

**NPV Condominium Association
BOD Meeting Minutes
Tuesday, September 16, 2025 6:00pm
NPV Clubhouse-APPROVED**

Present: Paula Wycklendt, Chun Greuel, Jill Stellmacher, Linda Behling, Terry White, and Jennifer Stephens.

- A. Paula called the meeting order at 6:05pm
- B. Meeting minutes from the 7/15/2025 meeting approved by Linda, all in favor.
- C. Financial – Monthly and status reports were reviewed.
- D. Owner Matters:
 - Hunt Management is receiving daily comments on the balcony repairs. They are being addressed but the majority of the issues are regarding paint and trim work. Terry has communicated several times that painting will be completed in 2026 and some of the trim work will be completed at the end of the project after inspections are complete.
 - Ring doorbells on the garage have been reported on 1662/1614/1616, Hunt Management will follow up with these units as they are not allowed.
 - 1806 unit owner demanded copy of contracts and an update on CRC. Hunt is handling this request.
 - 1656 unit owner not happy with the trim of the arb by the unit. The contractor was on site to trim the arbs but could do no other work at the time. These will be scheduled to be removed in 2026.
- E. Old Business
 - 1700-1706 PMD is fixing the mailboxes at this unit that were damaged earlier in the year by a school bus that hit them. Jenny will follow up with the bus company to get reimbursement for the cost of fixing the mailboxes.
 - Reserve study – the 30 year reserve study has been updated. Terry will secure 3rd party approval of the study.
 - Pond – Cason indicated on their last visit that the pond is very healthy. The fountain removal will be scheduled by Jenny to take place in October. The board also asked her to inquire about when a dredging of the pond would need to be done.
 - 2025 Contracted services
 - Electrical. The repair on the pool pump was completed but it was under a 3 year warranty. Jenny submitted this claim on 9/11/2025. Paula spoke with Neuman and was told that we were not charged for the pump since it was under warranty.

- HVAC maintenance in the clubhouse will be scheduled in 2026.
- Advanced Wildlife. Jenny has information for unit owners if they want to get a cage cover on dryer vents to prevent bird nesting. She will send this out in the spring. This would be at the unit owners own expense.
- Balcony project is on schedule to be completed in October.
- Bylaw amendment for clarifying the insurance information did not pass at the annual meeting so it will be presented again at the next annual meeting.

F. New Business

-One of the treadmills in the fitness center is out of service. The board requested a proposal for a repair and a replacement. After reviewing the proposals the board decided to replace the equipment due to cost and age of the treadmill. All approved.

-Sump pumps – Jenny will contact Harbor City Plumbing to schedule the next maintenance and check for sump pumps which need to be replaced.

-Clubhouse rule. The board approved a rule change for the clubhouse that homeowners must be current on dues and have no outstanding balances in order to rent the clubhouse or use the amenities. Hunt will implement the rule and notify all homeowners accordingly.

-Advanced Wildlife. To maintain consistency and prevent damage the board approved the placement of 1 bait box per building which will be checked quarterly.

-Fire Detection. The buildings which are sprinklered need an annual fire alarm inspection and testing. Jenny will confirm that the quote provided to us includes all the units.

-Landscape improvements. The board approved the re-seed at 1678 where a stump was removed, this was done via email. We obtained a proposal from Quality to remove dead items on the property. The board requested that Jenny obtain a second proposal. The board also requested that Jenny get a quote from Ward and Precision for trimming of the arbs along the public sidewalk.

-Concrete work – waiting for this to be scheduled.

-Building 6 landscape project. The board approved 1 additional pine tree to be added to the area.

G. Paula adjourned the meeting at 7:45pm. Jill second the motion.

**NPV Condominium Association
BOD Meeting Minutes
Tuesday, July 15, 2025, 6:00pm
NPV Clubhouse**

Present: Paula Wycklendt, Chun Greuel, Jill Stellmacher, Linda Behling, Terry White, and Jennifer Stephens. Homeowners also present.

