

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: July 22, 2025 | **Time:** 6:30 PM | **Location:** Overstone Clubhouse

1. Call to Order

- The meeting was called to order at 6:30 PM by Jerry Kalendarian. A quorum was present.

2. Roll Call

- **Board Members Present:** Jerry Kalendarian, Julie Kinney, Todd Knight, Jim Willard
- **Board Members Absent:** Derek Stroobants
- **Others Present:** Jeff Hunt and Jenny Stephens (Hunt Management)

3. Approval of Previous Meeting Minutes

- Motion by Jerry Kalendarian and seconded by Julie Kinney to approve the minutes of the June 17, 2025, Executive Board meeting. Motion carried unanimously.

4. Owner/Resident Matters

- **Rules Violations:** Several violations addressed; one remains open and under review by the Board.
- **Under Deck Oasis System:** The Board discussed owner concerns regarding the installation of "Under Deck Oasis" systems (under-deck ceilings, waterproofing, lighting). Jerry Kalendarian motioned to limit installations to specifications explicitly listed on the company's website. Jim Willard suggested tabling the discussion until the Board provides explicit guidelines (such as acceptable colors, texture, downspout extensions, etc.), like the previous Berg Guidance. Todd Knight and Julie Kinney agreed, and the motion did not pass.

5. Committee Reports

- **Landscape Committee Report**
 - **Ticket Response Time:** Landscape tickets submitted via Town Square may take several days to address, as the committee consists of volunteers.
 - **Shrub Replacement:** West Stone Ridge shrubs remain under warranty through Blaze. Dead shrubs in other phases have been marked (red tape); replacements are anticipated by September.
 - **Owner-Led Landscaping:** Owners may replace plantings at their own expense, but only after consulting management. Permitted activities include weed removal, applying milorganite fertilizer, watering lawns, patching dead grass, and placing flowers in pots. Planting directly into the ground is prohibited. All these activities are optional and at the owner's discretion.
 - **Prairie Planting:** Prairie plantings around all three retention ponds are complete. The prairie contractor recommends against geese mitigation this year as the newly seeded prairie becomes established.
 - **Budget and Maintenance:** Landscaping is the Association's largest budget item and faced cuts from the prior Board. Despite this, significant progress was made, including removal of downed trees and aeration and overseeding in areas 3A/B.
- **Pest Control Committee Report**
 - **Geese:** Geese have become more prevalent, especially around pond #1, where they are feeding on newly planted seed. The committee recommends application of

goose deterrent two times to discourage congregation (25-32 geese observed over the prior four days).

- **Muskrats:** Muskrats have been sighted around pond #2. To avoid damage to the integrity of the pond and surrounding areas, it is suggested that they be live trapped and relocated elsewhere.
- **Insects:** An ant infestation was noted near the pond maintenance electrical box, with traps placed in the box. Further treatment may be required.

- **Finance Committee Report**

- Income is on track with budget projections (\$355,000 of the budgeted \$796,000 received as of May).
- Non-budgeted expenses anticipated include legal fees, engineering fees, and a reserve study, potentially funded from reserves.
- Current reserve contributions total 24.5% of Association fees, equating to approximately \$78,000 year-to-date. The reserve fund balance exceeds \$500,000.
- An investment policy has been drafted and awaits Board approval.

- **Transition Committee Report:**

- **Transition Progress:** Guided by ensuring build-out completion, absence of defects, and compliance with code. Positive progress reported; appreciation extended to residents who attended the successful transition meeting and those who ran for the expanded Board.
- **Engineering Study:** Superior Reserve Engineering and Consulting has completed an engineering study; the committee is reviewing recommendations before submission to the Board.
- **Collaboration and Review:** Committee collaborates closely with Hunt Management, Berg Development, the Landscape Committee, and the Finance Committee to address transition-related matters. Lannon's building inspector has reviewed the engineering study and conducted site visits, noting that not all identified defects constitute code violations.
- **Timeline:** Transition remains ongoing; thoroughness prioritized over speed. No definitive completion date established.

- **Rules Committee Report**

- The ad-hoc Rules Committee has held three meetings to review and recommend revisions for obsolete language in current rules. Recommendations will be provided to the Board and community upon completion.
- The next meeting is scheduled for August 4, preceded by a joint meeting with the Landscape Committee.
- The committee continues to seek diverse community input and welcomes suggestions from residents.

- **Clubhouse Committee Report**

- The committee chair explained that the primary function of the Clubhouse Committee is that it is a working committee, who cleans and maintains the 5,400 square feet of clubhouse space, as well as the 900 square feet of covered patio space. The nine committee members who volunteer their time and effort to clean and maintain these spaces help defray Association monthly dues.

- A secondary function of the committee was to solicit ideas for repurposing the former Berg space. A letter requesting ideas was sent to all Owners via Hunt Management on April 1, 2025 with a reminder letter on April 16, 2025. The five ideas that were most often offered for use of the additional space, and use of the \$10,000 donated by Berg, were communicated to all Owners via Hunt Management on June 6, 2025. The top five ideas submitted were:
 - **Sound Absorption:** This includes the large rec room and the newly donated space.
 - **Storage:** For chairs, tables, seasonal decorations, clubhouse maintenance, and service supplies.
 - **Community Room:** Separate meeting space for Committees, Board, and other clubhouse activities.
 - **Flex Space:** Improve the area to match the current aesthetics of the clubhouse and make it more inviting, use as an extension to the rec room during large clubhouse social gatherings, setup as a game room for cards or other game playing groups, etc.
 - **Office/Sharing Library:** The former office space will continue to function as an office, with the addition of a lending library, to be managed by Darlene MacBride and Diane Knight.
- As soon as costs associated with clubhouse improvements are known, a recommendation will be submitted to the Board for final decision.
- A bulletin board will soon be installed in the clubhouse to display Board and Committee information.
- **Social Committee Report**
 - The committee chair reported that the Social Committee is a stand-alone committee and does not report to the Board, and is not funded by the Association.
 - Quarterly newsletters with details on upcoming events are distributed electronically and available on Town Square. Residents may also access information via the Overstone Neighbors Facebook group.
 - **Upcoming Events:** Sundaes on Sunday (July 27), Packers Party at the Clubhouse (September 7), and Nine and Dine golf outing at Wanaki with a dinner following (September 14).
- **Pool/Cabana Boys Report**
 - Pool temperature increased by one degree.
 - Pool inspection successfully passed.
 - Gate door hinges replaced to ensure compliance with self-closing requirements.

6. New Business

- **Exterior Lightbulb Replacements:** A proposal was discussed to create a subcommittee dedicated to monitoring and replacing exterior lightbulbs.
- **Owner Survey:** Todd Knight announced an upcoming general survey to be distributed to all owners within approximately 30 days. Owner participation is encouraged.
- **Unit Transfer Fees:** Jim Willard proposed increasing unit transfer fees from one month's dues to three months' dues, aligning with common practices of other associations. Motion seconded by Jerry Kalendarian and approved unanimously.

- **New Owner Handout:** Julie Kinney will collaborate with all committees to develop an informational handout for new residents.

7. Other Business (Owner Q&A)

- **Clubhouse (former Berg Room)**
 - Two owners expressed concerns about converting the former Berg room into a separate meeting area, citing limited space, cost concerns, and requesting broader community input or voting.
 - Board Response: The issue is undergoing discussion. There will be no community vote, but further discussion will occur at the next Board meeting.
- **Maintenance and Safety**
 - Suggested regular cycles for dryer vent cleaning and pressure washing of buildings.
 - Question regarding prompt refund of clubhouse rental deposits and thanking Jennifer Stephens for resolving an issue with timeliness of refund.
 - Board Response: Suggestions noted.
- **Outdoor Lighting**
 - Owners raised concerns about excessive garage lighting and electricity usage.
 - An owner asked about replacement of exterior light bulbs.
 - Concern raised about inadequate lighting around the clubhouse and paved path between phases 2A and 2B, as well as the general appearance of surrounding wooded area.
 - Board Response: Owners can submit a request (at their expense) to modify fixtures. Volunteers will regularly replace exterior bulbs, with seasonal guidelines clarified.
- **Landscaping Concerns (Phase 3B and General)**
 - Issues raised about steep grades, incomplete landscaping, erosion, downspouts causing damage, and invasive vines in conservation areas.
 - Board Response: Landscaping in Phase 3B is under review, with slopes and erosion issues being assessed by the Transition Committee. Patience was requested.
- **Community Input and Transparency**
 - Requests for early access to meeting agendas, minutes, and committee reports.
 - Clarification requested about transparency and community voting for significant capital improvements.
 - Board Response: Agendas and minutes will be available on Town Square. Board actions align with by-laws; no explicit community vote required.
- **Miscellaneous Concerns**
 - Concerns about traffic control during the annual Lannon car show.
 - Clarifications requested about landscaping around electrical boxes and procedures for personal landscape improvements.
 - Request to revisit rules on chaining dogs outdoors.
 - Board Response: Traffic issues are not within Board purview. Landscaping around electrical boxes permitted at owner's expense. Dog-related rules are under review.
- **Transition Committee (Building Code Violations)**
 - An owner requested information about the Engineering Study results.
 - Inquiry about potential building code violations, their severity, and financial responsibilities.
 - Board Response: Violations are under investigation; financial responsibility yet to be determined.

- **Acknowledgments**

- Several residents expressed appreciation to the Board and Committee volunteers.

8. Adjournment

- Motion to adjourn by Julie Kinney, seconded by Jim Willard. Motion passed unanimously. Meeting adjourned at 8:10 PM.

Overstone Condominium Association
Executive Board of Directors Meeting Minutes

Date: June 17, 2025 | **Time:** 4:30 PM | **Location:** Overstone Clubhouse

1. Call to Order

- The meeting was called to order at 4:30 PM by Jerry Kalendarian. A quorum was present.

2. Roll Call

- **Board Members Present:** Jerry Kalendarian, Julie Kinney, Todd Knight, Jim Willard, Derek Stroobants
- **Others Present:** Jeff Hunt and Jenny Stephens (Hunt Management)

3. Approval of Previous Meeting Minutes

- Motion by Jerry Kalendarian, seconded by Jim Willard, to approve the minutes of the May 9, 2025, Executive Board meeting. Motion carried unanimously.

4. Owner/Resident Matters

- **Rules Violations:**
 - **Violation Notification Procedure:** The Board clarified that violations will be addressed through written notices rather than in-person visits. Motion by Jerry Kalendarian, seconded by Jim Willard, to establish a procedure where an initial letter is sent to the owner, who may then request a hearing with the Grievance Committee. Board members may also engage with the owner to provide clarity as appropriate. Letters will serve as formal documentation. Motion carried unanimously.
 - **Clubhouse Incident – May 30:** The Board discussed a report of unsupervised guests leaving a mess in the Clubhouse. As no documentation or photos were submitted, no further action will be taken. A general housekeeping reminder will be sent to all owners.
 - **Driveway Parking – Commercial Vehicles:** Ongoing concerns were noted regarding commercial vans/trucks parked in driveways. This issue is currently under review by the Rules Committee. The Board deferred action pending the Committee's recommendations. Hunt Management will send a letter to the owner involved in the meantime.
- **Miscellaneous Owner Matters, etc.:**
 - **Stone Veneer – 7916 E. Stone Ridge (and Others):** Hunt Management received a \$2,105 proposal from Holton Brothers to repair stone veneer issues affecting five properties. The Board unanimously agreed that these repairs fall under the builder's responsibility and directed that the proposal be submitted to Berg Development with the right of first refusal.
 - **Delinquent Fee Reversal Request – 7933 E. Stone Ridge:** The Board approved the owner's request for reversal of a delinquent fee, consistent with discussions held at a recent Finance Committee meeting.
 - **Garage Heater Installation – 19711 Overstone:** The Board approved the request contingent on full compliance with all applicable codes. Hunt Management will send a letter outlining the required steps for safe and code-compliant installation.
 - **Under Deck Oasis Installation – 7970 W. Stone Ridge:** The Board ratified its prior email approval of the request. Hunt Management will notify the homeowner and ask

that they instruct the installer to ensure that the water runoff is directed to the lawn rather than the mulch by using an appropriate extender.

5. Financial Report

- **Financial Overview:** Jenny Stephens reviewed the Association's financials, including cash flow, reserves, delinquencies, and the income statement.
- **Reserve investments:** Todd Knight and Jerry Kalenderian were designated as the Board's points of contact for the bank regarding reserve investments. The Finance Committee is drafting an Investment Policy, which will be submitted to the Board for review and approval. The Board discussed investment flexibility and agreed not to pursue non-FDIC-backed investment options. Hunt Management will open the reserve account at Fidelity.
- **Accounts Payable:** Invoices are routed to Hunt Management and then to Todd Knight and Jerry Kalenderian for review and approval. The Board confirmed that the current process—requiring Board approval prior to payment—is appropriate and should continue.
- **Accounts Receivable:** No owners are currently more than one month past due.

6. Committee Reports

- **General:** Committee reports were included in the meeting materials. Jenny Stephens reiterated the recommendation that Committees submit reports rather than meeting minutes to avoid the formal approval and posting requirements. She will communicate this again to all Committees.
- **Clubhouse Committee:** The Board unanimously approved reimbursement of \$332.84 for replacement pool furniture. A request to purchase a lockable bulletin board for the Clubhouse was approved via email.
- **Landscaping Committee:** The Board approved via email the Committee's request to mulch Phase 2A, which had been missed in the previous year.
- **Pest Control:** A light was recently replaced as part of ongoing geese deterrence efforts.
- **Transition Committee:** The Committee proposed transferring responsibility for the Reserve Study to the Board and Finance Committee. The Board agreed to this transfer. The Committee continues to prioritize outstanding items and will meet again next week.

7. Old Business

- **Clubhouse Key Fob System:** Hunt Management is collaborating with the Clubhouse Committee to manage the system, which is estimated to remain functional for another 1–2 years. Fobs will continue to be issued as needed. The Board discussed the importance of planning for system replacement. Hunt will research alternative systems and report back for future budgeting consideration.
- **Committee Reports versus Minutes:** As previously discussed under Agenda Item 6, the Board supports having Committees submit reports instead of formal meeting minutes to avoid posting and approval requirements. Jenny Stephens will continue communicating this to all Committees.
- **Treadmill Repair and Clubhouse Maintenance Authority:** The treadmill will be repaired and placed on a six-month maintenance plan. Motion by Jerry Kalenderian, seconded by Jim Willard, to authorize Jim Willard to approve Clubhouse repairs under \$500 to streamline the process. Motion carried unanimously.
- **Concrete and Sidewalk Repairs:** The Board discussed the need to solicit bids to assess the extent and cost of repairs. Berg has been unwilling to address apparent deficiencies,

attributing issues to landscaping activities (specifically, the use of chemicals for snow removal). The Landscaping Committee will be asked to review the sidewalks throughout the Association to help identify damaged concrete. The Board also discussed the potential of sealing all concrete to prolong its lifespan, which would require budgeting for in a future year.

- **Phase 3 Pond Erosion and Geese Control:** Treatment was removed from Pond 2 due to a lack of geese activity. Equinox was previously approved to perform erosion control with planting and matting around Pond 3 (approved 4–0, one absent). Goose presence has since decreased, and continued improvement is expected as prairie vegetation becomes established.
- **Rules Committee:** The Committee has been officially formed and held its first meeting on June 10, 2025, with ongoing rules review being performed.
- **Tree Removal – 19526 E. Stone Ridge:** A proposal from K&S to remove additional dead trees along the tree line near 19526 E. Stone Ridge was received and signed.
- **Stone and Trim Corrosion:** Four homeowners and vendor SJS have reported corrosion issues requiring removal and replacement of defective stone. This matter is included in the Engineering Study. Hunt Management will notify Berg Development, as this is considered a builder issue, giving them the opportunity to address it. Hunt will also update the affected owners to assure them the issue is being addressed. Several units have been identified as having corrosion issues under decks where a certain color groundbreaking stone was installed, which has caused the aluminum trim to corrode away. See the Engineering Study for more details.

