

ROLLING HILLS ESTATES CONDOMINIUM ASSOCIATION
ANNUAL ASSOCIATION MEETING
November 12, 2025

PRESENT – Board members: Donald Rebarchik, Colleen Burmesch, Patricia Urban, Todd Whitrock, John Nicholas, Terry Urban, Mardy McGarry (by phone) and Association Members: See attendance sheet.

Prior to the start of the meeting Don Rebarchik advised the Board that he met Elaine at her unit home windows due met the rules and regulations of the association.

CALL TO ORDER – The meeting was called to order at 7:00 p.m. by Donald Rebarchik at the Port Washington State Bank Community Room. All board and committee members were introduced. Thank you to Mardy, Martha, Sandra and Terry for all of their work that they have done for the association. Their work has saved the association a lot of money.

Colleen Burmesch read the minutes from 2024 annual meeting.

John Nicholas reviewed the 2026 Budget (attached) – Board is being proactive regarding the maintenance projects. No increase in snow plowing and landscaping. Increase in insurance rate. John received invoice from Harter's this week fee of \$738.00 will be paid he will adjust that into the budget. John will revise the budget and copy will be forwarded to all members. Board was unaware of this increase. John read the annual Treasurer's Report (copy attached).

John Nicholas stated the 2026 association meetings will be held in May and November.

The roof and road projects will begin in the spring of 2026. Letter will be sent to all members regarding the driveway /road paving.

Martha gave an update on the grounds: (chart attached)

- Mardy has the vision for the association. Martha and Sandra are assisting Mardy with projects such as moving and replanting plants, shrubs and trees. Explained the work that was completed by vendor regarding the planting and grading on the side of the roads. Sandra did power washing of stone and sidewalks that needed to be done. Fall clean-up will begin the week of November 17th. Unit owners are responsible for side and rear beds. Association is responsible for beds that have tanks located in them. If members know of anyone that sell grasses or splitting plants let her know try to purchase at a low price.
- Terry/Sandra will keep an eye on the sump pump drainage issue at unit 2061. JT Unique have quoted the project but can't do the work until spring will hold his price. Board has approved this project.
- Board will review the issue of thistles in the common area.

Don advised that the 2 year project with Spectrum has been completed. They will be coming back in spring to fix the lawn settling. Don will contact Spectrum regarding the deep hole at 2023 (Curran) unit. Don did check this issue looks like it is below grade orange flags can be removed.

Ballot voting by all members in attendance – Jeff Cashin will be new board member.

John Nicholas reviewed the Assessments and Collection Policy along with the amendment (copy attached). Motion was made by Marc Eernisse second by John Taucher that amendment to assessment and collection policy will be added to the Association Bylaws.

Board was thanked by members for all of their hard work on the budget in keeping the no increase in fees.

Elaine Santos advised all members that she has in her garage a missing Halloween decoration.

ADJOURNMENT – The meeting was adjourned at 8:00 P.M. respectfully submitted,
Colleen Burmesch.

ROLLING HILLS ESTATES CONDOMINIUM ASSOCIATION
BOARD MEETING
May 11, 2026

PRESENT – Patricia Urban, Colleen Burmesch, John Nicholas, Todd Whitrock, Jeff Cashin, Terry Urban, Sandra Large, Martha Pettengill, Mardy McGarry.

CALL TO ORDER – The meeting was called to order by Patricia Urban at 6:29 p.m. at the Urban residence.

Letter to be sent to Rommel Bote regarding all of trash on lower level of his unit to be removed if not he will be fined.

Todd Whitrock advised new owners of unit #2051 must have dog on a lead when outside.

Discussion regarding the following:

- Gutter guards on some of the condo units are completely trash will need to be replaced.
- Curbing and concrete driveways of the condo units.
- Mardy to get a quote for the boring tests on roads for Upper and Lower.
- Reimbursement to Martha for plants purchased.
- Emergency contact information sheet drafted by Martha will be handed out at association meeting.
- Inquiry made by a unit owner regarding roof insurance for units.
- Email to all owners with information for the annual meeting.

ADJOURNMENT – The meeting was adjourned at 7:49 p.m.