- A. Paula called the meeting order at 6:00pm
- B. Meeting minutes from the 5/20/2025 meeting approved by Linda, all in favor.
- C. Financial – Operating account balance \$11,290.52. Reserve account balance \$276,109.96 as of 7/15/2025.
- D. Owner Matters:
 - 1806 unit owner has an issue with the sidewalk which needs repair, it is causing a drainage and safety issue. This is on the proposal from CRC which will be reviewed later in the meeting.
 - 1623 unit owner contacted Hunt regarding a need for mud jacking the sidewalk. This is on the proposal from CRC which will be reviewed later in the meeting.
 - 1821 Sidewalk settled and is pitched towards the building. This was noted during the Spring Walk. This is on the proposal from CRC which will be reviewed later in the meeting.
 - 1831-33 Sidewalk settled and is pitched towards the building. This was noted during the Spring Walk. This is on the proposal from CRC which will be reviewed later in the meeting.
 - 1637 large gap in between the sidewalk. This was noted during the Spring Walk. This is on the proposal from CRC which was reviewed.
 - 1724 unit owner submitted a request to replace her windows at her expense. This proposal will be reviewed by the BOD.
 - 1806 submitted a request for the mowing line to be adjusted to match the lot line. This owner was present and stated that the issue was resolved.
 - 1671 unit owner requested Advanced Wildlife return to the property with refreshed bait boxes for the quarterly schedule since the boxes at her unit were missed. This owner was present and stated that the issue was resolved.
 - Owner violations noted during Spring Walk. Several units had dog waste in the yard and leashes and chairs/tables tied to the posts. These owners have been contacted. Other unit owner violations were noted and will be discussed during the Executive session and the owners will be notified.
 - Open floor to questions/comments.
 - A homeowner asked if we are allowed to expand the patios. Yes, this is allowed, it has to have the same specs as other patios and it is at the owner expense.

A couple of homeowners requested that we have an audit conducted. This would be very costly but will be considered by the BOD. The homeowners want to see some expenses and expenditures; it was requested that they submit this list to management.

A homeowner stated that they have a crack in the driveway and others commented that the seal coating looks bad. The seal coating was completed Summer 2024.

A homeowner asked about the bait boxes, these were placed by several buildings which had issues and are inspected quarterly. The board will consider placing one box at each unit. This will need to be quoted by Advanced Wildlife. A unit owner questioned if they are responsible for the area where the wires from the air conditioning unit enter the building. Jenny noted the unit owner's name and address and will check into this matter.

E. Old Business

Fire monitoring. Two buildings have sprinklers and it was asked if they need to be inspected quarterly. The Grafton and Port Washington fire department confirmed that the systems need quarterly inspections. The units have been and will continue to be inspected quarterly.

2025 Contracted Services

-Electrical Repair. The motor in the pool pump failed and was replaced. They are looking into the warranty on the previous one that failed.

-Plumber. The grease trap in the clubhouse needed cleaning and then repair. Three quotes were obtained for the repair and were all over \$2,000. Harbor City was called in and it was confirmed that we do not need the grease trap, so it was removed and the issue fixed for \$300.

-HVAC. Donovan Jorgenson completed the maintenance in the clubhouse this Spring.

-Advanced Wildlife. An estimate was obtained for unit owners to get a cage cover on their dryer vent and/or bathroom exhaust to prevent nesting of birds. This would be at the unit owner's expense. Jenny will put this information on Town Square.

-Tree maintenance. Ward tree service proposal for trimming and tree removal was previously received, reviewed and approved. We are waiting for the work to be scheduled.

-Balcony Project. Terry provided an update on the balcony project. Work is being completed on the last 3 buildings before we proceed with work on the 3 story buildings. Financially we are halfway through the project. The first eight buildings were inspected and passed but we are waiting on some clips which need to be installed, however, there has been a problem getting the clips due to supply chain issues. All balconies should be complete by the end of October. Clean up to lawns will be completed at the end of the project. Staining will be completed in 2026 as the wood needs time to set.