8. New Business

- **Owner Maintenance Register:** Hunt Management is developing a spreadsheet to track owner maintenance requests and project statuses for Board review.
- **Asphalt Driveway Seal Coat:** Berg is responsible for sealing driveways after the second year. The Board noted that some driveways have not yet been sealed and will continue to monitor, following up with Berg as needed.
- **Management Services Discussion:** Jeff Hunt presented a packet outlining the Overstone Monthly Management Fee Calculation and discussed the potential for more hands-on, possibly on-site, management. Current services exceed budgeted amounts. The Board will consider the management structure, noting any increased service level will involve added costs.
- **Helping Hands Group:** Discussion focused on defining permissible tasks and potential insurance coverage. Todd Knight investigated this after the meeting and confirmed via email that the Association's liability policy provides coverage for "volunteer workers" while performing duties related to the conduct of the Association business. Coverage appears adequate.
- **Exterior Light Bulb Replacement:** The Board discussed forming a small committee to monitor and replace burnt-out exterior light bulbs. Action deferred pending Rules Committee recommendations.
- **LVP Flooring Defects:** No widespread complaints from owners have been reported.
- **Late Payment Fee Policy:** Motion by Jim Willard, seconded by Julie Kinney, to assess a \$35 late fee after a 10-day grace period. Motion carried unanimously.
- **Owner Survey:** The Board supported the idea of conducting a future owner survey to gather feedback. No immediate action taken. Todd Knight provided an initial draft after the meeting for the Board to consider. The draft remains to be finalized.

- **Unit Transfer Fees:** The Board discussed increasing the current \$370 unit transfer fee to \$1,000 to help fund reserves. Consensus was reached in favor of the increase. Hunt Management will provide benchmark data for final decision-making.
- **Landscaping Violations:** The Landscape Committee reported several violations following a June 13 property walk-through:
 - **7989 E. Stone Ridge:** Brush and shrub removal and hole digging in the tree line east of the unit.
 - **19591 Eagle Pass:** Extensive clearing of the tree line west of the unit, with debris left on-site. The Committee recommends Equinox perform cleanup and bill the owner.
 - **7952 W. Stone Ridge:** Clearing vegetation into the conservancy west of the lot line.
 - **19762 Overstone Drive:** A tarp-covered 4-wheeled vehicle stored under the deck.
 - **Board Response:** Hunt Management will issue violation letters to the owners, including a request for payment for any damage that requires Equinox to rectify.
- **Clubhouse PA System:** The Clubhouse Committee recommended purchasing a PA system to improve meeting audibility. Motion by Jerry Kalenderian, seconded by Julie Kinney, to approve the purchase. Derek Stroobants motioned to approve up to \$300 for the system, seconded by Jerry Kalenderian. Jim Willard will research purchase options and work with the Committee.
- **SJS Roof/Attic Quote:** The Board received a quote from SJS Construction for roof and attic inspections. This will require extensive coordination, as entry to all 172 units will be necessary. Owner access scheduling was not included in the quote. Further Board discussion and work prioritization is required.
- **Common Element Education:**
 - The Board tabled discussion on creating a rule about Common Element access until the July Owner's meeting.
 - Motion by Jim Willard, seconded by Julie Kinney, for Derek Stroobants to draft an educational communication, in coordination with Jerry Kalenderian, providing clarification regarding Common Elements. Derek Stroobants circulated a draft for Board review after the meeting.
 - The Board discussed obtaining a legal opinion about Owner access to Common Areas. Jerry Kalenderian shared that this did not appear necessary, as the Board was not making a rule at this time.
- **Future Meeting Scheduling:**
 - Jeff Hunt clarified the requirements under Wisconsin State Statute 703.15(4)(c) and Overstone Bylaws Article 4.5 regarding open meetings. He confirmed that regular and special meetings of the Board must be open to all unit owners, with notice provided at least ten (10) days, but not more than thirty (30) days in advance. He further noted that this requirement does not extend to Executive Board meetings, which may be held in closed session when addressing specific administrative or legal matters, as permitted under applicable law.
 - Next Executive Board Meeting: July 22 at 4:30 PM, Clubhouse, with an open forum owners' meeting to follow
 - Regular Board meetings will continue to be held the third Wednesday of each month at 4:00 PM, Clubhouse

9. Other Business

- **Gutter Guards for 19583 Eagle Pass:** Hunt Management received a \$225 quote from SJS Roofing & Construction to install gutter guards on the uncovered sections of the unit's

gutters to reduce debris accumulation and maintenance. The Board unanimously approved the quote. Hunt will obtain pricing for similar installations at other affected units.

10. Adjournment

- Motion to adjourn by Todd Knight, seconded by Julie Kinney. Meeting adjourned at 7:00 PM.
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Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: January 21, 2026 | **Time:** 6:30 PM | **Location:** Overstone Clubhouse

1. Call to Order

- The meeting was called to order at 6:30 PM. A quorum of the Board was present. Thirty-four owners were in attendance.

The Board met on January 19, 2026, for a planning session to finalize the agenda and assign speakers to meeting topics. No Association business was conducted.

2. Roll Call

- Board Members Present:** Todd Knight, Julie Kinney, Jim Willard, Jerry Kalenderian, Derek Stroobants
- Board Members Absent:** None

3. Approval of Minutes – September 17, 2025; November 21, 2025; December 3, 2025; and January 7, 2026 Board Meetings

- Motion by Todd Knight, seconded by Jerry Kalenderian, to approve the minutes from the above meetings. Motion carried unanimously.
- Note: The 2024 and 2025 Annual Meeting minutes will be presented for approval at the 2026 Annual Meeting, contingent on achieving quorum.*

4. Old Business

- Recording of Meetings**
 - The Board discussed whether to record Board meetings, a topic that has generated extensive prior discussion.
 - Legal counsel has advised against recording due to:
 - Legal exposure (recordings may be discoverable in litigation)
 - Privacy concerns, especially involving owner matters
 - Risks associated with ongoing Transition work
 - Despite prior guidance, a Board member has continued recording meetings.
 - Todd Knight emphasized the need to follow legal advice in the best interests of the Association.
 - The Board acknowledged concerns about transparency but agreed that legal risks outweigh these concerns. Meeting minutes capture discussions and decisions, and are made available to owners on TownSq, helping allay transparency concerns.
 - Motion** by Todd Knight to prohibit the recording of Board members during meetings. Seconded by Jerry Kalenderian. Discussion commenced:
 - Jim Willard opposed the motion, noting inconsistency with January 19, 2026 agenda planning discussions, noted the benefit of using a recording device to assist with keeping up with discussion while taking notes, potential differences in recollection/conflicts, and stated intent to continue recording based on Wisconsin's One-Party-Consent statute due to potential for differing recollections.
 - Remaining directors expressed support for following legal counsel's advice and not permit recording during meetings.
 - Motion passed, 4–1.** Recording of Board meetings is prohibited.

- **Committee Member Policy**

- Julie Kinney reviewed the Committee Member Policy introduced in fall 2025.
 - The intent is to establish a consistent, overarching policy governing all neighborhood Committees.
 - The Board is currently reviewing existing Committee Charters to ensure alignment with the policy.
- Goals of the policy include:
 - Encouraging broader homeowner participation to gain diverse perspectives
 - Implementing two-year terms for committee members (members may continue to serve beyond two years if no new volunteers step forward)
- Jim Willard noted concern with one clause:
 - Disagreed with language restricting committees from spending without Board approval
 - Noted that only two committees currently have spending authority
 - Felt the clause was redundant, as this has been already addressed
 - Despite his concerns, he stated he would support the policy based on majority consensus

- **Ratification and Review of Board Action Log**

- Derek Stroobants introduced the Action Log as a tool to inform owners about Board decisions made between meetings or via email.
 - Emphasized the owner requests involving Common Elements
 - Thanked owners for submitting requests through Hunt Management and encouraged continued use of that channel
- The Action Log will be included with the official minutes. Key items reviewed include:
 - **Owner Request – Self-Performed Caulking & Paint Touch-Up:** Approved: Work is limited in scope, uses original design colors, and does not affect Common Elements.
 - **Bathroom Fan Roof Vent Leak Repair:** Approved: Repair needed after identifying failure in roof vent and tubing following a leak report.
 - **Rules Violation – Unauthorized Landscaping:** Owner planted hydrangeas and removed spirea without prior approval. As work was done under a previous board by prior landscape company with unclear documentation, the plantings were allowed to remain.
 - **Approval of 2026 Association Budget:** Approved: Final budget shared with owners.
 - **Radon Mitigation System Installation Request:** Approved: Owner may install a radon mitigation system at personal expense, pending proper coordination and adherence to standards due to impact on Common Elements.
 - **Updated Buildings & Grounds Committee Charter:** Approved: Charter revised to reflect new structure and responsibilities. Recruitment of new members is underway (application deadline: February 11; see TownSq post for details).
- **Motion to ratify the Action Log** by Todd Knight, seconded by Jerry Kalendarian.
Motion passed unanimously.

- **Executive Committee Status**

- Todd Knight announced the formation of a new Executive Committee.

- Purpose: To provide input and guidance to the Board, particularly in situations involving impasses, complex issues, or the need for experienced insight.
- Structure:
 - Ad-hoc, three-member committee
 - Will serve through the next annual owners' meeting, after which the new Board will decide whether to continue it
 - A Charter has been created
 - Committee will consist: Darlene MacBride, Sherri Larson, Stephen Birkholz
- The Board noted that Executive Committee members may attend meetings to offer input as needed.

5. Owner/Resident Matters

- Matters requiring Executive Session will be addressed by the Board following the regular meeting.

6. Committee Reports

- **Building and Grounds Committee** *(Report by Julie Kinney)*
 - Updated Charter has been posted on TownSq; the Committee now includes eight members, with two open positions for applicants with relevant experience.
 - Snow removal contractor has performed well, though some delays in sidewalk clearing occurred during extreme cold. Safety remains the top priority, and cleanup resumes as temperatures allow.
 - Street parking during snow events hinders plowing; owners are encouraged to move vehicles when plows are active in the area.
 - Pruning of the large oak tree was approved. Originally delayed due to weather, the work is now scheduled for first week in February.
- **Finance Committee** *(Report by Todd Knight)*
 - Committee reviewed current financials, including snow and landscape payments. Starting in April, these payments will be evenly distributed across 12 months to smooth cash flow.
 - Minor outstanding fees were resolved.
 - Upcoming efforts include Charter review and development of a formal Reserve Policy.
- **Transition Committee** *(Report by Julie Kinney)*
 - Committee held a recent call with legal counsel.
 - The current Reserve Study and Transitional Engineering Study are now posted on TownSq. An earlier Reserve Study conducted under Berg's control was noted and is also posted.
 - Committee is reviewing service tickets submitted to Hunt Management to ensure accurate documentation for potential reimbursement or remediation discussions with Berg Development.
- **Rules Committee** *(Report by Julie Kinney)*
 - The Board expressed appreciation to Rules Committee volunteers.
 - Most of the Committee's recommended rule updates are supported, with minor revisions under consideration:
 - Maintenance-related provisions will remain per legal counsel's advice.

- Grievance Procedures will be removed from the Rules and maintained as a separate document.
 - The Grievance Committee will function as an ad-hoc group, convened as needed, to reduce potential conflicts among neighbors. It was noted that this Committee was needed only once since the Association's inception, and Hunt Management shared that this instance was the first one they experienced across their book of business.
- The updated draft will be submitted to the Association's attorney for final legal review before Board approval.
- **Clubhouse Committee** (*Report by Jim Willard*)
 - Front door lock has been replaced using a part left by Berg, saving the Association several hundred dollars.
 - Storm damage to the patio's covered porch is being addressed by Berg, who secured hanging boards and committed to replacing affected boards in February (as weather permits) at no cost to the Association.
 - Quote was received regarding the repair of the coffee machine. Repair is estimated at \$225 and won't require another service call fee. The Committee will issue a recommendation to the Board after its next meeting.
 - Permit for the Event Space (former Berg room) has been issued; sound absorption materials have been ordered and are en route.

7. New Business

- **Maintenance Responsibility Chart**
 - Julie Kinney shared the background and purpose of creating a chart outlining which maintenance items are the responsibility of owners versus the Association.
 - The chart is intended to help owners understand the party responsible for maintenance/upkeep before submitting service requests to provide clarity and to promote consistency in Board decisions.
 - The Board reviewed a draft and submitted follow-up questions to legal counsel.
 - Once finalized, the chart will be approved and posted on TownSq.
- **Frequency of Board Meetings**
 - Todd Knight raised the question of whether monthly Board meetings remain necessary given the volume of work occurring between meetings.
 - Jim Willard expressed support for maintaining the current monthly schedule, as previously established.
 - No change to the cadence was decided upon (third Wednesday of the month).
- **Board Newsletter**
 - Todd Knight introduced the idea of a periodic Board newsletter to educate owners on association operations and living in a condominium community.
 - The idea is under consideration; no final decisions have been made.
- **Board Question and Answer Session**
 - Todd Knight proposed holding a separate Q&A session—distinct from formal Board meetings—to provide owners an open forum for discussion.
 - Tentative timing is spring, to allow participation from seasonal residents.

8. Written Questions from Unit Owners

- **Owner question:** *“We are concerned that there is no definite direction regarding the Executive Committee attendance at all of the Board meetings. We feel strongly that if the Executive Committee, or at least a couple of the representatives, are not at the regular board meetings, how are they to respond to how this group works together. Calling them if needed is not a solution. We have already seen that this board is very dysfunctional and not having the Executive Committee at every meeting only shows the reluctance to have issues addressed.”*
 - **Board Response** (by Todd Knight): The Executive Committee is intended as a resource that the Board can consult for guidance or perspective when needed. There are multiple ways such a committee could function, and in this case, its role is advisory, tapping into the Committee when needed for guidance or advice.
- **Owner Question:** *“Why are Board minutes not approved at each meeting as is the protocol for all other committees.”*
 - **Board Response** (by Derek Stroobants): Thank you for the question. Committees are asked to submit reports—not minutes—which is a key distinction. As for Board minutes, we aim to review and approve them as promptly as possible. Due to the gap between regular meetings since September, there was a delay. Going forward, we will continue working toward timely approvals and may post draft minutes during extended intervals, when appropriate.
- **Owner Question:** *Question from an Owner about if the rules could be altered to permit guest access to the game room for those who reserve the clubhouse.*
 - **Board Response** (by Julie Kinney): This question was first raised at the Annual Meeting and subsequently reviewed by the Rules Committee. Their recommendation was to exclude the game room from the rental agreement, and the Board agreed. The rationale is that the game room contains expensive equipment that could be damaged, creating financial risk for the Association. Additionally, all owners pay monthly fees to use amenities and should have unrestricted access to those facilities, regardless of clubhouse event rentals.

9. Adjournment

- There being no further business, Todd Knight moved to adjourn the meeting. Motion seconded by Derek Stroobants. The meeting adjourned at 7:19 PM.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: January 26, 2026 | **Time:** 4:30 PM | **Location:** Overstone Clubhouse and via Phone

1. Call to Order

- The meeting was called to order at 4:37 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Julie Kinney, Todd Knight, Jim Willard, Derek Stroobants, Jerry Kalenderian
- **Board Members Absent:** None

3. New Business

- **Unit Repair – Engineering Report and Contractor Bids:**
 - The Board discussed next steps regarding repair work for a unit affected by structural concerns and water intrusion.
 - **Motion** by Jerry Kalenderian, seconded by Todd Knight, to: **(1)** Have the Association pay the Paul Davis Construction invoice of \$3,800. This payment would include a release that Paul Davis has paid ZS Engineering and the Association be given full access to the engineering report without further expense by ZS. **(2)** The Association then signs the agreement with Sid Grinker and provide the engineering report to Sid Grinker. **(3)** Inform the affected owners prior to any change in approach.
 - Discussion included:
 - The current Sid Grinker proposal was based on them producing a separate engineering report and associated estimate for \$5,700. Using the existing engineering report would reduce costs but require a revised agreement.
 - Jim Willard expressed concern about delays and preferred not to change contractors but supported obtaining an alternate bid.
 - Jerry Kalenderian clarified that he would not sign the existing Sid Grinker proposal but would consider a revised version based on the existing report.
 - The initial motion died without a vote.
 - A **new motion** by Derek Stroobants, seconded by Jerry Kalenderian, to: **(1)** Notify the homeowners of the intent to obtain an alternate bid. **(2)** Pay the Paul Davis Construction invoice under the condition that the Association obtains a release of the engineering report so full access to the report is granted. **(3)** Obtain a revised agreement from Sid Grinker to provide a bid using the existing engineering report. **(4)** Review the bid from Sid Grinker and evaluate next steps. **(5)** Make a decision on how to proceed.
 - **Motion carried unanimously.**
- **Owner Question – Response Process**
 - The Board discussed how to respond to a homeowner's questions submitted after the response deadline for the previous meeting.
 - A suggestion was offered that the Board thank the homeowner for the questions, noting they were received after the prior meeting, and addressing them at the February Board meeting so the response would be formally recorded in the minutes.