Respectfully submitted, Colleen Burmesch

ROLLING HILLS ESTATES CONDOMINIUM ASSOCIATION
ANNUAL ASSOCIATION MEETING
May 20, 2026

PRESENT – Board members: Patricia Urban, Colleen Burmesch, Todd Whitrock, John Nicholas, Jeff Cashin and Association Members: See attendance sheet.

CALL TO ORDER – The meeting was called to order at 7:00 p.m. by Patricia Urban at the Port Washington State Bank Community Room. All board and committee members were introduced. Thank you to Mardy, Martha, Sandra and Terry for all of the work that they have done for the association. Their work has saved the association a lot of money.

Semi-Annual Meeting Agenda and Committee notes (attached).

Colleen Burmesch read the minutes from 2025 annual meeting.

John Nicholas reviewed the Treasurer's Report. All members are paid in full. C.D. was renewed; operating budget was reviewed line by line. Insurance renewal is September 15th, 2026, 18% increase. Reserve account is a good condition.

Jim Dyer offered to look into new vendor for insurance and will report back to the board.

Mardy McGarry and Sandra Large gave updated grounds.

Mardy McGarry gave update on the asphalt for the driveways and road.

Jeff Cashin spoke regarding the Rolling Hills Website (see attached sheet) thanked Martha for all her hard work regarding this project and the money that the association has saved.

Elaine Santos questioned the Board regarding the landscape, plantings and snow plowing. She also read language from an article that was in her position. The board members tried to reason with her, and she left the meeting stating that her attorney would be contacting us.

John Nicholas reviewed the budget proposal see attached sheet. Dues changes in January of 2027.

Next annual meeting will be in November.

ADJOURNMENT – The meeting was adjourned at 8:42 P.M. respectfully submitted,
Colleen Burmesch.



Rolling Hills Estates Condominium Association
3000 Upper Ridge Road
Port Washington, WI 53074

May 20, 2026

Semi-Annual Meeting Agenda

- | | |
|----------------------|-------------------------------|
| • Call to Order | Pat Urban |
| • Minutes 11/12/25 | Colleen Burmesch |
| • Treasurer's Report | John Nicholas |
| • Grounds Update | Mardy McGarry/Sandra Large |
| • Maintenance Update | Terry Urban |
| • Asphalt Update | Mardy McGarry |
| • Website Launch | Martha Pettengill/Jeff Cashin |
| • Budget Proposal | John Nicholas |
| • New Business | Pat Urban |
| • Adjourn | Pat Urban |

Sincerely,

Rolling Hills Estates Condominium Association
Board of Directors

Patricia Urban, President
Todd Whitrock, Vice President
John Nicholas, Treasurer
Colleen Burmesch, Secretary
Jeff Cashin, Sargent-At-Arms