-Bylaw change. At the January annual meeting a change to the bylaws was proposed which defined the responsibility of the association in regard to insurance coverage. We had 180 days to pass the amendment, but the required number of signatures was not obtained. Jenny will determine if another special meeting is required to propose the change again and the BOD will determine a plan of action.

F. New Business

-Delivery trucks. We have noticed an increase in the number of delivery trucks (FedEx, Penske, UPS, Amazon, etc) and they often times pull into driveways, speed and show overall carelessness for the safety of the residents. Jenny will contact Fed Ex and UPS to try and request that drivers park in the street for deliveries. Residents are encouraged to request Amazon drivers not use the driveways.

-Sump pumps. Several units on the property have sump pumps which were inspected this Spring. It was noted that some need replacement. Jenny will provide a list and this will need to be completed at the cost of the association.

-Landscape Improvement – New mulch was added this spring by Precision. The mulch that was provided as a sample does not seem to match the mulch that was used for the project. The sample was provided to Jenny and she will follow up with Precision.

-The first Stinging Insect Treatment was completed.

-Pond. During the start of the pond this year it was noted that there was an issue with the aeration compressor which was fixed.

-Pool. Due to unforeseen maintenance issues the pool opening was delayed this year. The pool will close the week of Labor Day. The pool and spa licenses were obtained.

-Concrete and mud jacking. The BOD will review the proposals obtained.

G. The next BOD meeting has been tentatively scheduled for Tuesday, September 16th at 6:00pm. This will be a closed meeting.

H. Paula adjourned the meeting at 7:30pm. Terry second the motion.

NPV Condominium Association
BOD Meeting Minutes
Tuesday, May 20, 2025 6:00pm
NPV Clubhouse

Present: Paula Wycklendt, Chun Greuel, Jill Stellmacher, Linda Behling, Terry White, Samantha Hoppe and Jennifer Stephens

- A. Paula called the meeting order at 6:20pm
- B. Meeting minutes from the 2/12/2025 phone meeting approved by Linda, all in favor.
- C. Financial – Operating account balance \$9,310.50. Reserve account balance \$320,103.33 as of 5/20/2025. Samantha informed the BOD that the tax return for NPV was completed and filed; she will upload this to TownSq.
- D. Owner Matters:
 - 1680 unit owner had a questions on the garage seal, Samantha informed the owner that it is their responsibility to repair this.
 - 1806 unit owner contacted Hunt regarding extending their patio. They were informed that this is allowed at their expense and it must stay within the allowed size.
 - 1623 unit owner requested to be added to the list for mudjacking.
 - 1724 unit owner is requesting to replace her garage door. Management informed her that as long as it meets the allowed parameters she may proceed.
 - 1780 unit owner requested that their front door be painted, they were advised by management that this is the responsibility of the unit owner and it needs to be painted the required color.
 - Spring walk thru – Management will follow up on any violations noted.
- E. Old Business
 - Town Sq – this was implemented in 2/1/2025 and is the resource for homeowners to view uploaded docs, meeting minutes, and view announcements. Owners with emails received a link to access the site and should contact management if they have any questions.
 - Spa – repairs to the spa were completed, except for 2 doors which need restoration work, this should be complete by the end of May.
 - Fire Monitoring. 2 buildings on the property need quarterly inspections and this was completed by Cintas. The board requested management to get bids from another company to determine if there is a cost savings available.
 - Fitness room. The annual maintenance inspection of the fitness equipment was completed. A repair of a cable was needed and completed.
 - 2025 Contracted Services

Sump pumps. The inspection of the sump pumps was completed. A battery backup was installed in unit 1623.

Electrical. The spot light at the clubhouse needed repair, this was completed. Various maintenance repairs are scheduled for completion by PMD on 5/23/2025.

Grease trap. The plumber scheduled to repair the grease trap in the clubhouse did not show up. We are awaiting a new appointment.

HVAC maintenance on the 3 AC units in the clubhouse will be scheduled by management.

The water rooms spring start up was completed on 5/5/2025.

