks – cement will be repaired to fix safety hazards
    - Landscaping – will fix winter and truck damage to rocks and grass
    - Storm sewer manhole structure asphalting – likely will be delayed to a future year
  - Outside water will be turned on in mid-May to avoid late freezes.
  - Invoices paid to:
    - Geboy Roofing (3 downspouts)
    - 3G Electric
    - Ryan Fire Protection (delayed invoice for service on Building 10's fire panel in July 2025)

- **Other Comments/Questions/Discussions:**
  - Clarification of financial responsibility for window leaks: Any window leaks that need repairing will be paid for by the Association, if they're caused by a problem on the

outside of the building like worn caulking. If the leak is caused by a window failure, any damage that is inside a unit owner's condo/garage will be paid by the owner.

- Window and front screen door replacement: Before contracting for window and front screen door replacement, a unit owner must notify Kennedy Milet who will notify the Board. The Board must approve the replacement.
- Tuckpointing repair:
  - Tuckpointing is grinding out mortar and refilling the grout around bricks. While the entire lower level of each building is inspected, most of the repair work needs to be done around garages due to winter salt.
  - Holton Brothers is the contractor.
  - A few buildings are done annually; about half are done as of this date.
- Condo social event: Party was held at Cleveland Pub and Grill on February 22, with 24 people attending.
- A new handyman was hired for work around the complex; referral from Kathy Mlakar.
- A gutter leak was reported in the Building 10 north side courtyard.

- **Next meeting:** The next Association Meeting will be held on Tuesday, May 19, 2026, at 6:30 PM at a location to be determined.

- **Adjournment:** The meeting was adjourned at 6:30 PM.

Respectfully submitted,
Julie Stich
Secretary

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- **Adjournment:** The meeting was adjourned at 6:30 PM.

Respectfully submitted,
Julie Stich
Secretary

The Willows Condominium Association
Meeting
May 19, 2026

The meeting was called to order at 6:30 PM. The quorum was met. Board members Jim Hart, Mary Allen, and Kathy Valent were all present. The meeting location was at 2297 S. Calhoun Road, New Berlin.

The minutes from the April 15, 2026 Special Meeting were read and approved.

The minutes from the April 15, 2026 Association Board Meeting were read and approved.

The Treasurer presented the financial report which was approved as read.

- **Old Business:**
  - Building 8 fire update: Bricks arrived and are being installed. Soffit and fascia are being worked on. No date determined yet for siding installation. Paul Davis has set up a pre-drywall-stage meeting with each unit owner.
  - Outside water was turned on earlier than announced (April 25) due to Liban's work on replacing grass, and the need for watering.
  - Heaters in both the meter rooms and sprinkler head rooms in all buildings were turned off.
  - Board walked around with Liban on April 16. Some rocks were put back into place by Liban, but not all.
  - Four (4) meter/sprinkler room doors were repaired by Bautch Handyman Services on April 22.
  - Sidewalk and garage door trim inspections are almost complete; a final report will be made in about a month. The Board is discussing with contractors possible additional repairs and timing.

- **New Business:**
  - Proposed Bylaws amendments were approved at the Special Meeting on April 15, 2026, with a "yes" vote count of 64. The proposed Declaration amendment was approved shortly after the Special Meeting, with a "yes" count of 67. Unit owners with a mortgage and their mortgage companies are being notified of the changes. Once the mortgage companies sign off, the changes will be finalized.
  - Fire alarm and sprinkler inspections are scheduled with new contractor, FP Solutions, for June 11-12. For this first visit, a Board member or unit owner volunteer will need to accompany the inspector, per the contractor's request/policy. Final details are in the works. Unit owners will be contacted as to time so arrangements for entry can be made if needed.

- The Association's Annual Meeting is scheduled for Tuesday, July 14, 2026, at 6:30 PM, at a location to be determined. While the meeting is typically held in the freestanding garage, the power is not currently working in the garage due to Building 8's reconstruction. Kennedy Milet (management company Elite Properties representative) will be in attendance. Notices and proxies will be e-mailed and placed in paper boxes in advance.
- Invoice paid to:
  - Bautch Handyman Services (door repairs)

- **Other Comments/Questions/Discussions:**
  - A request was made to plant flower bulbs in the northside area of Building 7; grass needs attention there. The request was denied because grass will be seeded.
  - Tire ruts near Building 11 need to be filled in; the Board is working with the unit owners.
  - The Board clarified that no property-wide insect spraying will be done. Unit owners with insect challenges may hire their own exterminator as long as the process does not impact other units. If nests are found, unit owners should contact a Board member to look at the nest and explore options (e.g., exterminator or done ourselves).

- **Next meeting:** There will not be a June Association Meeting. The next meeting will be the Association Annual meeting, on Tuesday, July 14, 2026, at 6:30 PM, at a location to be determined.

- **Adjournment:** The meeting was adjourned at 6:55 PM.

Respectfully submitted,
Julie Stich
Secretary