2026 Operating Budget MAY 2026		Budget 2026 Revised	YTD 2026	Difference	Notes					
Reserves - Capital UR		\$ 22,400.00	\$14,400.00	8,000.00						
Reserves - Road UR & LR		\$ 8,000.00	\$5,300.00	2,700.00						
Total Reserves		\$30,400.00	\$19,700.00	\$10,700.00						
OPERATING INCOME										
Dues-Upper Ridge (28 units)		\$141,120.00	\$59,220.00	81,900.00						
Dues-Lower Ridge (12 units)		\$7,488.00	\$5,080.00	2,408.00						
Due From Reserves	9.001	\$36,851.00	\$1,371.00	35,280.00	60.009 offset					
Roof Assessment	9.002	\$35,280.00	\$7,560.00	27,720.00	60.009 offset					
Transfer Fee	9.002	\$25.00	\$0.00	25.00						
Miscellaneous Income	9.003	\$0.00	\$7,610.52	-7,610.52	CD Income					
Interest Income	9.005	\$6,500.00	\$2,157.06	4,342.94						
Total Operating Income		\$227,064.00	\$82,998.58	\$144,065.42						
EXPENSE BUDGET										
Building Maintenance Expense										
Painting	10.001	\$12,000.00	\$124.79	\$11,875.21						
Septic	10.002	\$4,000.00	\$0.00	\$4,000.00						
Miscellaneous Maintenance Expense	10.003	\$3,500.00	\$0.00	\$3,500.00						
Wells & Well Pumps	10.004	\$2,700.00	\$953.00	\$1,747.00						
Deck Repairs	10.005	\$9,500.00	\$0.00	\$9,500.00						
Pavement, Sidewalk & Patio Repairs	10.007	\$13,000.00	\$0.00	\$13,000.00						
Total Building Maintenance		\$44,700.00	\$1,077.79	\$43,622.21						
Landscape Maintenance										
Landscape Improvements	20.001	\$6,100.00	\$0.00	\$6,100.00						
Lawn & Landscape Maintenance - UR	20.002	\$30,000.00	\$13,600.33	\$16,399.67						
Lawn & Landscape Maintenance - Common	20.003	\$5,000.00	\$2,400.02	\$2,599.98						
Total Lawn Maintenance		\$41,100.00	\$16,000.35	\$25,099.65						
Snow Removal										
Roads	30.001	\$ 12,000.00	\$4,396.88	\$7,603.12						
Drives and Walks	30.002	\$ 12,000.00	4,478.12	\$7,521.88						
Total Snow Management		\$ 24,000.00	8,875.00	\$15,125.00						
Insurance										
Liability	40.001	\$ 28,000.00	\$0.00	\$28,000.00						
Umbrella	40.002	\$ 500.00	\$0.00	\$500.00						
Total Insurance		\$ 28,500.00	\$0.00	\$28,500.00						
Other Expenses										
Trash/Recycling Expense	50.001	\$8,800.00	\$2,921.52	\$5,878.48						
Asphalt Project	60.001	\$0.00	\$2,133.00	-\$2,133.00						
Misc. Repairs/Replacements	60.002	\$0.00	\$837.08	-\$837.08	Mailboxes					
Tax Preparation	60.003	\$200.00	\$175.00	\$25.00						
Bank Charges	60.004	\$200.00	\$132.74	\$67.26						
Board Expenses	60.005	\$183.00	\$32.97	\$150.03						
Due To Reserves	60.006	\$0.00	\$0.00	\$0.00						
Utilities - Electric	60.007	\$4,350.00	\$1,181.98	\$3,168.02						
Taxes	60.008	\$3,100.00	\$1,503.00	\$1,597.00						
RoofRepair/Replacement	60.009	\$71,931.00	\$36,851.00	\$35,280.00						
Petty Cash Fund	60.010	\$0.00	\$100.00	-\$100.00						
Total Other Expenses		\$88,764.00	\$45,668.29	\$43,095.71						
Total Operating Expenses		\$ 227,064.00	\$71,821.43	\$155,442.57						
Total Operating Income From Above		\$ 227,064.00	\$82,998.58	\$144,065.42						
Net Operating Surplus/(Deficit)		\$0.00	\$11,377.15	\$11,377.15						
Monthly Operating Assessment UR:		\$ 420.00			Same as 2025					
Monthly Operating Assessment LR:		\$ 52.00			Same as 2025					
Annual Condo Building Reserve Assessment UR		\$ 800.00			Same as 2025					
Annual Roadway Reserve Assessment LR & UR		\$ 200.00			Same as 2025					
Roof Assessment		\$ 1,260.00			2025-2031					

CHART OF EXPENSE ACCOUNTS					
Painting	10.001				
Septic	10.002				
Misc. Maintenance	10.003				
Wells & Well Pumps	10.004				
Deck repairs	10.005				
Pavement, Sidewalk, & Patio repairs	10.007				
<u>Landscape Maintenance</u>					
Landscape improvements	20.001				
Lawn & Landscape- UR	20.002	85.00%			
Lawn & Landscape- Common	20.003	15.00%			
<u>Snow Management</u>					
Roads	30.001				
Drives & Walks	30.002				
<u>Insurance</u>					
Liability	40.001				
Umbrella	40.002				
<u>Other Expenses</u>					
Trash/Recycling Expense	50.001				
Asphalt Project	60.001				
Misc. Repairs/Replacements	60.002				
Tax Preparation	60.003				
Bank charges	60.004				
Board Expenses	60.005				
Transfer to Reserves	60.006				
Utilities - Electric	60.007				
Taxes	60.008				
Roof repair/replacement	60.009				
Petty Cash Fund	60.010				

Rolling Hills Estates Condominium Association

TO: Rolling Hills Condominium Association Members
FROM: Rolling Hills Board of Directors
DATE: May 20, 2026
RE: 2026/2025 Cash Positions and 2026 Reserves Reminder

2026 Cash Positions [With 2025 Comparison]

Cash Positions as of April 30, 2026/2025	
Operating Funds - checking	\$90,401.47/ \$91,568.94
UR Reserves - MM and CD	\$201,453.28/ \$202,687.46
Road reserves - MM	\$101,555.13/ \$101,200.36
Totals*	\$393,409.88/ \$395,456.76

*Totals include accrued interest of \$2,157.06 and \$2,569.20 respectively

2026 Reserves Reminder

The annual assessments that fund capital expenses, may be paid in one or two installments.