Advanced Wildlife. The board is requesting that management obtain a bid for cages on the bathroom exhaust vents to prevent birds nesting. This would be at the owners expense.

Tree maintenance – the proposal from Ward Tress was approved by Terry, Chun second the motion, all approved, no objections.

Balcony project – Terry will send an email update to management to advise homeowners of the status. Weather has delayed the project – rain and especially wind have made it difficult for the contractor to work.

Declaration/Bylaw amendment – The Bylaw amendment which is needed to update our insurance policy did not pass at the annual meeting. Management is trying to obtain additional signatures. Samantha will send an update to the BOD.

F. New Business

Landscape Improvement – Mulch. The board received multiple bids for the 2025 mulch project and went with Precision. This was approved by the BOD via email on 4/10/2025.

Stinging Insect Treatment – The stinging insect treatment was previously approved and budgeted for 2025 and is scheduled to be completed on 5/30/2025.

Pond – April 15 pond install and startup, it was found that the aerators need repair. The BOD approved the repair and this will be installed during the next pond maintenance visit.

Pool – Neuman Pools is working on the opening of the pool but there have been some issues. They are returning to the property to address standing water in the chemical equipment room and bring a dolphin vacuum to clean the pool. We anticipate the pool opening to be Memorial Day but this will depend on the status of the chemical issue. The pool and spa license application has been submitted and paid for.

Retaining wall – the retaining wall at the entry of NPV unexpectedly collapsed this spring. The BOD promptly received and reviewed several proposals and selected Precision to complete the work. This was approved by the BOD via email on 3/27/2025.

Concrete – Concrete and mud jacking repairs were sent in a proposal which needs to be reviewed further. Plan is to complete in 2025.

G. The next BOD meeting has been tentatively scheduled for Tuesday, July 15th at 6:00pm.

H. Meeting adjourned at 8:15pm.

NPV Condominium Association
Annual Meeting
January 23, 2025 6:30pm
NPV Clubhouse

1. Meeting was called to order by Paula Wycklendt, President, at 6:35pm.
2. Samantha Hoppe, Hunt Management, verified that we have a quorum of 46 either present or by proxy.
3. Paula introduced the current board members. Paula Wycklendt, President. Linda Behling, Vice President. Terry White, Treasurer. Jill Stellmacher, Secretary. Chun Greuel, Member at Large. Paula explained that the board collaborates very well on decision-making matters, and we expect good correspondence from our management company. Two homeowners, Dean and Kerry work together to help keep maintenance costs down. They do the clubhouse cleaning, spa & pool chemical checks and cleaning, set up/take down patio furniture, water room heaters on/off and checks. PMD is the maintenance company we use for maintenance that Dean and Kerry cannot do. Paula reminded homeowners that the light bulbs on the buildings by the garages are on timers and are replaced by Dean & Kerry. Clubhouse reservations should be made directly with Hunt Management and a walk thru with Paula is done prior to the event. Lastly, she informed everyone that PMD was on site today to estimate the spa room repairs.

Terry provided information in regard to the balcony repairs. Weather permitting the contractor is expected to start on Monday, 1/27/2025. Terry's approach is to start with the first four buildings and have the repairs done, when this is complete, he will get the City of Port Washington to inspect and approve so we can move to the next phase. It is expected that the project will take approximately 2-3 years in order to avoid a special assessment. The next phase will include buildings that need the most repairs. Terry is asking that Samantha email a progress report on a monthly basis to keep homeowners informed. This project has been very time consuming and includes many steps. Terry was able to substantially reduce our permit costs with the City of Port Washington. He started with the engineering report in which it stated that all the balconies needed to be replaced, which brought in an extremely high bid. After discussing the report with the engineering firm, he discovered that they only recommended the replacement of the balconies because this was deemed a cheaper option. After additional research he found that we can in fact make repairs instead of replacing the balconies, which is about 1/3 of the cost. The biggest issue is that the builder did not use the proper connections when building the balconies. Homeowner questions followed. Usage – letters went out when the issue was discovered that some balconies should not be used at all and some have limitations. Selling your unit was also discussed, Samantha mentioned that

