

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.**

ELM GROVE TERRACE TERRACE
DIRECTORS MEETING
MARCH 3, 2026

Directors attending: Tom Kiekhofer, Paul Karas, Patti Winter and Cathy Fagan

Tom Kiekhofer called the meeting to order at 9:10 am.

Tom Kiekhofer reported that he contacted the Wauwatosa Department of Public Works for an update on the progress of the engineering of the project and to answer the many questions our association has with the eventual waterline coming into the building. Tom would like to meet in person with WDPW or set up a telephone conference to discuss the effects and possible responsibilities EGT has in order to prepare for the waterline.

Cathy Fagan presented the A&E Landscaping Contract for 2026 and 2027 for approval. After discussion, Paul Karas made a motion to approve, Patti Winter seconded and the motion was carried.

Tom Kiekhofer presented the AR Industries proposal for repairs to the parking structure stone caps and brick work for a cost of \$9000. After discussion, Paul Karas made a motion to approve, Cathy Fagan seconded and the motion was carried.

The meeting was adjourned at 10:00 am, with board approval.

Respectfully submitted,
Cathy Fagan

MARCH 12, 2026 BOARD MINUTES ELM GROVE TERRACE ASSOCIATION

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

Owners Matters & Correspondence:

Owners Present: Mindy Foley, Maureen Horkheimer, Kathy Geldermann, Linda Davidson and Corinne Reuter.

Issues addressed are as follows:

Delivery of appliances to the West entrance two days in a row. It is unknown who received the delivery.

Reminder to take care when entering the garage ensuring the door is down to maintain the security of the building.

Addressed, also, is the inability to sync car technology to the existing openers in the building. Our current garage openers are not able to do that. In addition, garage door openers are assigned owners based on the number of parking spaces.

Another concern was the rubber on the bottom of the garage doors that seems to be worn. Terry Handel indicated he would contact our garage service to repair the doors.

Committee Reports:

Gardening/Landscape: Cathy Fagan reports that the 2026-2027 contract has been approved with A&E. In addition, the final phase of the revitalization will take place this Spring/Summer with Linda Davidson initiating a planning meeting with Greg Zarling in April.

Water Treatment System: Tom Kiekhofer outlined the current situation with the water system.

The red lights on the system have been turned off as they are malfunctioning, though the system is working correctly. The issue with Wauwatosa water was reviewed as Tom K met with Adam Florian at Wauwatosa DPW who indicates that the work will commence Spring, 2027. Recently, the Board met with MID CITY CORPORATION (sewer and water construction) who will do a study and give us a proposal for the cost of bringing the water into the building. With the Wauwatosa water we will have one meter and receive a discounted cost because of that. Also, we will eliminate the need for service from Guthrie and Frey along with savings on electricity that is used to run the current system. More information on this process will be made available to all as soon as we receive the results of the study.

AR Industries work on the west wall is delayed for now due to the weather.

Decorating - Patti Winter - no report

Security - Patti Winter: There have been 10 transmitters received from Terry Handel.

Reading & Approval of Previous Meeting Minutes 10/16/25

As there were no additions or corrections to the minutes Paul Karas made a motion to accept as read and Patti Winter seconded the motion. The motion carried.

Financial Report: Terry Handel reports that we have \$6,415.69 in our operating account with \$22,303.21 in payables. An amount of \$7,960 is due for the mechanicals for the water system. Paul Karas made a motion to approve this amount which was seconded by Tom Kiekhofer and the motion was carried. Also, there was an overpayment of \$600.00 for taxes which can be credited to next year's taxes. Terry Handel cautions to watch the

expenditures as the reserve is at \$40,642.52 He also mentioned that the snow removal was very high this year along with the cold contributed to more electricity usage. The masonry work along with the landscape revitalization will be two more expenditures.

Old Business: Tom Kiekhofer reports that the garage masonry repairs have been completed.

New Business:

Rental Unit - Paul Karas opines that at this time we cannot make any decision until we have more information

Parking Space Sales - Terry Handel has sent the memo addressing the sale of these spaces to our attorney who has not responded as of this meeting. Paul Karas is concerned that because the document was straightforward that we are not getting the attention we should be receiving from the attorney.

Annual Meeting (5-12-26) Terry Handel addressed the Annual Meeting coming up and the fact that there will be three open positions on the board, with Tom Kiekhofer as President and Paul Karas as Treasurer. He suggests that there is no easy solution and this lack of interest to serve on the board occurs often in condo associations.

Some suggestions were given:

Approach new people in the building and encourage their participation.

Consider hiring a scribe as a non-voting member to record the meeting minutes.