- It was noted that the answers to the questions posed were addressed in a prior meeting, and to refer the homeowner to those published minutes. Rather than responding to the owner directly, including this as a Board response at the next meeting would offer the benefit of an answer visible to the community.
- Jerry Kalenderian **motioned** to refer the homeowner to previously published meeting minutes and not revisit the issue at the next meeting. **Motion died** for lack of a second.
- The Board deliberated on the merits of addressing such questions in a future meeting versus referring owners to existing records. It was noted that a consistent process should be developed for handling late-submitted owner questions.
- **Final motion** by Jerry Kalenderian, seconded by Derek Stroobants, to: thank the homeowner via email, refer them to the appropriate past meeting minutes for answers, and note that their questions will also be acknowledged in the next Board meeting.
- **Motion passed 4-1.**

4. Other Business

- **Board Communication Protocols**
 - **Motion** by Jerry Kalenderian that any written or verbal correspondence from Board members be subject to majority consent before being issued on behalf of the Board. The **motion failed** due to a lack of a second.
 - The Board agreed to revisit this topic at a future meeting to establish clearer procedures for Board communications.
- **Board Communication – Member Intent**
 - Todd Knight expressed that his intent, as a Board member, is for any communication issued on behalf of the Board to be reviewed and acknowledged by all members in advance. The Board will revisit formalizing this process at a future meeting. This statement of intent is noted for the record.
- **Owner Feedback – Email Response**
 - The Board discussed a response to an email received from a homeowner.
 - Motion by Julie Kinney, seconded by Jerry Kalenderian, that the Board responds by “thanking them for their feedback, and that the Board will take it under advisement.”
 - **Motion passed 4-1.**
- **Clarification Regarding Meeting Minutes**
 - A Board member inquired about the absence of minutes for the January 19, 2026 agenda planning meeting. The question was answered to by noting that the Board met on that date to finalize the agenda for the January 21 meeting and assign speaking roles. It was noted in the meeting invite and reiterated at the meeting’s outset that this was not an official meeting of the Board.
 - The Board member expressed disagreement, stating their belief that any gathering of the Board—except for executive sessions on specific exempt topics—requires minutes to be taken.
 - To clarify the matter, Derek Stroobants consulted Association legal counsel. Counsel confirmed that a planning session, such as the January 19 meeting, does not constitute a Board meeting because no Association business was transacted—no motions were made or voted upon. Activities like agenda planning, speaker

assignments, and discussion of potential motions do not meet the criteria for an official Board meeting.

- Legal counsel recommended that the Board note such planning meetings in the minutes of the next official Board meeting, affirming that no business was conducted. Accordingly, the January 21, 2026 Board Meeting minutes will reflect this. This approach will be followed moving forward.
- **Maintenance Chart – Furnace Ductwork**
 - The Board discussed a noted inconsistency regarding responsibility for furnace ductwork, as listed in the Association’s maintenance chart. While the chart assigns this responsibility to the homeowner, the governing documents suggest ductwork may be part of the Common Elements, and thus the Association’s responsibility.
 - The Board agreed that clarification is needed from legal counsel and that a future review of the governing documents may be necessary to ensure consistency.
- **Executive Committee – Board Interaction and Role**
 - Jim Willard asked whether there is a plan or schedule in place for the Board to meet with the Executive Committee. He also raised concerns about individual Board members engaging with the committee independently.
 - Todd Knight and Julie Kinney shared that they had spoken with a committee member and clarified that the intent of the Executive Committee includes serving as a resource, including situations where Board members are experiencing conflict and need guidance. This function is consistent with the committee’s charter, which notes involvement from two or more Board members.
 - The Board agreed to consider discussing the format and expectations for Executive Committee updates or report-outs of conversations at a future meeting.

5. Adjournment

- There being no further business, Todd Knight moved to adjourn the meeting. Motion seconded by Jerry Kalenderian. The meeting adjourned at 5:38 PM.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: September 17, 2025 | **Time:** 6:30 PM | **Location:** Overstone Clubhouse

1. Call to Order

- The meeting was called to order at 6:30 PM by Julie Kinney. A quorum was present.

2. Roll Call

- **Board Members Present:** Jerry Kalendarian, Julie Kinney, Todd Knight, Jim Willard, Derek Stroobants
- **Board Members Absent:** None
- **Others Present:** Jenny Stephens (Hunt Management)

3. Approval of Previous Meeting Minutes

- Motion by Jim Willard, seconded by Todd Knight, to approve the minutes of the August 22, 2025, Board meeting. Motion carried unanimously.

4. Owner/Resident Matters

- **Clubhouse Coffee Machine:** The Board discussed the malfunctioning Miele coffee maker. A repair diagnosis will be considered in January 2026 as part of the next budget cycle as a planned expense. If repair costs are reasonable, the machine may be fixed; otherwise, it may be retired.
- **Clarification on Motorized Screens:** Screens may be offered in conjunction with Under Deck Oasis installations (available to owners with fully exposed basements). Only motorized screens remain permitted under Association rules. Requests for non-motorized or permanent alternatives were denied.
- **Rules Committee Progress:** The Rules Committee submitted two documents with proposed changes, one showing suggested new language and one identifying removed language. The Board will review the proposals in Q4. Due to their scope, legal review and further discussion may be required. Transition Committee work and 2026 Budgeting are time-sensitive and takes precedent over revisions to the Association Rules.
- **Asphalt Sealing Regimen:** The Board received off-cycle sealing requests and confirmed it will adhere to the established rotation. Owners may seal driveways off-schedule at their own expense using the Association's approved vendor. Rotation: 3A in 2025; 1 and 3B in 2026; 2A, 2B, and Clubhouse in 2027. Driveway sealing rotation aligns with mulch refreshing cycle.
- **Owner Survey Distribution Update:** Over 120 responses have been received. Results will be reviewed and discussed at the November meeting.
- **Owner Feedback Process:** Owners are reminded to direct comments and suggestions to Hunt Management, which will route them to the appropriate party.
- **Rules Violations:** No violations were reported or discussed.
- **Miscellaneous Owner Matters:**
 - A request to allow planting annuals and perennials in mulch beds was declined; no change to in-ground annual and perennial guidelines were recommended by the Rules Committee.

- An inquiry about Village water quality was addressed. The 2024 Consumer Confidence Report is available on the Village website and the Wisconsin DNR site. The water supply is reviewed and certified annually.

5. Committee Reports

- **Landscape Committee** (reported by Julie Kinney): A three-year contract with Equinox for landscaping and snow removal has been signed. The 2026 budget has been drafted and submitted to the Finance Committee and the Board. A new subcommittee will audit exterior lighting and ensure all bulbs are functioning. Owners were reminded not to remove or disable light fixtures; those found unscrewed must be replaced by the owner or may result in a violation notice.
- **Pest Control Committee** (reported by Jim Willard): There has been an increase in stinging insect service requests. A recent concern about voles was also noted.
- **Finance Committee** (reported by Todd Knight): The Association is currently over budget, due in part to necessary repairs and one-time expenses such as the Reserve Study. A new Fidelity account has been opened to provide access to investments with higher returns compared to where funds were previously held. The Committee is focused on finalizing the 2026 budget. Hunt Management will draft the budget for review and revision by the Committee before Board approval. The Board emphasized the need for stricter adherence to budget discipline going forward.
- **Transition Committee Report** (reported by Julie Kinney): The Committee recently met with an expert to discuss next steps. A presentation and additional updates are expected in November. All owners are strongly encouraged to attend.
- **Rules Committee** (reported by Julie Kinney): The Board expressed appreciation for the Committee's work. A meeting with the Committee chairs will be scheduled before any rule changes are considered. While budgeting and transition matters are the current focus, rule revisions will follow.
- **Clubhouse Committee** (reported by Jim Willard): A renovation proposal has been submitted, including wall-mounted sound-dampening panels in the main dining area and former Berg space. Additional updates include: a lending library launched in response to owner feedback, a new storage area for tables and seasonal decorations, and a community room plan. A 2026 budget has been drafted and will be submitted to the Finance Committee. A bulletin board highlighting community events has been installed near the entrance. The Committee is also evaluating communication protocols for winter absences and exploring professionally installed sound abatement options for the main area.

6. New Business

- **Annual Meeting and October Meeting Schedule:**
 - Motion by Julie Kinney, seconded by Jim Willard, to cancel the October Board meeting due to the proximity of the Annual Meeting. Motion carried unanimously.
 - Per the Bylaws, the Annual Meeting will be held Tuesday, November 4, 2025.
- **2026 Amplified Music and Food Truck Event:**
 - The Board discussed a Social Committee proposal for an event featuring live amplified music and a food truck (Just Smokin') on Wednesday, July 22, 2026, from 6:00–8:00 PM.
 - Motion by Julie Kinney, seconded by Jerry Kalendarian. Approved unanimously.
- **Reserve Fund Investment Policy Adoption:**

- The Board reviewed and discussed a Reserve Fund Investment Policy Statement, which was drafted by the Finance Committee, to guide investment decisions and ensure funds are placed in conservative, FDIC-insured vehicles.
- Motion to approve by Todd Knight, seconded by Jim Willard. Motion carried unanimously. Jenny Stephens will route the document for signatures after the meeting.
- **Stinging Insect Mitigation Policy:**
 - The Association has spent approximately \$2,000 YTD on stinging insect removal. Preventive spring spraying was considered but declined due to cost. Randy Schuman will assist with minor issues. Owners may self-manage or opt into any group service offerings.
 - Motion by Jim Willard, seconded by Julie Kinney, to continue Association-paid removal through Advanced Wildlife for the remainder of the 2025 insect season, after which responsibility transfers to owners. Motion passed unanimously.
- **Clubhouse Remodel Proposal – Flex Space (f/k/a Berg Space):**
 - The Board reviewed the Clubhouse Committee’s renovation proposal for the former Berg area, now referred to as the Flex Space, including the creation of a community room, storage space, furnishings, and sound panels in the Flex Space and Dining area. Volunteer labor and \$7,000 in owner donations will help offset costs and ensure the proposal stays within the \$10,000 budget (which was the amount Berg donated in lieu of not providing a walking path to the park).
 - Motion by Jim Willard, seconded by Jerry Kalenderian, to approve the remodel as submitted by the Clubhouse Committee, for up to \$10,000 (funded by the previous \$10,000 Berg contribution). Motion passed unanimously.
- **Board Decision Transparency:**
 - Motion by Julie Kinney, seconded by Todd Knight, to post a monthly summary of any Board votes conducted via email. Motion passed unanimously.
- **Committee Integration – Landscape and Pest Control:**
 - Motion by Jim Willard, seconded by Todd Knight, to merge the Landscape and Pest Control Committees into a new “Landscape and Grounds Committee,” expanding membership from 5 to 8. Motion passed unanimously.
 - Lisa Fendt and Steve Schmit were announced as additions to the committee, joining existing member Bill Forrester.
- **SenEarthCo Replacement:**
 - CINC Systems will replace SenEarthCo for owner maintenance requests. System conversion is expected by month-end. Hunt Management is overseeing the transition.
 - Owners will see minimal impact (will continue to submit requests via Town Square, email, or phone), but email notifications will come from a new email domain.

7. Other Business

- No additional business was brought before the Board.

8. Adjournment

- Motion to adjourn by Jim Willard, seconded by Todd Knight. Meeting adjourned at 7:18 PM.

Overstone Condominium Association**Board of Directors Meeting Minutes****Date:** November 21, 2025 | **Time:** 1:00 PM | **Location:** Virtual Meeting (via Zoom)**1. Call to Order**

- The meeting was called to order at 1:00 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Jerry Kalenderian, Julie Kinney, Todd Knight, Jim Willard, Derek Stroobants
- **Board Members Absent:** None
- **Others Present:** Lydia Chartre, External Legal Counsel (Kaman & Cusimano LLC)

3. Executive Session

- The Board met in Executive Session with external legal counsel Lydia Chartre to discuss privileged legal matters.
- The Executive Session concluded at 1:23 PM, and the Board resumed open session.

4. Resolution to Call Special Meeting Owners

- Motion by Todd Knight to approve a Resolution of the Board to call a special meeting of the owners to vote for the removal of Director Jim Willard, working with legal counsel to ensure that all rules and procedures as required by the by-laws are properly followed. Motion seconded by Jerry Kalenderian.
- Motion passed by a vote of 4 in favor, 1 opposed.

5. Adjournment

- There being no further business, the meeting was adjourned at 1:30 PM.

Respectfully Submitted,

Derek Stroobants

Secretary, Overstone Condominium Association

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: December 3, 2025 | **Time:** 7:00 PM | **Location:** Overstone Clubhouse

1. Call to Order

- The meeting was called to order at 7:00 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Jerry Kalenderian (via phone), Julie Kinney, Todd Knight, Jim Willard, Derek Stroobants
- **Board Members Absent:** None

3. New Business

- **Board Officer Restructuring**
 - Todd Knight initiated a discussion on restructuring Board officer positions and the formation of an Executive Committee, referencing a handout outlining the proposal.
 - Todd emphasized the importance of moving forward collaboratively through the November 2026 Annual Meeting and setting aside past conflicts for the benefit of the Association.
 - Discussion points included:
 - Jerry Kalenderian indicated he may resign due to an upcoming relocation and time constraints. Todd encouraged him to remain on the Board, citing his construction experience as a valuable asset.
 - Directors acknowledged that leadership style differences had contributed to past tensions. A role reshuffle was suggested to improve collaboration.
 - Jim Willard expressed willingness to serve as President if necessary to restore trust but did not seek the role.
 - Todd's initial motion presented Julie Kinney as President, Todd Knight as Vice President and Treasurer, Derek Stroobants as Secretary, and Jim Willard and Jerry Kalenderian as Directors at Large.
 - **Initial Motion:** Todd Knight moved, seconded by Jerry Kalenderian, to approve both the officer restructuring and creation of an Executive Committee.
 - Discussion commenced, focused on the proposed Officer roles and the importance that the Board's decision be unanimous to represent a united, aligned group.
 - After discussing, the Board could not come to a unanimous decision on Officer roles.
 - Motion failed unanimously (0–5).
 - **Revised Motion – Officer Restructuring Only:**
 - Todd Knight moved, seconded by Jerry Kalenderian, to approve the following officer structure:
 - President / Treasurer: Todd Knight
 - Vice President: Julie Kinney
 - Secretary: Derek Stroobants
 - Directors at Large: Jim Willard and Jerry Kalenderian
 - Motion passed unanimously (5–0).