several units have sold during this time and there is paperwork involved regarding this. Someone asked if we can go back to the developer, Fiduciary for compensation. We are past the statute of limitations but it was noted that this may or may not apply since Terry was told there was gross negligence in the building of the balconies. Terry asked if anyone knows an attorney that may take on the issue to contact him. Samantha mentioned that attorney involvement may be prohibitive and exceed the project cost. There was also a question on the reserve last reserve study done and if the issue came up. The reserve study had a common statement which suggests inspections yearly. It was also mentioned that some of the home inspectors from sales have not mentioned issues with the balconies.

4. Financial status report. Samantha provided the bank account balances. A homeowner asked about the website transparency and Samantha mentioned that each association is different on what they provide. She stated that because NPV is less than 100 units the board will have to approve Hunt Management to upload additional documents and there is a cost to this. Unit owners can request this information if desired, all documents are in the offices of Hunt Management for review. It was asked if we could include the income statements but Samantha stated that the full financials include unit owner information which needs to be redacted. Operating statements can be uploaded to the web site and she will get the last 12 months on the site. Terry will work with Hunt Management to get new reporting for the budget to make things more clear.
5. Insurance Amendment. Our bylaws need to be amended in regards to our insurance coverages in order to bring our association up to date with the current laws. The declarations would be changed to clearly state that the association is required to insure the entire condominium property, including all common elements, units and unit upgrades. It also states that the burden of paying the deductible for the association insurance may be the responsibility of the unit owner or owners whose unit originates the damage. We have 180 days to pass the amendment and we will need 70% of the homeowners to approve. Sheets were collected from the homeowners present and Samantha will send a letter to those who did not return the form.
6. Board of directors election. Three board positions were up, the terms for Jill, Chun and Terry, all three expressed an interest to run. Samantha opened it up for other nominations and Patty Lamers indicated she would like to run for a board position. All those running gave a brief statement and the voting took place. Chun, Jill and Terry were elected to the board.
7. Motion to adjourn the meeting at 8:20pm.

NPV Condominium Association, Inc

Annual Meeting

Wednesday, January 10, 2024 6:30pm

NPV Clubhouse

- I. Call to order at 6:26pm.
- II. Quorum verified at 45.
- III. Introductions of the Board of Directors and management.
- IV. Report from President, Paula Wycklendt. NPV is now a 19 year old development. The board works well together and all possess strong attributes. Our in house maintenance, Dean and Paul, work together to complete the daily clubhouse checks, pool & spa chemical checks, routine cleaning, January deep clean, water room checks, minor maintenance issues and follow up snow removal. The work they perform is a huge savings to the association. Larger maintenance issues should go thru Hunt Management and they will schedule the work. Clubhouse reservations should be made with Hunt Management directly and they will arrange to collect the nonrefundable \$100 fee. The fees collected are used to replace clubhouse items as needed. Summer socials and Packer game gatherings are a good way to intermingle with your neighbors and all are welcome.
- V. Motion accepted to approve the 2023 Annual Meeting Minutes, no one opposed.
- VI. Report from Treasurer, Al Lazaga and review of 2024 budget. Our association is aging and we are seeing an increase in repairs needed. Overall costs have increased, including a large

increase in our insurance all resulting in higher dues. Jill provided a basic summary of the insurance.

- VII. Report from management – Samantha Hoppe. We are getting competitive bids on the deck repair/replacement project based on the RCL Engineering report which is available on the website. Once received we will look at options for funding of the project. Unforeseen expenses in 2023 such as siding repairs, masonry work and insurance caused us to have to take \$8,000 from reserves which we will work to pay back.
- VIII. Board of Directors Election. There were 2 board positions open. Three homeowners ran, Paula Wycklendt and Linda Behling were elected.
- IX. Such Other Business. Questions were asked regarding the decks and if we have any legal recourse, this has already been discussed with the attorney and it is past the statute of limitations. The decks will be completed in phases once we have bids. Concerns were voiced regarding Hunt Management and the governing docs not being received and explained when asked for.
- X. Meeting adjourned.

