Elm Grove Parkway Condominium Association

2025 Annual Meeting

The **Annual Meeting** of the Association will be held on **Thursday, October 9th, 2025 at 7:00 pm at Elm Grove City Hall,** located at 13600 Juneau Blvd, Elm Grove, WI 53122. Please enter in the library entrance and take the elevators or stairs to lower level. **Sign-in will begin at 6:45pm.**

AGENDA

I. Call to order
II. Establish a Quorum
III. Approval of Minutes from 2024 Annual Meeting
IV. Board Report
V. Financial Report
VI. Election of Board Members
VII. Homeowners Forum – Submitted Prior
VIII. Adjournment

It is extremely important that a quorum is reached so that business can be conducted. **If you are unable to attend the meeting, please complete and return the enclosed proxy to Sentry Management Company, a Board member or a fellow unit owner by Wednesday October 8th, 2025, or have your proxy representative present the proxy upon registration at the meeting**.

There are 3 positions open on the Board of Directors this year. If you are interested in running for a seat on the Board of Directors, please submit your nomination form no later than October 8th, 2025 to have your name placed on the formal ballot. Information can be e-mailed to kkessler@sentrymgt.com or mailed to Sentry Management. Nominees will be expected to briefly address the association at the meeting. Nominations from the floor will also be accepted.

Best regards,

Sentry Management Company

ELM GROVE PARKWAY CONDOMINIUM ASSOCIATION

Annual Meeting

PROXY

I/we _____, being a member in good standing, nominate, constitute and appoint as my/our agent and proxy _____, (if blank, I give the current vice president my vote) to act in my/our name, place and stead, and vote as he/she sees fit on all issues that may arise at the annual meeting of the Elm Grove Parkway Condominium Association, and all adjournments thereof. This general proxy shall expire in 90 days, unless sooner revoked by me/us.

Given this _____ day of _____, _2025

Print Name(s)

Signature

Signature

Unit Number

NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS

FOR THE ELM GROVE PARKWAY CONDOMINIUM ASSOCIATION

Please note that your Notice of Intent to be a Candidate for the EGPC Board of Directors and qualifications information **must be received by Kirsten Kessler of Sentry Management, kkessler@sentrymgt.com no later than Tuesday, October 1, 2025.**

Your Qualifications Sheet (your qualifications to be a board member) will be forwarded to HOA voters with the Second Notice of the Annual Meeting*.

I, _____Unit #_____ hereby place my name in nomination as a candidate for the Board of Directors.

____ I have enclosed my Information Sheet

I understand that I am responsible for the accuracy of the information contained in the Information Sheet. The Association will not type, change, or alter the Information Sheet in any way. Therefore, please submit it in the manner you wish it to be presented to the membership.

Signature Date

Print Name

Address

*2026 Board member voting will take place at the 2025 Annual Meeting which will be held on October 9th, 2025

QUALIFICATIONS OF HOA MEMBER INTENDING TO RUN FOR THE 2025-2026 BOD

Please forward both pages of this form to Kirsten Kessler of Sentry Management, **kkessler@sentrymgt.com** no later than Tuesday, October 1, 2025.

This sheet will be forwarded to HOA voters with the Second Notice of the

Annual Meeting on October 9th, 2025.

Name_____Unit#_____

Minutes EGPC HOA Annual Meeting

7 pm October 10, 2024

Kathy Hanratty's Home unit 910

Owners present: Jim Walt, Jane Walt, Kathy Hanratty, Kristy Siewert, Nancy Roozen, Heidi Rattner, Terri Ward, Jon Renner, Anderson Marianno, Monica Campbell, Rhianna Wienss, Jane Nawrocki,

Board members present: Terri Ward, Kirk Hanratty, Mike Siewert, Jeff Beder, Jon Renner, Jane Walt,

Meeting called to order at 7pm

Ballot Vote – 2025 Board, 2 New Directors

Votes tabulated by Nancy, Jeff and Kristy

Kirk Hanratty and Monica Campbell voted in

12 voters

2 proxies

2 no response

Proposed Resolutions

- Heidi objected to the resolutions presented now instead of earlier so owners could have a chance to review.
- The Board agreed to send out the proposals and vote in an email to owners with a deadline of October 15th to respond.
- Mike then described each proposal and the floor opened for discussion

Proposal 1: Full Management

- Heidi asked that any work done that might be hazardous requires a Certificate of Insurance from the vendor along with EGPC named as additionally insured.
- Mike replied that the Board will require COIs and W9s

Proposal 2: Reserves

- $2500.00 per year per unit will be segregated for long term projects like roofs and asphalt.

- The reserve amount will be added into 4 regular dues collections per year.
- Reminder that a vote is needed by the entire Association in order to spend reserves.
- Jim asked about the ByLaws provision that states any spending over $10,000 needs approval of the Board.
- Mike responded as to the exact interpretation of that rule.
- It was agreed that our By Laws do need updating if funds are available.
- Jane N. asked if funds will be segregated, and Mike said yes, either with a separate account or an extension of a current account.
- Next year dues will be collected in 4 equal quarterly payments. This will simplify the process when units are sold.
- Mike asked informally if people would be ok with the quarterly payment schedule, everyone agreed yes.
- Mike said there were 3 things he was looking for:
    - Board is compelled to save money
    - Only the Board can make changes
    - Board needs a formal Reserve study every 5 to 7 years.
- Jim voiced opposition to this requirement stating a reserve study can cause problems, the same information can come from other sources, and it is of no help at time of selling.
- Mike responded that Sentry provides a reserve study occasionally.
- Terri called a reserve study a planning tool that leads to good stewardship.

Proposal 3: email as Acceptable Communication

- Email is deemed an appropriate form of official HOA Board communication for information and voting.
- Mike is asking to be prudent when emailing Sentry; rather use it for emergencies only.

The Budget

- Mike's goal is to simplify things; 4 checks a year in payments from homeowners covers everything, dues and assessments.
- Confusion whether or not to approve an expenditure; the Board needs to know it can be confident to manage funds and can move forward with spending wisely.
- Unknown costs at this time include: insurance and Squires Water Trust.
- Heidi suggests to strike the words "any services" as it is too broad.
- The Heidi Provision will take out the word any.
- Mike is asking the Homeowners to approve the budget know that most figures show a 6% increase.
- Segregate $40,000 a year for the Reserve Fund.
- $4,000 to update By Laws (if available).
- If insurance doubles in cost we may postpone updating By Laws.
- Pay for Property Management.
- More landscaping.

- We are projected to have $15,000 balance at the end of the year.
- Heidi reminded us we need to keep the $10,000 deductible.
- Jim also commented on the $10,000 issue.
- Mikes suggest strategic spending so as not to deplete funds.
  Motion to adjourn
  Meeting adjourned at 8:30

  New Board meets
  Members include:
  Mike Siewert President
  Kirk Hanratty Vice President
  Monica Campbell Treasurer
  Jeff Beder Secretary
  Jane Walt Open

- Mike reported all fees have been paid by owners except 1 person did not pay the one time $1,500, but they have proposed an installment plan to pay.
- Board decided Monday is a good day for meetings and Mike will come up with a schedule.
- Mike will send out resolution votes via email due by October 15, 2024
  Meeting ended at 8:45