- Board will confirm with Hunt Management and legal counsel that combining the President and Treasurer roles is permissible under governing documents (appears to be no issue).
- **Formation of Executive Committee:**
 - Board revisited the concept of forming an Executive Committee to provide guidance and advisory support to current Board members.
 - Committee purpose:
 - Offer leadership guidance and input to the Board.
 - Comprised of experienced, unbiased owners with sound judgment. Prior condo board experience is desired (Wisconsin condo association experience preferred).
 - Encourage constructive feedback and transparency.
 - Structure and term:
 - Number of members to be determined.
 - Committee to remain active through the November 2026 Annual Meeting.
 - Future Boards may choose to continue or dissolve the Committee at that time.
 - Suggestions included seeking members without prior Overstone Committee service (to draft from a wider and diverse pool of owners) and consulting Hunt Management for ideas based on other associations.
 - **Motion:** Todd Knight moved, seconded by Julie Kinney, to establish the Executive Committee as described. Motion passed unanimously (5–0).

4. New Business

- **Rules Committee Request – Interior Maintenance Language**
 - The Rules Committee requested that the Board reconsider language in the Association Rules requiring owners to perform specific types of interior unit maintenance.
 - Committee members noted:
 - The rule should be reframed as a suggestion rather than a mandate, as interior maintenance is ultimately a matter of personal responsibility.
 - Much of the listed maintenance reflects typical homeowner tasks, many of which can be performed by the owners themselves.
 - The attorney’s prior recommendation to retain the language may have been interpreted too broadly, without evaluating individual items.
 - The paragraph addressing general upkeep of utilities was seen as potentially condescending.
 - If any requirement is retained, the Committee suggested limiting it to annual furnace and air conditioning maintenance.
 - Board discussion included:
 - The rule is not intended to be policed or require regular proof, but to protect the Association in situations where negligence may impact other units.
 - Consideration was given to rewording the rule to make it more general and accessible to owners.
 - Items with safety or shared system implications (e.g., dryer vents) may warrant clearer emphasis.
 - Derek Stroobants will follow up with Barb from the Rules Committee to:
 - Share the Board’s intent and rationale.

- Offer to draft revised language for Committee review and further input, which the Board will align on and follow-up with the Committee at a future date.
- **Landscape and Grounds Committee Charter Update**
 - The Committee requested an update to its charter to reflect its current structure and responsibilities, which now include both landscaping and building-related tasks.
 - Finalizing the charter will enable the Committee to begin recruiting new members in advance of its busier spring season, which begins in February.
 - The Board will review the draft to ensure:
 - The Committee's name is accurately reflected.
 - Spending authority aligns with existing Association policy (\$200 per occurrence, up to \$500 per month).
 - Julie Kinney will provide the draft charter to Derek Stroobants for review and revision, ensuring alignment with the broader Committee Policy.
- **Transition Committee Update**
 - The Transition Committee held a call earlier in the day with a survey engineer who recently walked the property to evaluate concerns.
 - Two new proposals were received and will be forwarded to the Board by Julie Kinney:
 - Klein and Hoffman: \$15,000
 - A second vendor focused on landscaping-related evaluation: \$14,250
 - The combined cost of these two proposals is significantly lower than a previous alternative.
 - The scope of services can be adjusted, offering flexibility to scale based on the Association's priorities and budget.
- **Hunt Management Work Order Platform**
 - Julie Kinney is working with Hunt Management to gain login access to the work order portal to help reduce email volume and improve tracking.
 - The potential for Committee Chairs to also have view-only access was discussed, allowing them to monitor relevant tickets and assist with resolution.
 - Julie will provide an update once access is confirmed.
 - The Board requested that Hunt explore options for generating reports to improve visibility into open ticket volume and recurring maintenance concerns.
- **Unit Transfer Fee – Allocation Clarification**
 - The Board discussed discrepancies in existing documentation regarding where the unit transfer fee is deposited.
 - The formal resolution currently allows funds to be deposited into either the Reserve Account or Operating Budget, at the Board's discretion.
 - The Rules document, however, specifies that the fee is deposited into the Reserve Account.
 - Todd Knight will follow up with Jenny Stephens to review and clarify the intended allocation.
 - Once a determination is made, an announcement will be posted on TownSq to explain the decision and rationale to homeowners.
- **Notification to Owners – Board Role Changes**
 - The Board agreed that timely communication to homeowners is needed regarding recent changes in officer roles.

- Derek Stroobants will draft an initial message and circulate it for Board review.
- The Board will review and consider how best to frame the announcement to reinforce unity and transparency.
- **Executive Committee – Candidate Suggestions**
 - Board members were asked to begin identifying potential candidates for the new Executive Committee.

5. Adjournment

- There being no further business, a motion to adjourn was made by Todd Knight and seconded by Jim Willard. The meeting was adjourned at 9:05 PM.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Overstone Condominium Association**Board of Directors Meeting Minutes****Date:** January 7, 2026 | **Time:** 6:30 PM | **Location:** Overstone Clubhouse

1. Call to Order

- The meeting was called to order at 6:46 PM. A quorum was present.
- The agenda and procedural guidelines were reviewed. The Board agreed to limit discussion on each item to 5–10 minutes to promote clarity and maintain efficiency.

2. Roll Call

- **Board Members Present:** Julie Kinney, Todd Knight, Jim Willard, Derek Stroobants
- **Board Members Absent:** Jerry Kalenderian

3. New Business

- **Recording of Meetings**
 - Julie Kinney moved to table the discussion on meeting recordings and to forego recording the current meeting. Jim Willard clarified his position and noted that the meeting would be recorded for accurate recollection. Following this clarification, Todd Knight seconded the motion to table the discussion on pros and cons only, which was unanimously approved.
 - The Board will schedule a discussion on this topic at a future meeting.
- **Executive Committee Formation**
 - The Board discussed the formation of an Executive Committee to provide additional advisory support and leverage broader community expertise. All four directors present supported the concept, noting the growing workload and benefit of added perspective.
 - Jerry Kalenderian, though absent, had previously indicated he would step down from the Board should the Committee be formed, citing other commitments.
 - The Board reviewed the draft Executive Committee Charter circulated prior to the meeting. Key updates were proposed to the draft that had been shared:
 - Clarifying that Executive Committee members may attend Board meetings to offer input, though they will not have voting rights.
 - Confirming the committee will consist of three members, rather than expanding to five as initially considered.
 - Motion by Derek Stroobants to approve the revised Charter with discussed updates; seconded by Jim Willard. Motion carried unanimously.
 - The Board reviewed a list of interested owners submitted to Hunt Management and discussed a shortlist of potential candidates.
 - Directors agreed to contact selected individuals to confirm continued interest and discuss next steps. Todd Knight will follow up with the identified candidates.
- **Building and Grounds Committee Charter**
 - The Board discussed the draft Building and Grounds Committee Charter circulated by Derek Stroobants via email. Board members will review the document and reply to the group with their approval or concerns. If all directors approve via email, the Charter will be adopted without further discussion; otherwise, it will be reviewed and ratified at the next meeting.

- The Board addressed whether the Committee should be involved in identifying rule violations. It was agreed that the Committee is not intended to police violations, and concerns about inconsistency and selective reporting were noted. All violations should be reported directly to Hunt Management.
- Derek Stroobants will revise the Charter to reflect this clarification. Once updated, the document will be circulated via email for approval. Once approved, Derek will share with Jim Koelbl, who will coordinate with Hunt Management to post the announcement on TownSq.
- **Meeting with Hunt Management to Discuss Service Expectations**
 - Todd Knight updated the Board on a recent conversation with Hunt Management regarding the possibility of a meeting to clarify and align service expectations. The goal is to improve communication and ensure the management company is positioned to best support the Association.
 - The Board discussed keeping the meeting small, with participation from Board members and committee representatives, including the chairs of Finance, Clubhouse, and Building and Grounds, as well as one member of the Executive Committee.
 - It was agreed that the Board would first compile a list of desired services and expectations, like a request for proposal, to guide the discussion. This draft list will then be shared with Committee Chairs to ensure completeness.
 - Deadline to compile and circulate the list via email is January 14. Derek Stroobants will initiate the email conversation among Directors.
 - Once the list is finalized, Todd Knight will coordinate with Jeff Hunt to schedule the meeting and reach out to Committee Chairs for additional input.
- **January 21 Board Meeting – Agenda and Format**
 - The Board discussed preliminary planning for the January 21, 2026 Board Meeting.
 - Meeting Agenda
 - Transfer Fee Resolution (still under consideration)
 - Approval of September meeting minutes
 - Discussion of potential governing document updates
 - Review of a building-related repair
 - Board members were asked to respond to Todd Knight’s email with additional agenda suggestions by Friday, January 9. Todd will compile the final agenda.
 - The Board also discussed the meeting format and whether to allow open questions or require submissions in advance. It was decided that this meeting will follow a “submitted questions only” format.
- **Finance Committee Request – Additional Member**
 - The Finance Committee submitted a request to appoint a specific individual as a sixth member of the Committee.
 - While the Board appreciates the Committee’s recommendation, it reaffirmed that, under the Association’s Committee Member Policy, new members should be selected through an open call for interest rather than direct appointment.
 - A posting must be made on TownSq to invite all interested owners to submit their names for consideration.

- **Committee Charters**

- The Board discussed that all Committee Charters be reviewed and, if needed, updated to align with the Association's overarching policies. The updated drafts should be discussed with each Committee Chair by March 1.
- Board liaisons will notify the Clubhouse and Finance Committees of this directive.
- The Board unanimously agreed to proceed with this work.

4. Old Business

- **Parking During Snow Events**

- The Board discussed a concern raised by the Building and Grounds Committee regarding an owner parking on the street during snow events, which created challenges for Equinox during snow removal.
- Although a Committee member has since spoken with the owner, who agreed to stop, the Board agreed that a broader reminder is appropriate.
- Julie Kinney will coordinate with the Committee to post a general reminder on TownSq regarding parking restrictions during snow events.

- **Rule Finalization**

- The Board discussed remaining items needed to finalize the Association's Rules in preparation for a vote at the January 21, 2026 meeting.
- A key topic was whether to retain the list of annual maintenance responsibilities for owners. While the Rules Committee recommended its removal, legal counsel advised keeping it. The Board agreed that removing it could inadvertently shift liability to the Association.
- The Board also discussed the structure of the Grievance Committee. Due to the infrequency of grievances, it was agreed that a standing committee is unnecessary and that members should instead be appointed as needed when a grievance arises.
- Motion by Todd Knight to:
 - Retain the existing wording on owner maintenance responsibilities.
 - Revise the Grievance Committee section to state that it will consist of three members, appointed only when needed.
 - Motion seconded by Julie Kinney. Motion carried unanimously.
- Julie Kinney will contact Barb Schmitt to incorporate the approved changes, with the goal of finalizing the document in time for the January 21 meeting. If not feasible, the Board will review it at the earliest opportunity.

- **Legal Review of Maintenance Responsibility Chart:**

- The Board reviewed the maintenance responsibility chart prepared by Kaman & Cusimano and discussed questions related to past practices and their alignment with the chart's assignments.
- Clarification is needed on whether certain responsibilities, particularly those involving pest control and exterior-related issues, can be designated as the owner's obligation.
- Julie Kinney will follow up with legal counsel to confirm interpretations and ensure consistency with Association policy. Julie will also work with counsel to verify two

additional items noted on the chart (lamp posts in front of units and ventilation/insulation in attic space).

- **Directors & Officers Coverage and Dual Board Roles**
 - Todd Knight confirmed with the Association's insurer that Directors & Officers (D&O) coverage includes claims between individual Board members; such claims are not excluded from coverage.
 - He also verified with legal counsel that serving concurrently as both President and Treasurer is permissible and does not present any issues.
- **Hunt Meeting Regarding Reporting Capabilities and Expectations**
 - The Board discussed the need for improved reporting from Hunt Management to better monitor owner requests and ongoing issues.
 - Julie Kinney volunteered to receive training from Hunt on TownSq and related platforms to support this effort.
- **Building Issues Procedure**
 - The Board intended to discuss granting Jerry Kalenderian authority to approve building-related repairs up to \$1,000.
 - The item was tabled due to Jerry's absence and will be revisited at a future meeting.

5. Adjournment

- There being no further business, Julie Kinney moved to adjourn the meeting. Motion seconded by Todd Knight. The meeting adjourned at 8:25 PM.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: April 29, 2026 | **Time:** 4:30 PM | **Location:** Microsoft Teams

1. Call to Order

- The meeting was called to order at 4:31 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Todd Knight, Jim Willard, Julie Kinney, Sherri Larson, Derek Stroobants
- **Board Members Absent:** None
- **Others Present:** Jennifer Stephens, Hunt Management

3. New Business

- **Owner Water Intrusion Matter**
 - The Board discussed recurring water intrusion affecting an owner's finished lower level during heavy rain events. Prior corrective work by the developer included installation of a swale and French drain, which helped but have not fully resolved the issue.
 - The most recent intrusion occurred during the heavy storms in the second week of April. The owner's contractor noted a possible missing vapor barrier near the air conditioning unit and is expected to provide a report. Jenny Stephens is also working to obtain a quote to address the vapor barrier issue, though the Board noted this may not be the sole cause of the intrusion.
 - The Board discussed Berg's request for an engineering report or proposal and decided not to obtain a separate engineering report at this time. RCL and Eriksson are aware of the unit and will include it in their upcoming site review as a part of the overall engineering study. Jim Willard will follow up with the owner regarding the sump pump, including whether it was operating during the recent power outage and whether it has backup power.
 - No final repair decision was made pending additional information.
- **Owner Rules Violation**
 - The Board discussed a documented owner rules violation involving unauthorized mowing activity. The owner had previously been spoken to about the matter, and photo documentation was reviewed.
 - The Board discussed sending a violation letter identifying the rule, explaining the reason for the rule, and outlining potential financial consequences if the violation continues, with the intent of not imposing a fine at this time.
 - **Motion** by Todd Knight to have Jenny send a violation letter, including the rule violated and the "why" behind it, noting that the next violation could have a fine up to \$500. Sherri Larson seconded. Jenny will send the draft to the Board first to review. Motion carried unanimously.
- **Treasurer Position**
 - The Board discussed Sherri Larson's offer to serve as Treasurer until November. The Board also discussed Rick Larson's role on the Finance Committee, noting that the committee is advisory, does not have access to funds, and that Association

financial controls require multiple individuals and Board approval. Sherri is no longer chair of the Social Committee.

- The Board discussed proactively addressing any perceived conflict of interest in an owner communication and at the upcoming Owner Q&A meeting.
- **Motion** by Todd Knight to have Sherri take over as the Treasurer of the Association as soon as the Board can finalize the logistics of the transition. Jim Willard seconded. Motion carried unanimously.
- Todd Knight will coordinate with Sherri Larson to facilitate the transition.
- **Approval of April 15, 2026 Meeting Minutes**
 - **Motion** by Julie Kinney to approve the April 15, 2026 minutes. Todd Knight seconded. Motion carried unanimously.
- **Engineering Studies**
 - The Board discussed updates regarding the RCL and Eriksson studies, including inspection scheduling, the list of units to be inspected, and attorney review.
 - Todd Knight reported that minor attorney revisions were forwarded to RCL and that Eriksson is already scheduled. Todd will forward the contracts to the Directors for review and approval before signing. Paul and Todd will meet Friday to compile the list of units to be inspected.
 - **Motion** by Todd Knight that the RCL and Eriksson studies are paid for out of the reserves and future activity will be addressed separately. Jim Willard seconded. Motion carried unanimously.
- **May Ad-Hoc Board Meeting**
 - The Board discussed scheduling a special Board meeting because the next scheduled meeting is the Owner Q&A. An additional meeting was scheduled for Tuesday, May 19, 2026, at 5:00 PM at the Clubhouse, with a Teams link for Jenny Stephens. The Building and Grounds Committee may be invited to join at 5:30 PM to discuss some recommendations.

4. Adjournment

- There being no further business, Todd Knight moved to adjourn the meeting. Julie Kinney seconded. Motion carried unanimously.
- The meeting was adjourned at 5:33 PM.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: May 19, 2026 | **Time:** 4:30 PM | **Location:** Microsoft Teams

1. Call to Order

- The meeting was called to order at 4:31 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Todd Knight, Jim Willard, Julie Kinney, Sherri Larson, Derek Stroobants
- **Board Members Absent:** None
- **Others Present:** Jeff Hunt, Angie Rosploch, Jennifer Stephens (Hunt Management); Stephen Birkholz and Darlene MacBride (Executive Committee)

3. Approval of Previous Meeting Minutes and Action Log

- Motion by Todd Knight, seconded by Julie Kinney, to ratify the approved minutes from the April 29, 2026 Board Meeting. Motion carried unanimously.
- Motion by Todd Knight, seconded by Jim Willard, to ratify the Action Log dated May 19, 2026. Motion carried unanimously.