The Upper Ridge Road reserve payment is \$1000.00 (\$200 for Roads, \$800 for UR Reserves)

Pay in full option: \$1000 due April 30, 2026.

Installment option: two payments of \$500 each, due April 30, 2026 and October 31, 2026.

The Upper Ridge Roof Assessment is \$1,260.00.

Pay in full option: \$1,260 due June 30, 2026.

Installment option: two payments of \$630 each due June 30, 2026 and August 31, 2026.

The Lower Ridge Road reserve payment is \$200.00.

Pay in full option: \$200 due April 30, 2026.

Installment option: two payments of \$100 each, due April 30, 2026 and October 31, 2026.

Reserve assessments may be paid by a separate check.

Please place reserves checks in the association drop box or mail them to:

Rolling Hills Condominium Association
3000 Upper Ridge Road
Port Washington, WI 53074-1859

Sincerely,

Your Volunteer Board of Directors

Pat Urban, President	pturban.pu@gmail.com	715-617-0592
Todd Whitrock, Vice President	trok@att.net	262-389-5829
John Nicholas, Treasurer	nicholas@beloit.edu	608-346-3442
Colleen Burmesch, Secretary	colleenburmesch@att.net	262-284-6726
Jeff Cashin, Sgt. At Arms	jeff_cashin@yahoo.com	414-732-4384



Rolling Hills Estates Condominium Association
3000 Upper Ridge Road
Port Washington, WI 53074

May 2026

Dear Neighbors-

Last year we launched year 1 of the 7year roof replacement project with roofs replaced at 2081-83 and 2022-24 Upper Ridge Road. This year roofs were replaced at 2071-73 and 2061-63 Upper Ridge. In addition, we will also see all of the Upper Ridge driveways seal coated with completely new driveways at 2083 and 2084. Also, new mailboxes were recently installed. Many improvements continue to be planned including, but not limited to, landscaping, painting, deck repair, etc.

The Board of Directors has produced a 5year financial funding plan that coincides with the roof project. It is the intention of the Board to "pre-fund" both roof and operating expenses through 2031. Effective January 1, 2027 the monthly dues for Upper Ridge will increase by \$25 from \$420 to \$445 and for Lower Ridge the increase will be \$10 from \$52 to \$62. The road, roof, and condo assessments are not affected. By pre-funding the program beginning in 2027, we anticipate that dues and assessments will not increase during the next five years given no unforeseen catastrophic events.

The Board believes that this approach is preferable to annual or bi-annual dues and assessment increases and will provide sufficient cash flow to avoid depleting our reserves.

Your Board of Directors

Sincerely,

Rolling Hills Estates Condominium Association
Board of Directors

Patricia Urban, President
Todd Whitrock, Vice President
John Nicholas, Treasurer
Colleen Burmesch, Secretary
Jeff Cashin, Sargent-At-Arms

ROLLING HILLS ESTATES CONDOMINIUM ASSOCIATION
BOARD MEETING
May 26, 2026

PRESENT – Patricia Urban, Colleen Burmesch, John Nicholas, Todd Whitrock, Jeff Cashin, Terry Urban, Sandra Large, Martha Pettengill, Mardy McGarry.

CALL TO ORDER – The meeting was called to order by Patricia Urban at 6:30 p.m. at the Urban residence.

Discussion regarding the following:

- Roof chart replacement on the condo units.
- Munson concrete work – Sandra will call vendor.
- All committee's will submit in writing work they project for the upcoming year.
- Getting a quote on the road boring.
- Could tap into the road reserves in short money for projects.
- John will prepare charts regarding all monies and what percentages will be used.
for use of the

ADJOURNMENT – The meeting was adjourned at 7:49 p.m.

Respectfully submitted, Colleen Burmesch