NPV Condominium Association, Inc

Annual Meeting

Wednesday, January 11th, 2023 6:30pm

1640 New Port Vista Drive Clubhouse

- I. Call to order 6:30pm. Welcome. Moment of silence for unit owner in hospital.
- II. Quorum verified at 42
- III. Introductions of Board of Directors, management and new homeowners in 2022.
- IV. 2022 Annual Meeting Minutes approved.
- V. Report from President, Paula Wycklendt. NPV is now an 18 year old development. The current team of officers all possess strong attributes and work well to collaborate on the decision making. We are financially fit and conscientious. Management is handled by Antoinette with Hunt Management to handle homeowner related issues and contractors. The in house maintenance committee of Dean and Paul work together to complete daily clubhouse checks in am/pm; daily pool & spa chemical checks and quarterly cleaning, set up/take down of patio furniture, set up/take down of holiday lights; routine cleaning and January deep cleaning of the clubhouse; minor repairs/routine maintenance, follow up to snow removal including clearing around the mail boxes and fire hydrants; start up/shutdown/periodic checks of the water rooms; changing light bulbs on the exterior of the buildings by the garage doors. Clubhouse reservations procedure is to call Client Services at Hunt to get on the calendar and contract is sent by them. Nonrefundable fee is now \$100 and deposit is no longer required. The fees collected are used to replace clubhouse items as needed. Summer socials/Packer game gatherings are a good way to intermingle with your neighbors. Everyone is welcome.
- VI. Treasurer's Report, Al Lazaga. Completed in 2022 was plant replacements, caps for patio and front entrance posts, signage for the clubhouse and the 6 family units which face each other, siding and trim

repairs, roof inspections, balcony inspections, dryer vent cleaning and sump pump inspections. 2023 projects include mulch to be applied in spring 2023. Plant replacements for items that were not scheduled for the 2022 replacements. Asphalt/concrete/masonry repairs. Retaining wall repairs are still being investigated. Pool area improvements such as a pergolas installation was considered but not approved due to cost.

- VII. Management Report, Antoinette from Hunt Management. Amended parking rules were put in place in 2022 to clarify that unit owners need to park in front of their garage door within 3 feet and there is no parking in the turnaround area of the driveways. Garbage/recycling carts – please put your address on your bin and use your own bin unless permission is granted from another unit owner. There is no need to report anything unless it directly affects you. Pet waste should be cleaned up immediately. Hunt requests that you provide them with your email for better and faster communication. A new governing document was implemented in 2022. If you are selling your unit please notify the listing agent with the proper documents as the governing document must be signed/accepted prior to closing. High Bluff concerns should be communicated to Antoinette but understand that we do not have control over the complex.
- VIII. Board of Directors Election. There are 3 board positions open, they are 2 year terms. Al Lazaga, Jill Stellmacher and Chun Greuel are up for re-election. No one requested to be added to the ballot and Antoinette asked 3 times if anyone would like to run for the open board positions and no one was interested so there was no election. Al, Jill and Chun will serve another term.
- IX. Questions. A homeowner asked about the increase in the legal fees and the telephone expense on the budget. It was explained that there is a pending legal matter which is why the increase in the budget. It was also explained that the telephone expense is due to the requirement of having a telephone in the spa and some units have fire alarms. Another homeowner asked about how to get on the list to help out with maintenance, questioned the mulch and plant replacement on the budget and what the pool stipend expense is. The budget was clarified in regards to when the mulch and plant replacements were budgeted

compared to when the jobs were complete or will be completed. It was further explained that the maintenance volunteers, Dean and Paul, are given a stipend, they are not employees. Several homeowners spoke regarding this matter. A homeowner asked about replacement windows and doors and if approval is needed, it was explained that this does need approval. A homeowner brought up the pet waste that is left from the tenants at High Bluff, it was explained that we cannot control what happens there but you may email the manager there for issues that you are aware of.

- X. Meeting was adjourned at 7:36pm.