4. Hunt Service Team Update

- Jeff Hunt discussed management services and proposed transitioning primary account management responsibilities to Angie Rosploch.
- The Board and Hunt Management discussed communication expectations, outstanding work orders, transition planning, and onboarding support for the Treasurer role.
- Hunt Management will work with the Board to identify and transition open items and ensure continuity during the management change.
- Motion by Todd Knight, seconded by Sherri Larson, to accept Hunt Management's proposal to transition primary account management responsibilities to Angie Rosploch. Motion carried unanimously.

5. Owner/Resident Matters

- There were no rule violations to address.
- Motion by Todd Knight, seconded by Jim Willard, to approve roof repairs at 19822 Overstone Dr. in the amount of \$1,440. Motion carried unanimously.
- Motion by Jim Willard, seconded by Todd Knight, to approve exterior repairs related to a basement leak at 7926 E. Stone Ridge in the amount of \$1,480. Motion carried unanimously. Interior repairs, including insulation replacement, are the owner's responsibility.
- Basement leak at 19977 Overlook Ct. remains under review with Berg Development.
- Water intrusion at 7873 W. Stone Ridge Dr. was tabled pending Board review of supporting materials.
- Motion by Todd Knight, seconded by Jim Willard, to direct Hunt Management to submit an insurance claim related to water damage affecting four homes from a plugged drain. Motion carried unanimously.
- Bent apron board concern at 7986 W. Stone Ridge was determined to be cosmetic and not an Association responsibility.

- Basement window water intrusion at 7814 W. Stone Ridge was determined to be owner responsibility.
- The Board discussed updates to the maintenance responsibility chart based on owner feedback, including sump pumps, water softeners, and radon mitigation systems.
- The Board discussed responsibility for vole control and requested confirmation regarding owner versus Association responsibility.

6. Management Report

- Hunt Management reviewed ongoing maintenance projects, owner maintenance requests, roof leak investigations, contract activities, and administrative matters.
- The Board reviewed a seal coating proposal for Association roadways and parking areas. Action was deferred pending a revised proposal that includes repair of a crack in the clubhouse parking lot.
- Hunt Management reported that the hail damage inspection remains pending.
- Hunt Management provided an update on owner interest in group stinging insect treatment and HVAC service proposals.
- Hunt Management confirmed the Annual Owners' Meeting is scheduled for November 4, 2026, at Twelve29. Written confirmation of the venue reservation is pending.

7. Owners' Session Planning

- The Board discussed the format, ground rules, moderation, and logistics for the upcoming Owners' Forum.
- Jeff Thistle was identified as moderator for the event.
- The Board discussed committee participation and reviewed questions submitted in advance, including assignment of subject matter experts to respond during the forum.
- The Board reviewed a written owner concern regarding the timeliness of a roof repair and discussed escalation of the matter with Hunt Management.

8. Committee Reports

- **Building & Grounds Committee**
 - Julie Kinney provided an update on gutter and downspout issues identified during recent property inspections.
 - The Committee recommended engaging Gutter Solutions to complete repairs estimated at \$2,400. The Board requested additional information and deferred consideration until the June 17 meeting.
 - The Committee provided an update on potential ice dam mitigation strategies and plans to present additional information at the June 17 meeting.
- **Finance Committee**
 - No report
- **Transition Committee**
 - The Committee provided an update on ongoing engineering studies and transition-related activities.
- **Clubhouse Committee**
 - The Committee provided an update on clubhouse activities, including Flex Room acknowledgments.

9. Old Business

- **Rule Change Review**

- Jim Willard led a review of proposed clubhouse rule revisions.
- The Board discussed consolidating legal and liability language within the clubhouse rules while maintaining appropriate protections for the Association.
- The Board determined that rental of the event space will not include use of the Flex Room.
- The Board determined that patio access will not be included as part of event space rentals.

10. New Business

- The Board discussed fundraising as a potential option to support community enhancements or projects not included in the Association budget. No action was taken.

11. Adjournment

- Motion by Todd Knight, seconded by Sherri Larson, to adjourn the meeting. Motion carried unanimously.
- The meeting adjourned at 8:27 PM.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Board Tracking Planner

For 5/19/2026
Board Meeting

Monthly Items to									
Vote on:	Category	Priority	Issue	Votes	Board Decision	Date of Decision	Status	\$ Amount	Comments
Committee Members	Grounds (Landscaping)	C	Building & Grounds Committee selected two candidates to add to their committee to fill open seats. Submitted their recommendation to the Board for approval (Kim Brizendine and Lisa Fendt).	Derek	Yes	4/16/2026	Closed	\$0.00	
				Jim	Yes	4/16/2026			
				Julie	Yes	4/16/2026			
				Todd	Yes	4/16/2026			
New Board Director Selection		A	Existing four Board members agreed to approach Sherri Larson to fill the vacant Director role. She graciously accepted. Vote to appoint Sherri Larson to fill the vacancy role through the Annual Meeting in November 2026	Derek	Yes	4/20/2026	Closed	\$0.00	
				Jim	Yes	4/20/2026			
				Julie	Yes	4/20/2026			
				Todd	Yes	4/20/2026			

Overstone Condominium Association**Board of Directors Meeting Minutes**

Date: June 17, 2026 | **Time:** 6:30 PM | **Location:** Overstone Clubhouse and Teams

1. Call to Order

- The meeting was called to order at 6:33 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Todd Knight, Jim Willard, Julie Kinney (via Microsoft Teams), Sherri Larson, Derek Stroobants
- **Board Members Absent:** None
- **Others Present:** Angie Rosploch, (Hunt Management); Stephen Birkholz (Executive Committee); Jim Koelbl and Dan Rusch (Building & Grounds Committee); Rick Larson (Finance Committee).

3. Approval of Previous Meeting Minutes and Action Log

- Motion by Todd Knight, seconded by Jim Willard, to ratify the approved minutes from the May 19, 2026 Board Meeting. Motion carried unanimously.
- Motion by Todd Knight, seconded by Sherri Larson, to ratify the Action Log dated June 17, 2026. Motion carried unanimously.

4. Financial Report

- **Reserve Study Recommendation**
 - Rick Larson presented the Finance Committee's review of the Superior Reserve Study and reserve funding recommendations.
 - The Committee reviewed the study in detail, identified items that could be funded through the operating budget rather than reserves, and developed revised funding projections.
 - The Committee recommended focusing reserve planning on the next 10 years rather than the full 30-year horizon included in the study and targeting a reserve funding level of approximately 75%–80%.
 - The Board discussed reserve funding levels, potential impacts on property values, owner expectations, future maintenance needs, and the distinction between reserve and operating expenses.
 - The Board discussed establishing a regular cadence for future reserve study updates. No action was taken.
- **Treasurer's Report**
 - Sherri Larson reviewed recent financial activity, including reserve and operating fund transfers, budget balances, accounting updates, and funding needs for unbudgeted maintenance, legal, engineering, and repair expenses.
 - The Board discussed potential budget reallocations to address maintenance priorities and ongoing repair needs.
 - Motion by Sherri Larson, seconded by Jim Willard, to transfer \$2,400 from the Concrete Repairs budget to the Maintenance budget. Motion carried unanimously.

5. Owner/Resident Matters

- **Management Report**

- Motion by Derek Stroobants, seconded by Jim Willard, to approve replacement of roof vents at 19800 Overstone for \$695. Motion passed unanimously.
- Management provided an update on a fireplace ventilation issue at 7873 W. Stone Ridge. Additional investigation was authorized, as the issue did not appear to originate in the fireplace ventilation.
- Management provided an update on troubleshooting and warranty repairs related to the Association's pond fountains. An electrician will be engaged to further evaluate electrical components associated with Pond 2.

- **Rule Violations**

- No rule violations were discussed.

- **Miscellaneous Owner Matters**

- The Board discussed homeowner generator requests and the need for consistent installation and approval guidelines.
- Hunt Management was asked to research generator policies used by other associations for future Board consideration. No action was taken pending review of proposed guidelines.

6. Old Business

- **Building & Grounds Proposals**

- Jim Koelbl and Dan Rusch presented recommendations regarding gutter and downspout repairs throughout the community.
- The Committee reported that several existing drainage issues appear to be related to original installation designs that did not account for varying site conditions, resulting in erosion and water management concerns in certain areas.
- The Board reviewed a list of recommended repairs and associated costs. Additional information regarding final pricing will be obtained before work proceeds.
- The Committee presented potential gutter guard solutions for buildings near wooded areas and discussed associated costs, maintenance considerations, and possible pilot installations.
- The Committee also presented options to address recurring ice damming issues affecting certain Model C units, including larger front gutters and limited pilot installations to evaluate effectiveness.

- **Rules Discussion**

- The Board reviewed proposed revisions to the Association Rules and Regulations, including pool rules, noise provisions, common areas, limited common elements, and landscaping guidelines.
- The Board generally supported the proposed revisions to the pool rules and discussed clarifying references to applicable Village noise ordinances.
- The Board reviewed proposed changes related to landscaping and limited common elements and provided feedback regarding permitted decorative items, bird feeders, etc.
- Jim Willard will incorporate Board feedback and distribute a revised draft for further review.

7. New Business

- **Gutters and Downspouts**

- Motion by Sherri Larson, seconded by Todd Knight, to approve \$2,400 in gutter and downspout repairs recommended by the Building & Grounds Committee, funded through the previously approved reallocation of funds from the Concrete Repairs budget. Motion carried unanimously.

8. Other Business

- **Liability and Maintenance Considerations**

- The Board discussed potential liability considerations associated with homeowners performing their own lawn maintenance. Hunt Management is awaiting guidance from the Association's insurance carrier.
- The Board also discussed ongoing erosion and maintenance concerns in an area requiring manual trimming due to steep grading. Long-term solutions may be evaluated to reduce recurring maintenance and restoration costs.

9. Adjournment

- Motion by Todd Knight, seconded by Jim Willard, to adjourn the meeting. Motion passed unanimously.
- The meeting adjourned at 9:18 PM.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Board Tracking Planner

For 7/15/2026

Board Meeting

Monthly Items to Vote on:	Category	Priority	Issue	Votes	Board Decision	Date of Decision	Status	\$ Amount	Comments
Clubhouse Beverage Cooler	Building	B	Beverage cooler on the patio is out of service, requiring a new circuit board (cost ~\$400, plus service call fee of \$175). Existing cooler not designed for outdoor use. Recommend purchasing a replacement, at a cost of \$578. Committee has budget remaining. Does the Board approve purchasing a new beverage cooler for the patio?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	6/30/2026 6/30/2026 7/2/2026 6/30/2026 6/30/2026	Closed	\$578.00	https://www.amazon.com/Coolake-Refrigerator-Beverage-Stainless-Freestanding/dp/B0FYMYRKZ4/ref=sr_1_2?cr_id=7H94HXM7GIGQ&dib=eyJ2IjojMSJ9.5j1FOuzPZPuUoVJlefn92MXBJ7dNhKl8XtYfbkpy3PYaoYHxZxbQSebR1ALY-y1HxWeujB7z796hbnNm1b1ql6K1xgZXdkCOMwDWL524Al2pF0rlpLhHhiaGvdDIOZmm4qClqGeTcszpkjqQjTQ
Pool Rules	Rules Reminder	B	The Board continues to work through Association Rules, and recently aligned on rules specific to the pool. Rather than wait until all rules are reviewed and revised, given that it is peak pool season, does the Board want to distribute the recently aligned on and updated pool rules to owners?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/8/2026 7/6/2026 7/7/2026 7/7/2026 7/8/2026	Closed	\$0.00	
Community Room Sound Panels	Building	C	Clubhouse Committee is proposing two large panels to be purchased at an estimated cost of \$512 and installed by the Committee. The full cost will be covered by generous donations from a few owners.	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/8/2026 7/8/2026 7/8/2026 7/9/2026 7/8/2026	Closed	\$0.00	Cost covered in full by donations from generous owners.
Clubhouse Committee Members	Committees	B	Clubhouse Committee has three vacancies (up from one). They received three applications to their recent post soliciting new members. Committee met with the interested applicants and recommends they be added to the Committee. New members would be: Barb Schmit, Kent Willets, and Ann O'Neil.	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/8/2026 7/6/2026 7/7/2026 7/6/2026 7/6/2026	Closed	\$0.00	
Unit Maintenance	Building	A	Relates to a leak over the winter that was waiting on the owner to return for repairs to be made. Determined that the issue was related to bathroom vents/tubing not being properly installed and disconnected. SJS went out, reconnected the tubes temporarily, and recommends replacing two roof vents and corresponding tubes, as well as replace ice/water shield and shingles. Does the Board approve these repairs as split between owner (vents and interior) and Association (roof-related)?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/13/2026 7/8/2026 7/8/2026 7/9/2026 7/9/2026	Closed	\$1,080.00	Costs split between Association and owner (roof-related is picked up by Association).
Unit Maintenance	Building	A	SJS did an inspection following reports of water leaking into a fireplace. SJS didn't identify any issues on the roof or in the attic. Applied a sealant to the seam in a pipe within the fireplace ductwork. Recommend owner continue to monitor and if dripping continues, contact a fireplace technician. Does the Board agree that this is Owner responsibility since roof has been ruled out?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/13/2026 7/1/2026 7/13/2026 7/1/2026 7/2/2026	Closed	\$225.00	Any further investigation is Owner responsibility.
Board Signature Authorization	Legal	C	Currently, only the President is authorized to sign contracts on behalf of the Association. For others to sign, the Board would need to authorize. Todd requested that the Board grant authorization for any Director to sign a vendor contract under \$5,000 if already voted on and approved by the Board. Does the Board support this?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/13/2026 7/8/2026 7/8/2026 7/8/2026 7/8/2026	Closed		

Overstone Condominium Association**Board of Directors Meeting Minutes**

Date: July 15, 2026 | **Time:** 6:30 PM | **Location:** Overstone Clubhouse and Zoom

1. Call to Order

- The meeting was called to order at 6:32 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Todd Knight (via Zoom), Jim Willard, Julie Kinney, Sherri Larson, Derek Stroobants
- **Board Members Absent:** None
- **Others Present:** Angie Rosploch (Hunt Management); Stephen Birkholz (Executive Committee)

3. Approval of Previous Meeting Minutes and Action Log

- Motion by Sherri Larson, seconded by Jim Willard, to approve the minutes from the June 17, 2026 Board Meeting and ratify the Action Log dated July 15, 2026. Motion carried unanimously.

4. Financial / Treasurer Report

- **AV Consultant Invoices**
 - The Association received invoices totaling more than \$5,000 for work performed over several years, including original installation work completed while Berg controlled the Association.
 - Sherri Larson will ask the vendor to separate charges related to the original installation for billing to Berg. Remaining charges will be sent to the Clubhouse Committee for review.
 - Sherri will also confirm the applicable sales tax rate with the vendor.
- **CD Maturity**
 - A \$108,204.78 CD with Western Alliance Bank matures July 26, 2026.
 - The Finance Committee recommended transferring the funds to the Fidelity account and investing in a one-year CD with Bank of Lake Mills at +/-4.25%, with interest paid monthly. The recommendation supports the Association's existing CD ladder.
 - Motion by Jim Willard, seconded by Julie Kinney, to invest the maturing funds through the Fidelity account in a one-year Bank of Lake Mills CD at +/-4.25%. Motion carried unanimously.
- **Treasurer's Report**
 - Sherri Larson reviewed recent financial activity, including reserve and operating fund transfers, budget balances, accounting updates, and funding needs for unbudgeted maintenance, legal, engineering, and repair expenses.

