

## **JANUARY 15, 2026 BOARD MEETING MINUTES ELM GROVE TERRACE ASSOCIATION**

Terry Handel called the meeting to order at 8:30 am. Directors present: Tom Kiekhofer, Cathy Fagan, Patti Winter and Paul Karas.

### **Owner Matters & Correspondence:**

Owners Present: Michelle Lee, Mindy Foley, Richard Trager, Corrine Reuter, Maureen Horkheimer, Maureen Ullrich, Gretchen McQuestion, Liz Veternick, Dorothy Michalski, Jennifer and Tom Michalski and Kathy Geldermann.

**Corrine Reuter** questioned inconsistent lighting in the hall ceiling fixtures which contain two different types of bulbs. Tom Kiekhofer reports that a previous board had decided to replace the soft light bulbs with brighter daylight bulbs as the soft light bulbs burned out to save on costs. Tom and John Kalisz discussed replacing the soft light bulbs with daylight bulbs on all floors which would equal \$600 for the bulbs plus labor. John has been replacing the bulbs as they burn out but because of this expense and other expenses coming for other projects, Tom mentions that he considers this a minor problem not requiring immediate attention. Paul Karas suggested a swap of the light bulbs.

Tom Kiekhofer reminded owners of the procedure for notification of maintenance items. Minor issues can be reported to Hunt Management via **Town Square**, an app that can be downloaded on your mobile phone or other device. Town Square is monitored and offers a quick response for any requests from condo owners for maintenance issues. In addition, it is a good resource to access for board minutes, bylaws and any pertinent documents. If there is an issue downloading the app, you can contact Hunt Management and someone will walk you through it. Hunt Management can also be reached by email, though Town Square will be more effective. Tom also mentioned that Hunt Management assigns the maintenance action to John rather than board members calling John, who notifies Hunt, who then assigns John the task.

Tom also mentioned that volunteers are needed to fill the 3 spots that will be open in May. In addition, he expressed his thanks to Ursula Raad for

the Christmas Luncheon, Patti Winter for her Christmas Decorations, and Sandy Multerer and Nancy O'Donnell for organizing the cookie exchange.

**Introduction of New Owners:** Tom and Jennifer Michalski introduced themselves as the owners of #307 which is occupied by Dorothy Michalski.

### **COMMITTEE REPORTS:**

**Landscaping:** Cathy Fagan reports that Greg Zarling, our landscaper, indicated our final cleanup of the season was cancelled due to early snowfall. We will be first on the list for the Spring clean-up.

**Water Treatment System & Well:** Tom Kiekhofer recently has spoken with Tom Harrington, the Village Manager with these results:

1. Wauwatosa is responsible for the engineering of the pipes running from Carolyn Heights to the railroad tracks.
2. They will also install a T for the entrance to our building
3. This year, 2026, engineering will be completed and the project will be put out for bid.
4. It is anticipated that in 2027 the project will be initiated.

The water system here is old and the DNR is unhappy with the depth of the well. We have been bandaiding this system for years. Recently we replaced a pump with a cost of \$10,00 and the system is working well.

Currently the expenses for the water coming into the building is unknown.

Further research will be done.

Decorating - Patti Winter - no report

Security - Patti Winter - no report

### **READING AND APPROVAL OF THE MINUTES:**

The minutes were approved after one correction. Maureen Ullrich was omitted as an attendee at the October 14, 2025 in the minutes. Her name was added to the approved minutes.

### **FINANCIAL REPORT:**

Terry Handel distributed a Financial Status Report dated January 15, 2026 which included receivables/prepays with the Reserve Account totals of \$102,821.08.

There was a discussion initiated by Paul Karas concerning opening a petty cash account to simplify current procedures. This account will be a separate account from the Laundry Account and will be located at Town

Bank on Watertown Plank Road. Terry Handel will investigate and confer with Paul Karas.

### **OLD BUSINESS:**

Masonry/Repairs: Work will begin on this major project at the end of January which will include the removal of the Southwest garage door and ventilation system and will include work on the inside wall. Only the Northwest garage door and East garage door will be available until the project is completed.

First Floor Mall Deck Doors: The doors have been installed and John Kalisz will be tasked to contact the security company so they can be alarmed.

Municipal Water Update: See Water Treatment System & Well Report - Tom Kiekhofer.

Parking Space Sales: Discussions were had concerning the sales of rental parking spaces and the tax implications of their sales. Paul advises that we should sell the rental unit and parking spaces when we get the bill for the water to offset the cost. Parking spaces were assigned initially when the developers sold the condos. Though they may not be listed in some of the deeds, the spaces were assigned as a limited common element. Maps of the garage and the assignment of parking spaces will be provided on Town Square.

Tom Michalski questioned the number of parking places they actually own as it is stated in their purchase documents for Unit 307 that they had two spaces, where in actuality one is assigned to Unit 307 and one is a rental space. It was advised that they contact their realtor regarding this matter.

### **NEW BUSINESS**

Rental unit-Sale/Loan/Rent - discussed previously in OLD BUSINESS - Parking Space Sales.

Hallway Lighting - discussed previously in OWNER MATTERS & CORRESPONDENCE.

Fence - John will be tasked to make minor repairs to the fence.

Kaman & Cusimano Letter - The aforementioned legal firm reviewed the Elm Grove Declarations and Bylaws. These will be reviewed by Paul Karas to determine if any action should be taken.

**BUSINESS AS MAY COME BEFORE THE BOARD.** There being no further business to discuss, the meeting was adjourned at 9:16.

The Board moved to come back into Regular Session at 9:59. A motion was made by Paul Karas to establish a PETTY CASH ACCOUNT at Town Bank with two signatories on the account and 1 signature on checks drawn on that account. Cathy Fagan seconded the motion and the Board unanimously passed the motion.

**NOTICE OF THE NEXT BOARD OF DIRECTORS MEETING: MARCH 12,  
@ 8:30 IN THE PARTY ROOM.**