5. Owner/Resident Matters

- **Management Report**
 - Hunt Management continues to reconcile open and completed items in CINC and TownSq.

- Sealcoating expected to be completed July 16. Hunt Management will inspect the work and coordinate any necessary follow-up with PLM.
- Hunt Management continues to assist with an insurance claim involving damage caused by a sump pump backup. Additional owner documentation remains outstanding.
- A foundation contractor was scheduled to inspect 7873 W. Stone Ridge Dr. Hunt Management will provide an update when available.
- Hunt Management will email the Board regarding 19977 Overlook Ct. and request direction.
- **Rule Violations**
 - No rule violations were discussed.
- **Miscellaneous Owner Matters**
 - 19926 Overlook Court Repair: Paul Davis was paid for the completed repairs. The owner continues to seek reimbursement from Berg, but no contribution is anticipated.
 - Hunt Management will review an owner's recurring delinquent assessment balance and report back to the Board.

6. Committee Reports

- **Building & Grounds Committee**
 - Previously approved gutter and downspout repairs were completed. One gutter installation requires correction; the Committee will obtain a quote.
 - The Committee recommended cleaning gutters on 44 buildings near large trees. The Board tabled the matter for future budgeting.
 - The Committee proposed installing stone around one tree on a slope as a \$350 trial to reduce mulch washout.
 - Motion by Sherri Larson, seconded by Todd Knight, to authorize the trial using the Committee's current budget. Motion carried unanimously.
 - Fountain repair options were reviewed for the Pond 2 fountain. Inspection and shipping would cost at least \$1,600, and replacement could cost approximately \$7,800. The Board requested additional options for the remainder of the season.
 - Julie Kinney will ask the Committee to draft a communication clarifying its responsibilities and service expectations to educate owners.
 - The Committee presented a pool-area planting plan for the 2027 budget. The Board tabled the request pending completion of the budget.
 - The question of owners mowing their own lawns remains pending further information regarding insurance liability. Tabled.
 - The Board directed that the maintenance dues allocation chart that was shared at the 2025 Annual Meeting be included in the next newsletter.
 - The Committee will solicit new members to fill three upcoming vacancies.
 - The Committee proposed testing a fishing-line barrier around ponds as a goose deterrent.
 - Motion by Jim Willard, seconded by Sherri Larson, to authorize the Pond 3 trial. Motion carried unanimously.
 - The Committee requested that Building & Grounds be divided into two committees due to workload.

- Motion by Julie Kinney, seconded by Sherri Larson, to establish separate Landscape & Grounds and Building Repair & Maintenance Committees, with revised charters to define responsibilities. Motion carried unanimously.
- **Finance Committee**
 - Sherri Larson reported that the Committee reviewed the Reserve Study and its recommendations to the Board.
- **Clubhouse Committee**
 - Jim Willard reported that the beverage refrigerator was replaced and two (2) sound panels have been ordered for the Community Room (conference room). The purchase is being funded through a resident donation.
- **Transition Committee**
 - Motion by Julie Kinney, seconded by Derek Stroobants, to enter executive session. Motion carried unanimously. The Board entered executive session at 8:11 p.m.
 - Motion by Todd Knight, seconded by Julie Kinney, to exit executive session. Motion carried unanimously. The Board returned to open session at 8:51 p.m.

7. Old Business

- **Reserves**
 - The Board tabled discussion of reserve recommendations and next steps until the August meeting.
- **Rules and Regulations**
 - The Board reviewed proposed revisions to the Association's Rules and Regulations.
 - Motion by Sherri Larson, seconded by Julie Kinney, to approve the proposed revisions, subject to the discussed change regarding hazardous waste. Motion carried unanimously.
 - Jim Willard will incorporate the approved change and distribute the revised document.
- **Guardrail Contract Signatures**
 - The Board addressed contract authorization between meetings via email. No additional action was taken, as the Board didn't have additional changes requested to the process agreed upon via email (the Board granted authorization for any Director to sign a vendor contract under \$5,000 if already voted on and approved by the Board).
- **Newsletter**
 - Todd Knight will prepare an initial draft for an August summer newsletter. Julie Kinney will request content from committee chairs.
- **Executive Committee Vacancy**
 - The Board discussed the vacancy and the limited time remaining in the Committee's term.
 - Motion by Todd Knight, seconded by Julie Kinney, to leave the vacancy unfilled. Motion carried unanimously.

8. New Business

- **Fundraisers**
 - Discussion was deferred to the August meeting.
- **Hail Damage Report**

- Based on the LHR report, the Board agreed that the damage did not warrant filing an insurance claim.
- Motion by Todd Knight, seconded by Jim Willard, not to pursue a hail damage claim. Motion carried unanimously.
- **Generator Installation Protocol**
 - The Board reviewed Hunt Management's generator request form and discussed installation and placement requirements.
 - Motion by Sherri Larson, seconded by Julie Kinney, to require owners to submit Hunt Management's form, with final approval by the Board. Motion carried unanimously.
- **Solicitation Update**
 - Jim Willard reported that existing Village of Lannon ordinances do not clearly address solicitors.
 - He worked with the police chief to draft a proposed ordinance update to support enforcement. The matter is expected to be considered at a future Village Board meeting.

9. Other Business

- **TownSq Forum**
 - Hunt Management and the Board agreed that the TownSq forum has improved visibility and the approval process.
 - Hunt Management will post items by Wednesday each week for Board review and response. The forum is not intended for emergencies.
 - The Board agreed to continue using the forum.

10. Adjournment

- Motion by Julie Kinney, seconded by Derek Stroobants, to adjourn the meeting. Motion carried unanimously.
- The meeting adjourned at 9:20PM.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Board Tracking Planner

For 7/15/2026

Board Meeting

Monthly Items to Vote on:	Category	Priority	Issue	Votes	Board Decision	Date of Decision	Status	\$ Amount	Comments
Clubhouse Beverage Cooler	Building	B	Beverage cooler on the patio is out of service, requiring a new circuit board (cost ~\$400, plus service call fee of \$175). Existing cooler not designed for outdoor use. Recommend purchasing a replacement, at a cost of \$578. Committee has budget remaining. Does the Board approve purchasing a new beverage cooler for the patio?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	6/30/2026 6/30/2026 7/2/2026 6/30/2026 6/30/2026	Closed	\$578.00	https://www.amazon.com/Coolake-Refrigerator-Beverage-Stainless-Freestanding/dp/B0FYMYRKZ4/ref=sr_1_2?cr_id=7H94HXM7GIGQ&dib=eyJ2IjojMSJ9.5j1FOuzPZPuUoVJlefn92MXBJ7dNhKl8XtYfbkpy3PYaoYHxZxbQSebR1ALY-y1HxWeujB7z796hbnNm1b1ql6K1xgZXdkCOMwDWL524Al2pF0rlpLhHhiaGvdDIOZmm4qClqGeTcszpkjqQjTQ
Pool Rules	Rules Reminder	B	The Board continues to work through Association Rules, and recently aligned on rules specific to the pool. Rather than wait until all rules are reviewed and revised, given that it is peak pool season, does the Board want to distribute the recently aligned on and updated pool rules to owners?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/8/2026 7/6/2026 7/7/2026 7/7/2026 7/8/2026	Closed	\$0.00	
Community Room Sound Panels	Building	C	Clubhouse Committee is proposing two large panels to be purchased at an estimated cost of \$512 and installed by the Committee. The full cost will be covered by generous donations from a few owners.	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/8/2026 7/8/2026 7/8/2026 7/9/2026 7/8/2026	Closed	\$0.00	Cost covered in full by donations from generous owners.
Clubhouse Committee Members	Committees	B	Clubhouse Committee has three vacancies (up from one). They received three applications to their recent post soliciting new members. Committee met with the interested applicants and recommends they be added to the Committee. New members would be: Barb Schmit, Kent Willets, and Ann O'Neil.	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/8/2026 7/6/2026 7/7/2026 7/6/2026 7/6/2026	Closed	\$0.00	
Unit Maintenance	Building	A	Relates to a leak over the winter that was waiting on the owner to return for repairs to be made. Determined that the issue was related to bathroom vents/tubing not being properly installed and disconnected. SJS went out, reconnected the tubes temporarily, and recommends replacing two roof vents and corresponding tubes, as well as replace ice/water shield and shingles. Does the Board approve these repairs as split between owner (vents and interior) and Association (roof-related)?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/13/2026 7/8/2026 7/8/2026 7/9/2026 7/9/2026	Closed	\$1,080.00	Costs split between Association and owner (roof-related is picked up by Association).
Unit Maintenance	Building	A	SJS did an inspection following reports of water leaking into a fireplace. SJS didn't identify any issues on the roof or in the attic. Applied a sealant to the seam in a pipe within the fireplace ductwork. Recommend owner continue to monitor and if dripping continues, contact a fireplace technician. Does the Board agree that this is Owner responsibility since roof has been ruled out?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/13/2026 7/1/2026 7/13/2026 7/1/2026 7/2/2026	Closed	\$225.00	Any further investigation is Owner responsibility.
Board Signature Authorization	Legal	C	Currently, only the President is authorized to sign contracts on behalf of the Association. For others to sign, the Board would need to authorize. Todd requested that the Board grant authorization for any Director to sign a vendor contract under \$5,000 if already voted on and approved by the Board. Does the Board support this?	Derek Jim Julie Sherri Todd	Yes Yes Yes Yes Yes	7/13/2026 7/8/2026 7/8/2026 7/8/2026 7/8/2026	Closed		

Overstone Condominium Association**Board of Directors Meeting Minutes**

Date: January 13, 2026 | **Time:** 6:00 PM | **Location:** Overstone Clubhouse

1. Call to Order

- The meeting was called to order at 6:00 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Julie Kinney, Todd Knight, Jim Willard, Jerry Kalenderian, Derek Stroobants

3. New Business

- **Executive Committee Charter:** Motion by Todd Knight to update the Executive Committee Charter to the version he distributed prior to the meeting. Seconded by Jerry Kalenderian.
 - The Board discussed the purpose of the Committee, the proposed revisions, and concerns about amending the Charter shortly after its unanimous approval by the four directors present at the January 7, 2026 meeting.
 - The Board also reviewed prior communications shared with the Association regarding the Charter.
 - **Vote:** Motion passed (3 in favor, 2 opposed).

4. Adjournment

- There being no further business, Julie Kinney moved to adjourn the meeting, seconded by Todd Knight. The meeting was adjourned at 6:14 PM.

Respectfully Submitted,

Derek Stroobants

Secretary, Overstone Condominium Association

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: February 18, 2026 | **Time:** 7:00 PM | **Location:** Overstone Clubhouse and via Teams

1. Call to Order

- Todd Knight called the meeting was called to order at 6:59 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Julie Kinney, Todd Knight, Jim Willard, Derek Stroobants, Jerry Kalenderian
- **Board Members Absent:** None
- **Others Present:** Steve Birkholz, Sherri Larson (Executive Committee)

3. Approval of Minutes from January 7 and 21, 26, 2026 Board Meetings. Motion by Todd Knight, seconded by Julie Kinney, to approve the minutes of the January 7, January 21, and January 26, 2026 Board meetings. Motion carried unanimously.

Note: The January 7, 2026 minutes had been previously approved.

4. Financial Report

- **Financial Status Report:** Hunt Management provided a Financial Status Report in the Board materials summarizing current balances and account activity.
- **CD Expiration and Investment Discussion:**
 - A Certificate of Deposit recently matured. Todd Knight advised that transferring the funds to the Association's Fidelity account would yield a higher interest rate than renewing the CD. Todd is working with the Finance Committee on this matter.
 - Current Fidelity account access includes Todd Knight and Jerry Kalenderian. Julie Kinney will replace Jerry Kalenderian's access. John Widdifield's access is being transitioned to Rick Larson.
 - The Board discussed the short notice provided regarding the CD maturity and the resulting need for a timely decision. The Finance Committee has requested improved advance visibility from Hunt Management on future maturities and financial deadlines.

5. Owner Matters

- **Meeting Format Discussion:** Hunt Management relayed a suggestion to discontinue offering a Zoom option for Board meetings, holding meetings either fully in-person or virtual.
- As Hunt Management was not present at the meeting, it was tabled for a future meeting.

6. Executive Session.

- Motion by Julie Kinney, seconded by Todd Knight, to enter Executive Session. Motion carried unanimously. The Board entered Executive Session at 7:15 PM.
- Motion by Jim Willard, seconded by Todd Knight, to return to Regular Session. Motion carried unanimously. The Board reconvened in Regular Session at 8:10 PM.

7. Committee Reports

- **Finance Committee (Todd Knight):**
 - Legal expenses have reached the annual budgeted amount with the next anticipated invoice.
 - Todd Knight reviewed the Finance Committee Charter, noting it predates the current Board and requires committee review of contracts. In practice, this has not occurred. The Committee is evaluating updates to better reflect current procedures. The Board discussed that the current collaborative working arrangement with the Committee is functioning well.
 - Delivery timing of monthly financial reports has improved.
- **Building & Grounds Committee (Julie Kinney):**
 - **Solitude Lake Management Contract:** The proposed contract was reviewed and came in under the \$5,000 budgeted amount. The vendor presented services onsite. Todd Knight executed the contract. Julie Kinney will provide a copy to Jim Koelbl and Jenny Stephens.
 - **Sidewalk Dripping / Ice Concerns:** Following a community walk-through, the Committee observed recurring dripping over front sidewalks, believed to be a design issue affecting Model C units. Heat tape is being considered as a potential long-term solution. As an interim measure, the Committee recommended notifying homeowners that icing may continue and suggesting the use purchased ice melt (that is safe for pets, landscaping, and concrete – the exact type, either calcium chloride or magnesium chloride will be confirmed). The snow removal contract does not include repeated return visits for this issue.
 - **Wildlife Feeding:** The Committee reported concerns regarding homeowners feeding wildlife (turkeys), resulting in property damage. A communication reminding owners that feeding wildlife is prohibited by Association Rules was recommended.
 - **Overnight Street Parking:** The Committee recommended issuing a reminder regarding overnight parking restrictions.
 - **Motion:** Julie Kinney moved to direct Hunt Management to issue the recommended communications. Todd Knight seconded. Motion carried unanimously.

8. Old Business

- **Email Vote Requirement:** The Board discussed the current bylaw requirement that Board actions taken by email be approved unanimously. The possibility of allowing majority email votes was considered; however, this would require a bylaw amendment. No action taken.
- **Clubhouse Coffee Machine:**
 - The Board discussed prior confusion regarding repair of the clubhouse coffee machine. Funds were allocated in the 2026 budget for repair, with the understanding that repairs would proceed if costs remained within budget.
 - The machine was diagnosed and repaired within the approved budget amount. Total expenses for inspection and repair were below the budgeted amount. Since January 1, owners have contributed \$1 per cup, with no issues experienced.
 - No additional Board approval was required, as expenses were within established guidelines.
- **Association Rules (Next Steps):**
 - The Board discussed whether to submit the full set of proposed rules to legal counsel for comprehensive review prior to publication. Additional topics identified

for inclusion or clarification included insect/pest control and recording policies. The Board also discussed potentially adding a rule prohibiting feeding wildlife.

- Legal counsel has previously reviewed the rules (during the developer period), and recent suggested revisions appeared minor. Counsel confirmed the Board has authority to adopt a rule requiring owners to pay for insect treatment.
- Julie Kinney moved to have the full rules reviewed by legal counsel. Todd Knight seconded. Discussion commenced, focusing on readiness of the rules for finalization and whether to address revisions in phases. After discussion, the Board declined to vote and the motion died.
- Todd Knight moved to table further discussion. Jerry Kalendarian seconded. Motion carried unanimously.

9. New Business

• **Water Damage Reporting and Process Review:**

- The Board discussed the volume of recent water damage incidents, many reportedly associated with vents. The Board is awaiting 16 reports from Hunt Management to allow for a comprehensive review of affected units, causes, and repair costs.
- The current repairs process was reviewed. Hunt Management has indicated a preference for a single point of contact for building-related matters. At present, Jenny Stephens contacts Jerry Kalendarian regarding building issues. Vendors are dispatched for inspection (SJS at \$225 per visit for vent/water-related incidents), and matters exceeding that amount are brought to the Board for approval before repairs proceed if it relates to Common Elements.
- The Board discussed improving tracking and reporting procedures, including clearer documentation of items pending Board review and improved visibility into repair volume and reimbursement tracking. The possibility of granting management limited spending authority up to a defined dollar threshold, with monthly reporting to the Board, was also discussed, but no action was taken.
- Todd Knight moved that Hunt Management send all water damage and related reports to both Jerry Kalendarian and Jim Willard, with Jim tracking matters and Jerry overseeing repairs. Motion seconded by Derek Stroobants. Motion carried unanimously.

• **Kaman & Cusimano:**

- **CPP Agreement Renewal:** The Board reviewed the Community Partner Program (CPP) Agreement. Todd Knight reported updated reduced rates. Todd Knight moved to renew the CPP Agreement with Kaman & Cusimano at an annual cost of \$2,000. Julie Kinney seconded. Motion carried unanimously.

10. Adjournment

- Due to the number of agenda items and the length of the meeting, Todd Knight moved to table the remaining agenda items for consideration at a future meeting and to adjourn. Jerry Kalendarian seconded. Motion carried unanimously. The meeting ended at 9:04pm.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: March 5, 2026 | **Time:** 6:30 PM | **Location:** Microsoft Teams

1. Call to Order

- The meeting was called to order at 6:31 PM by Todd Knight. A quorum was present.

2. Roll Call

- **Board Members Present:** Todd Knight, Julie Kinney, Jim Willard, Derek Stroobants, Jerry Kalenderian
- **Board Members Absent:** None
- **Others Present:** Sherri Larson and Steve Birkholz (Executive Committee); Jennifer Stephens (Hunt Management)

3. Board Meeting Protocol and Unilateral Actions

- **Meeting Protocol:** Todd Knight explained that the purpose of the meeting was to address agenda items that were not completed during the February 18 meeting. He also emphasized the Board's goal of establishing a consistent monthly meeting structure that allows all agenda items to be addressed within the allotted time. To help keep meetings efficient, Todd suggested limiting discussion to approximately three minutes per Director per topic, allowing each Director an opportunity to speak while maintaining meeting flow.
- **Unilateral Actions:** Todd Knight reminded Board members to remain mindful of concerns raised regarding the perception of unilateral actions by individual Directors. Board members were encouraged to raise any related concerns with Todd so the matter can be placed on a future agenda if further discussion is needed.

4. Approval of Minutes and Ratification of Action Log

- **Approval of Minutes:**
 - **Motion:** Todd Knight moved to approve the January 13, 2026 and February 18, 2026 Board Meeting minutes. Jerry Kalenderian seconded. Motion carried unanimously.
- **Ratification of Board Action Log:**
 - Todd Knight explained the purpose of the Board Action Log documenting actions taken between the January 21, 2026 and February 18, 2026 meetings.
 - Motion by Todd Knight, seconded by Jerry Kalenderian, to ratify the Action Log into the meeting minutes. Motion carried unanimously.

5. New Business

- **Building Repairs – Procedure and Authorization Request:**
 - The Board discussed a proposed procedure for approving building repairs under \$1,000. Under the proposal, Jerry Kalenderian would coordinate repair estimates and approvals, with Jim Willard tracking requests.
 - Concerns were raised about whether including additional review steps could slow the process. Jim Willard suggested tabling the matter until the developer transition is complete. It was clarified that repairs under \$1,000 would be reported to the Board for awareness rather than requiring formal approval.
 - **Motion:** Todd Knight moved to adopt the procedure. Jerry Kalenderian seconded. Motion carried unanimously.

- **Common Area Maintenance Guidelines / Hunt Authorization:**
 - Julie Kinney reported that updated maintenance responsibility guidelines from Kaman & Cusimano were received earlier that day and require review.
 - **Motion:** Julie Kinney moved to table the item for further review. Derek Stroobants seconded. Motion carried unanimously.
- **Parking Rule:**
 - The Board discussed inconsistencies between the Declarations, current Rules, and proposed Rules Committee revisions regarding driveway parking. Hunt Management reported increasing complaints regarding driveway parking. Directors noted that changes to governing documents could require legal review and filing with Waukesha County, and it may be easiest to align the Rules with the Declarations.
 - **Motion:** Jerry Kalenderian moved to table the matter pending legal review of the governing documents. Todd Knight seconded. Motion carried (4-1).
- **Radon Mitigation Approval Procedure:**
 - The Board discussed establishing guidelines for radon mitigation installations where venting may pass through common elements (roof). The goal is to create clear criteria to avoid requiring individual Board approvals.
 - Jerry Kalenderian will draft proposed guidelines for Board review.
 - **Motion:** Jerry Kalenderian moved to table the item pending development of guidelines. Todd Knight seconded. Motion carried unanimously.
- **Kaman & Cusimano Document Review:**
 - Todd Knight discussed a proposal from Kaman & Cusimano to review and update the Association's governing documents following transition to owner control. The preliminary estimate was \$3,500. As no funds are allocated in the 2026 budget, Todd suggested planning for the work in 2027 and budgeting accordingly.
 - **Motion:** Todd Knight moved to plan for the document review in 2027 and include the cost in the upcoming budget. Jerry Kalenderian seconded. It was noted that this is after the next Board election, and there may be new directors because of the election. Motion carried (4-1).
- **Board Meeting Schedule Through November:**
 - **Meeting Schedule:** The Board discussed meeting cadence and whether to continue a regular schedule.
 - **Motion:** Todd Knight moved to continue holding regular Board meetings on the third Wednesday of each month at 6:30 PM. Derek Stroobants seconded. Motion carried unanimously.
 - **Board Meeting Format (Board Working Sessions and Owner Q&A Sessions):** The Board discussed holding routine Board Working Sessions to conduct Association business, with periodic Owner Q&A Sessions scheduled throughout the year for homeowner questions and discussion, rather than having owners attend each monthly meeting.
 - **Motion:** Todd Knight moved to table further discussion of the meeting format until the next Board meeting and to hold the March 18 meeting as a Board Working Session focused on Board business, with a separate Owner Q&A Session to be scheduled. Jerry Kalenderian seconded. Motion carried (4-1).
 - **Owner Q&A Session:** The Board discussed hosting an owner Question and Answer session in spring after seasonal residents return.

- **Motion:** Julie Kinney moved to hold the Q&A session in May. Derek Stroobants seconded. Motion carried unanimously. The Board will coordinate the date and notify Hunt Management.
- **Newsletter:**
 - The Board discussed developing a regular Association newsletter to communicate updates to homeowners. Hunt Management noted it can assist with drafting and distribution.
 - **Motion:** Julie Kinney moved to publish a quarterly newsletter for the next year. Derek Stroobants seconded. Motion carried unanimously.
- **Transition Recommendations and Strategy:**
 - **Motion:** Todd Knight moved to enter Executive Session at 7:25 PM. Derek Stroobants seconded. Motion carried unanimously.
 - **Motion:** Jim Willard moved to exit Executive Session and return to regular session. Julie Kinney seconded. Motion carried unanimously. Executive Session ended at 8:15 PM, and the regular meeting resumed.

6. Other Business

- **Finance Committee Charter:**
 - Todd Knight reported that the Finance Committee Charter was revised with input from the Committee and Derek Stroobants to align with the Committee Member Policy. Key changes include removing responsibility for reviewing and approving contracts, adding a Secretary position, and expanding the committee to six members.
 - **Motion:** Todd Knight moved to approve the revised Finance Committee Charter. Jim Willard seconded. Motion carried unanimously.
- **Rules Committee Review:**
 - Julie Kinney moved to formally thank the Rules Committee for its work, acknowledge receipt of its recommendations, and conclude the ad-hoc committee's assignment. The Board noted the recommendations will be taken under advisement and revisited later in the year.
 - **Motion:** Julie Kinney moved as stated. Derek Stroobants seconded. Motion carried (4-1). Julie Kinney will prepare a communication to the committee.
- **Future Governing Document Review:** Jerry Kalendarian suggested that potential director term limits be considered when the Board undertakes a future review of the Association's governing documents with Kaman & Cusimano.

7. Adjournment

- Jerry Kalendarian moved to adjourn the meeting at 8:23 PM. Derek Stroobants seconded. Motion carried unanimously.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Board Tracking Planner

For 3/18/2026 Board Meeting										
Monthly Items to Vote on:	Property Address	Category	Priority	Issue	Votes	Board Decision	Date of Decision	Status	\$ Amount	Comments
Owner Communication	N/A: Association-wide	Transition	A	Desire to post a notice on TownSq and distributed via email asking owners to submit to Hunt Mangement any exterior photos taken during construction, as well as any architectural drawings they may have. This will help the Board ensure the build-out of the community is complete, without defects, and up-to-code so as to satisfy the transition from the developer to the Association.	Derek	Yes	2/3/2026	Closed		Derek drafted the communication and it's been provided to Hunt. Pending Hunt's establishment of a file repository. Once ready, Jenny Stephens will distribute the communication.
					Jerry	Yes	2/3/2026			
					Jim	Yes				
					Julie	Yes	2/5/2026			
					Todd	Yes	2/5/2026			

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: March 18, 2026 | **Time:** 6:30 PM | **Location:** Overstone Clubhouse

1. Call to Order

- The meeting was called to order at 6:29 PM by Todd Knight. A quorum was present.

2. Roll Call

- **Board Members Present:** Todd Knight, Julie Kinney, Jim Willard, Derek Stroobants
- **Board Members Absent:** None
- **Others Present:** Steve Birkholz (Executive Committee); Jennifer Stephens (Hunt Management)

3. Approval of Minutes and Ratification of Action Log

- **Approval of Minutes:**
 - Motion by Todd Knight, seconded by Julie Kinney, to approve the March 5, 2026 Board Meeting minutes. Motion carried unanimously.
- **Ratification of Board Action Log:**
 - Motion by Todd Knight, seconded by Jim Willard, to ratify the Action Log into the meeting minutes. Motion carried unanimously.

4. Financials

- **Budget vs. Actual Review:** Todd Knight led a review of year-to-date financials through the first two months of the year, highlighting areas of concern.
 - **Legal Expenses:** Over budget due to transition-related legal work. Funding options (reserves or special assessment) to be considered in the next budget cycle.
 - **Utilities and Waste Management:** Outstanding balances paid. Late fees incurred; Hunt Management will reimburse.
 - **Maintenance Repairs and Supplies:** Trending over budget. Hunt Management to review and report back to the Board by month-end.

5. Owner/Resident Matters – Hunt Management’s Report of Owner-Related Issues

- **Bulk Pickup Request:** Owner inquired about coordinating a neighborhood bulk pickup similar to nearby municipalities. Hunt Management will confirm options with Waste Management, but noted this is not in our current contract. No further action taken.
- **Pool Guest Request:** Owner requested exception to guest limit (increase to six total). Motion by Julie Kinney, seconded by Todd Knight, to deny the request. Motion carried unanimously.
- **Commercial Van Parking:** Owner reported a concern regarding a commercial van parking in the community on a regular basis. The Board noted applicable rules and declarations differ on this and noted the van was not parked for longer periods of time. Motion by Jim Willard, seconded by Derek Stroobants, to not issue a violation letter. Motion carried unanimously.
- **Ceiling Cracks (Unit Interior):** Owner reported recurring interior ceiling cracks and inquired about structural review (hired and paid for by the unit owner). The Board clarified responsibility for unit interiors. Motion by Jim Willard, seconded by Julie Kinney, to advise

the owner that inspection and repairs are at the owner's expense. Motion carried unanimously.

- **Dog Off-Leash Violation:** Owner reported repeated off-leash behavior and pet waste concerns. Motion by Derek Stroobants, seconded by Todd Knight, to issue a violation notice. Motion carried unanimously.
- **Vendor Misconduct (Debris Disposal):** Report of contractor disposing of materials improperly. Insufficient information available to confirm violation. Motion by Todd Knight, seconded by Derek Stroobants, to take no action without documentation. Motion carried unanimously.
- **Roof Leak Reports:** The Board reviewed multiple active roof leak reports. Prior to individual discussions, the Board referenced the Common Area Maintenance Guidelines to determine responsibility for roof (Association) versus venting/interior components (owner).
 - **19871 Overstone Dr:** Leak attributed to roof. Owner also requested attic access be installed. Motion by Jim Willard, seconded by Derek Stroobants, for Association to complete roof repair; attic access to remain owner expense. Motion carried unanimously.
 - **19773 Overstone Dr:** Owner reported recurring leaks attributed to disconnected vent tubing, previously repaired by Developer. The Board discussed this as a combined issue involving both roof-related construction concerns and venting, with responsibility split per the Maintenance Guidelines (roof: Association; venting: owner).
 - Initial motion by Jim Willard, seconded by Todd Knight, to have SJS complete repairs and independently invoice the Association for that part of the repair, with any other venting-related issue below the roof be the responsibility of the owner. Motion was withdrawn for clarification.
 - Motion by Jim Willard, seconded by Todd Knight, that all roof-related repairs be the responsibility of the Association and all venting-related repairs be the responsibility of the owner. Motion carried unanimously.
 - **20153 Overstone Dr:** Leak associated with venting and range hood tubing, with condensation observed and potential roof impact. Motion by Todd Knight, seconded by Jim Willard, that vent and venting repairs are the owner's responsibility and any roof-related repairs are the Association's responsibility. Motion carried unanimously.
 - **20120 Overstone Dr:** Leak under review by Developer.
 - **7924 W. Stone Ridge Dr:** Bathroom leak with water entering through fan; source may involve roof vent or venting. Full inspection pending improved weather conditions. Motion by Todd Knight, seconded by Derek Stroobants, that roof-related repairs are the Association's responsibility and venting repairs are the owner's responsibility. Motion carried unanimously.
 - **19864 Overlook Ct:** Leak traced to disconnected bathroom exhaust tubing with condensation present, with possible roof impact. Motion by Jim Willard, seconded by Todd Knight, that roof-related repairs are the Association's responsibility and venting repairs are the owner's responsibility. Motion carried unanimously.
 - **19583 Eagle Pass:** Recurrent bathroom leak attributed to poor vent connection causing condensation and water intrusion. Motion by Derek Stroobants, seconded by Todd Knight, that roof-related repairs are the Association's responsibility and venting repairs are the owner's responsibility. Motion carried unanimously.

- **7844 E. Stone Ridge:** Recurrent leak since 2024 with prior repairs by Developer; current scope includes both roof and venting components. Motion by Jim Willard, seconded by Todd Knight, that roof-related repairs are the Association's responsibility and venting repairs are the owner's responsibility. Motion carried unanimously.
- **20933 Overstone Dr:** Recurrent leak following prior repairs; inspection indicated inadequate roof venting and airflow leading to condensation (construction-related issue). Motion by Jim Willard that the Association bear the full cost of repairs due to roof-related construction deficiencies. Motion carried unanimously.
- **Maintenance Coordination Process:** The Board discussed the prior process in which Jerry Kalenderian served as the primary contact with Hunt Management for maintenance issues, including directing inspections and vendor engagement. With his resignation, the Board agreed to designate a new point of contact to streamline communication and response. Motion by Julie Kinney, seconded by Todd Knight, to designate Jim Willard as the primary contact for water intrusion issues, with authority to direct Hunt Management to engage SJS for inspection as needed. Motion carried unanimously.
- **Alteration Request – Artificial Turf:** Owner requested to cover gravel under deck with artificial turf. Request referred to the Building & Grounds Committee for review and recommendation. Item tabled pending committee review.

6. Committee Reports

- **Building and Grounds Committee Report**
 - The Committee is awaiting Board direction on quarterly owner communications and bird feeder/wildlife feeding rules. The Committee noted ongoing wildlife damage concerns and requested this topic be revisited during future rules discussions.
 - Four owners applied for two open Committee positions. Interviews will be conducted at the next Committee meeting, with final candidates to be submitted for Board approval.
 - The Substitution Planting List has been completed, shared with Hunt Management, and posted to TownSq. Communication regarding wildlife feeding has been distributed to owners.
 - The Committee is coordinating with D&W Gutter Solutions to obtain proposals for gutter and drainage issues, including potential heat tape solutions for ice damming.
 - **Perimeter Tree Trimming:** Proposal reviewed for trimming perimeter trees (within budget). Motion by Julie Kinney, seconded by Todd Knight, to approve the proposal. Motion carried unanimously.
- **Transition Committee Report**
 - The Committee is obtaining proposals for an engineering study to support the transition process. Proposals have been received from RCL (comprehensive study) and Eriksson (civil engineering), with a third proposal from Klein & Hoffman (structural) expected.
 - The Board will review proposals collectively once all are received and determine scope, timing, and next steps, including coordination with legal counsel to confirm appropriate coverage.
- **Clubhouse Committee Report**
 - The Committee requested updates to the rental process due to recurring issues with reservations being held without follow-through, resulting in unnecessary

preparation. Proposed changes include requiring a deposit within a defined timeframe and improving communication with renters.

- **Rental Agreement Update:** Motion by Todd Knight, seconded by Julie Kinney, to require a deposit within two weeks of reservation or the reservation will be released. Motion carried unanimously. Hunt Management will update the reservation form to reflect this change and include collection of the owner's phone number for scheduling pre- and post-event walkthroughs.
- **Committee Charter:** Motion by Todd Knight, seconded by Julie Kinney, to approve the updated Clubhouse Committee Charter. Motion carried unanimously.

7. Old Business

- **Common Area Maintenance Guidelines**
 - Julie Kinney provided an update on the attorney-prepared maintenance responsibility chart.
 - Motion by Julie Kinney, seconded by Todd Knight, to approve and adopt the Maintenance Repair and Checklist for the Overstone Condominium Association. Motion carried unanimously.
- **Radon Mitigation Approval Procedure**
 - The Board reviewed proposed guidelines, including vendor options and aesthetic requirements for discharge piping. Revisions were discussed to ensure discharge materials match unit trim and to expand vendor options.
 - Motion by Julie Kinney, seconded by Derek Stroobants, to revise the guidelines to (1) require discharge to match unit trim (removing specific color restrictions), (2) add a second vendor option, and (3) publish the updated guidelines on TownSq. Motion carried unanimously.
- **Owner Question and Answer Session**
 - Motion by Todd Knight, seconded by Julie Kinney, to hold the session on the third Wednesday in May in place of the regular Board meeting (format to be determined). Motion carried unanimously.
- **Board Newsletter**
 - Julie Kinney provided an update on launching a Board newsletter, with input from Committees.
 - Motion by Julie Kinney, seconded by Todd Knight, for Julie Kinney to draft the first newsletter, in coordination with Committees, by mid-April. Motion carried unanimously.
- **Future Meetings Format**
 - The Board discussed conducting meetings as closed sessions, including considerations around efficiency and homeowner participation.
 - Motion by Todd Knight, seconded by Julie Kinney, to hold future monthly Board meetings as closed, subject to change as needed. Motion carried 3-1.
- **Rules Review Process**
 - The Board discussed a structured approach to reviewing and updating rules incrementally at future meetings, with coordination and legal review as needed.
 - Motion by Todd Knight, seconded by Jim Willard, to review one to two rules at each monthly meeting, with final adoption of all updates to occur in a single action at the conclusion of the review process. Motion carried unanimously.

8. New Business

- **Maintenance Tips and Reminders:**
 - The Board discussed providing maintenance guidance to owners and how to avoid overlap with existing communications from Hunt Management and the Building & Grounds Committee. In light of Jerry Kalendarian's resignation, the Board agreed to defer this item.
 - Motion by Todd Knight, seconded by Jim Willard, to table the discussion. Motion carried unanimously.
- **2026 Priorities and Goals:**
 - The Board discussed establishing key priorities ahead of the annual meeting, including transition-related items and reserve planning. Todd Knight shared a draft list for Board review.

9. Executive Session

- Motion by Todd Knight, seconded by Julie Kinney, to enter Executive Session. Motion carried unanimously. Executive Session began at 8:35 PM.
- Motion by Derek Stroobants, seconded by Jim Willard, to exit Executive Session. Motion carried unanimously. Executive Session adjourned at 9:08 PM.

10. Adjournment

- Motion by Todd Knight, seconded by Derek Stroobants, to adjourn the meeting at 9:08 PM. Motion carried unanimously.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association

Board Tracking Planner

For 3/18/2026 Board Meeting										
Monthly Items to Vote on:	Property Address	Category	Priority	Issue	Votes	Board Decision	Date of Decision	Status	\$ Amount	Comments
Owner Communication	N/A: Association-wide	Transition	A	Desire to post a notice on TownSq and distributed via email asking owners to submit to Hunt Mangement any exterior photos taken during construction, as well as any architectural drawings they may have. This will help the Board ensure the build-out of the community is complete, without defects, and up-to-code so as to satisfy the transition from the developer to the Association.	Derek	Yes	2/3/2026	Closed		Derek drafted the communication and it's been provided to Hunt. Pending Hunt's establishment of a file repository. Once ready, Jenny Stephens will distribute the communication.
					Jerry	Yes	2/3/2026			
					Jim	Yes				
					Julie	Yes	2/5/2026			
					Todd	Yes	2/5/2026			

Overstone Condominium Association**Board of Directors Meeting Minutes****Date:** March 26, 2026 | **Time:** 7:00 PM | **Location:** Microsoft Teams

1. Call to Order

- The meeting was called to order at 7:02 PM. A quorum was present.

2. Roll Call

- **Board Members Present:** Todd Knight, Jim Willard, Derek Stroobants
- **Board Members Absent:** Julie Kinney
- **Others Present:** Paul Thayer

3. Executive Session

- Motion by Todd Knight, seconded by Jim Willard, to enter Executive Session. Motion carried unanimously. Executive Session began at 7:02 PM.

4. Adjournment

- There being no further business, Derek Stroobants moved to exit executive session and adjourn the meeting, seconded by Todd Knight. The motion carried unanimously. Executive session ended and the meeting was adjourned at 7:42 PM.

Respectfully Submitted,

Derek Stroobants

Secretary, Overstone Condominium Association

Overstone Condominium Association

Board of Directors Meeting Minutes

Date: April 15, 2026 | **Time:** 6:30 PM | **Location:** Overstone Clubhouse

1. Call to Order

- The meeting was called to order at 6:30 PM by Todd Knight. A quorum was present.

2. Roll Call

- **Board Members Present:** Todd Knight, Julie Kinney, Jim Willard, Derek Stroobants
- **Board Members Absent:** None
- **Others Present:** Steve Birkholz, Darlene MacBride, and Sherri Larson, Executive Committee members; Jennifer Stephens, Hunt Management

3. Approval of Minutes and Ratification of Action Log

- Motion by Todd Knight, seconded by Julie Kinney, to approve the March 18, 2026 and March 26, 2026 Board meeting minutes. Motion carried unanimously.
- Motion by Todd Knight, seconded by Julie Kinney, to ratify the April 15, 2026 Board Action Log into the meeting minutes. Motion carried unanimously.

4. Owner/Resident Matters

- **Management Report from Hunt:** Jennifer Stephens reviewed Hunt Management's new weekly management report, which is intended to keep the Board informed and streamline meeting agendas.
 - **Maintenance Repair and Checklist:** The Board will first share the checklist through the newsletter, then post it to TownSq. The Building and Grounds Committee will receive advance notice.
 - **Accounting:** The Finance Committee recommended separate GL codes for Berg Room expenses and transition-related repair expenses. Jim Willard noted this would distinguish renovations/improvements from general maintenance.
 - **Motion:** Motion by Todd Knight, seconded by Jim Willard, to approve creation of separate GL codes for Berg Room expenses and transition repair expenses. Motion carried unanimously.
 - **Seal Coating:** Hunt is awaiting a proposal and is coordinating with Jim Koelbl, with the goal of completing seal coating earlier than in prior years.
 - **Sidewalk Paving and Grading Feedback:** Owners continue to report sidewalk pitting and grading concerns. The maintenance chart will help guide responses.
 - **Construction Photos:** Approximately 20 owners have submitted construction-related photos. Hunt will send a reminder with a one-week deadline.
- **Water Damage Report:** Additional water intrusion was reported after recent heavy rains. Repairs for affected units are progressing, with Hunt coordinating with Jim Willard.
 - **1977 Overlook Ct:** Basement water issues continue and appear related to grading. Prior swale and French drain efforts by Berg have not fully resolved the issue. The unit will be prioritized in the engineering study. The issue was sent to Berg for right of first refusal, with no response as of the meeting. Hunt noted SJS performs vapor barrier work.
 - **19800 Overstone Dr:** Repeat leak was identified after the windstorm. Temporary repairs were made, and SJS is expected to address the issue later in the week. The owner reported additional leaks in the bedroom and kitchen/dining areas

- **Miscellaneous Owner Matters**

- **7887 W Stone Ridge Dr:** The Board reviewed the owner's request for repair of interior doors damaged by water from a roof leak. Motion by Derek Stroobants, seconded by Todd Knight, to deny Association responsibility for the repair because interior repairs are the owner's responsibility under the governing documents. Motion carried unanimously.
- **19977 Overlook Ct:** Stone veneer fell near the entryway. The owner will send photos to Hunt, and Hunt will contact Holton Brothers.
- **19926 Overlook Ct:** Paul Davis is expected to begin repairs soon. The Board also preferred that structural engineering firm view repairs to assist with the engineering study.

5. Committee Reports

- **Building and Grounds Committee:** Julie Kinney provided an update.
 - **Sump Pump Extensions:** The Committee recommended communicating to owners experiencing erosion or mulch washout from sump pump discharge that they may purchase extensions, which must be moved as needed for lawn mowing. Motion by Todd Knight, seconded by Derek Stroobants, to approve the communication. Motion carried unanimously.
 - **Tree Trimmer Gift Certificate:** Motion by Julie Kinney, seconded by Todd Knight, to approve a \$50 gift certificate to the tree trimmer as a gesture of goodwill. Motion carried unanimously.
 - **Mulching:** The mulching contract was signed for Phase 3B and Phase 1. Due to increased mulch costs, one berm was removed from the current scope to remain within budget and is expected to be mulched in 2027.
 - **Owner Communications:** Hunt Management sent a response to an owner inquiry. The Board also discussed setting realistic landscaping/snow removal expectations with owners through future communications, including the newsletter.
- **Finance Committee:** Todd Knight provided an update.
 - The Finance Committee solicited applications for a sixth Committee member and recommended Randy Dow following review of interested candidates.
 - Motion by Todd Knight, seconded by Jim Willard, to appoint Randy Dow to the Finance Committee. Motion carried unanimously.
 - The Committee is reviewing reserves and expects to provide a recommendation in May.
- **Clubhouse Committee:** Jim Willard provided an update.
 - The new Berg Room space is nearly complete and is expected to come in under the \$10,000 budget, with donations available to help cover any additional expenses.
 - Additional wooden tables were purchased for the Flex area, and sound panels have arrived for installation.
 - The patio ceiling was repaired, with staining by Berg still pending.
 - The coffee machine has been repaired, and the pool is scheduled to open May 22.

6. Old Business

- **Rules Review:** Jim Willard led discussion of proposed Rules revisions shared in advance. The Board will continue to work through the revisions suggested by the Rules Committee, revising as necessary, with the end goal being voting on refined rules. Notes captured are

directional only – no changes to the Rules have been made, and the current Rules remain in force.

- **Definition of Owner:** The Board agreed to remove the rules definition and rely on the Bylaws to avoid inconsistency.
- **Redundant Provisions:** The Board agreed to remove language on owner responsibility and directing violations to management as these topics are addressed elsewhere.
- **Violation Reporting:** The Board agreed that reports to Hunt Management will remain confidential and that violators will not be told who reported the issue.
- **Property Walkthroughs:** The Board declined to require a set number of annual violation inspections. Jim Willard will revise the language to remove any mandatory Board walkthrough schedule.
- **Animals:** The Board reviewed proposed animal rule changes and agreed to retain the existing leash requirement. Tethering language will not be added.
- **Transition Update**
 - Motion by Todd Knight, seconded by Derek Stroobants, to enter executive session. Motion carried unanimously. The Board entered executive session at 7:12 PM.
 - Motion by Todd Knight, seconded by Derek Stroobants, to exit executive session. Motion carried unanimously. The Board returned to regular session at 7:25 PM.
- **Newsletter Update:** Julie Kinney reported that she is working with Derek Stroobants to finalize the newsletter format.
 - Motion by Julie Kinney, seconded by Todd Knight, to approve the two newsletters as drafted and use the format going forward. Motion carried unanimously.
 - The maintenance chart will be included in the newsletter.
- **TownSq Review:** Julie Kinney reported on a recent TownSq review with Nikki, Julie, and Jim.
 - The Board discussed using TownSq as a central repository for Board materials and history.
 - Board members may review the training recording before regrouping to walk through the site together.

7. New Business

- **Annual Meeting Scheduling**
 - The Board discussed moving the 2026 Annual Meeting due to a conflict with Election Day. Venue options were reviewed, including Twelve29 in Lannon. Jim Willard will provide contact information to Jennifer Stephens.
 - Motion by Jim Willard, seconded by Todd Knight, to hold the 2026 Annual Meeting on Wednesday, November 4, 2026, at 6:00 PM, subject to availability of Twelve29. Motion carried unanimously.
- **Vacant Board Position**
 - The Board discussed the vacant Board position and attorney guidance that the Association should attempt to fill the vacancy.
 - The Board agreed to identify and contact potential candidates rather than post a general solicitation on TownSq.
 - Motion by Todd Knight, seconded by Julie Kinney, to make an effort to fill the vacancy by identifying potential candidates and determining their interest. Motion carried unanimously.

- The Board will schedule a Teams meeting to discuss potential candidates, tentatively Monday, April 20, at 11:00 AM. Derek Stroobants will send the meeting link.
- **Q&A Session Posting**
 - After the newsletter is posted, Hunt Management will create a separate TownSq posting for the May 20, 2026 Q&A session at 6:30 PM.
- **Owner Service Opportunities**
 - Jim Willard reviewed potential owner-paid service opportunities for annual HVAC maintenance through Midwest Plumbing and stinging insect control through Advanced Wildlife. The Association would not handle billing or scheduling. Interested owners would work directly with the vendors.
 - The Board discussed using a TownSq survey to gauge interest. Midwest Plumbing has provided pricing and has no minimum participation requirement. Building and Grounds is awaiting pricing from Advanced Wildlife, which may include tiered pricing.
 - Motion by Jim Willard, seconded by Derek Stroobants, to communicate owner-paid opportunities for stinging insect control through Advanced Wildlife and furnace/AC maintenance through Midwest Plumbing using a TownSq survey. Motion carried unanimously.

8. Other Business

- **Late Fees:** Jennifer Stephens noted that one owner regularly incurs a late fee, and Client Services sends a statement when this occurs.
- **Financial Status Report:** Jennifer Stephens reviewed recent bill payments. Panel Tech remains listed on the financial status report, but payment is pending receipt of its W-9.
- **Homeowner Matters:**
 - **19711 Overstone Dr:** The Board reviewed an owner inquiry regarding possible hail damage and obtaining an individual roof inspection. Motion by Todd Knight, seconded by Derek Stroobants, not to authorize a roof inspection at this time. Motion carried unanimously.
 - **7918 E. Stone Ridge:** An owner reported condensation and ice on the inside sill. The owner has been working with Berg, and Hunt directed the owner to Zuern as a homeowner matter.

9. Adjournment

- Motion by Todd Knight, seconded by Derek Stroobants, to adjourn the meeting at 8:26 PM. Motion carried unanimously.

Respectfully Submitted,

Derek Stroobants
Secretary, Overstone Condominium Association