Approach “part timers” that might be away for a portion of the year who could participate via zoom meetings.

Form a nominating committee.

The commitment is not that large as there are only 5 or 6 meetings per year.

Everyone should have the opportunity to serve on the board and give back to the condo community.

Garage Exterior Masonry Repairs has been approved.

2026-2027 Lawn Contract has been approved.

Paul Karas made a motion to approve the Clear -Vu window cleaners for spring cleaning for \$1500 for outside windows paid by the association and \$5 per piece of glass paid by the homeowner. Tom Kiekhofer seconded and the motion was carried.

Tom Kiekhofer also requested Terry Handel supply us with a quote for cleaning the garage floor.

Changes to the Declaration and Bylaws to rules not permitted by federal law was included in the agenda by Paul Karas who is reviewing changes after recommendations from our law firm. The assignment of parking spaces to each unit should be clarified and currently the rental spaces are assigned to Unit 104. If that unit is sold, do the rental spaces go with it? Also discussed was the criteria for passing any changes to the Declaration and Bylaws
Lock Boxes in Lobby: Due to the proliferation of lock boxes in the lobby the Board will have Terry Handel issue a notice to have all lock boxes removed from the lobby by the owners by April 1, 2026. If they are not removed by that time, they will be cut off and kept by the board until they are claimed. If the lock boxes have a specific purpose and are returned to the lobby, they must be clearly labeled with the Unit number.

Units, Keys and Locks: It has been observed that many owners have changed their locks on their units as they are old and no longer work, and our Master keys cannot be used to enter the unit in case of an emergency. Terry Handel explained that the Board

should only enter a condo under grave circumstances, with two members and filming the entrance into the condo. There is a degree of risk on the part of the Board as you are entering someone's home without permission. If there is a flooding issue or a welfare check indicated, either the Elm Grove Fire Department or the Police Department could be called.

Dumpster Usage: Recently an owner's family was removing items from a unit and deposited many items down the garbage chute into the dumpster. The dumpster overflowed and some kind souls cleaned up the mess and rearranged the dumpsters. It has been noted that John should be made aware if someone is going to be cleaning out a unit and use the dumpster to this degree.

Patio Security System on First Floor: The security has not been installed as yet, and Terry Handel will follow-up with the company.

A motion was made by Cathy Fagan and seconded by Paul Karas to adjourn the meeting. The motion was carried and was adjourned at 10:00

Respectfully submitted,
Cathy Fagan

Elm Grove Terrace HOA Board Minutes

Date: June 24, 2026 **Time:** 10:00 AM **Location:** Elm Grove Terrace, Elm Grove, Wisconsin

1. Call to Order

The meeting was called to order at **10:00 AM** by **Tom Kiekhofer, President**.

2. Roll Call / Attendance

Board Members Present: • Tom Kiekhofer • Paul Karas • Tom Michalski • Ken Stowell • Steve Smith

Board Members Absent: • None

Guests: • Vince Matarrese, VM Engineering • Linda Davidson, Landscaping Committee • Cathy Fagan, Landscaping Committee

3. Board Officer Appointments (2026–2027 Term)

The Board confirmed officer roles for the 2026–2027 term:

• **President:** Tom Kiekhofer • **Vice President:** Tom Michalski • **Treasurer:** Paul Karas • **Secretary:** Steve Smith • **At-Large Board Member:** Ken Stowell

Board Member Term Lengths: • Ken Stowell — 2-year term • Tom Michalski — 2-year term • Steve Smith — 1-year term • Tom Kiekhofer — 1 year remaining • Paul Karas — 1 year remaining

4. Boundary Fence Discussion

A. West Fence

• The West fence was removed in May. • The Board discussed options to replace it or leave the area open temporarily to observe activity. • No decision was made.

B. East Fence

• Minor repairs are needed. • The Board will revisit repair options at a future meeting.

5. Structural Engineering Discussion – Exterior Wall Cracks

A. Background Review

Vince Matarrese reviewed the building's structural history, including prior reinforcement of balconies, a garage wall, a garage support beam, the staircase structure, and previous corner repairs.

B. Recommended Targeted Reinforcement

- External carbon-fiber stabilization recommended for three corners of the building.
- One bid received from Mudjackers; a second bid will be obtained
- Estimated cost: – Two corners: ~\$44,000 plus painting – All three corners: ~\$75,000 including painting
- Work possible in 2026; weather may push to 2027

C. Comprehensive Rebuild Option

A full rebuild of the building corners was outlined but not recommended at this time.

D. Safety Assessment

No safety concerns at present, though deterioration may continue.

E. Motion

Motion: Proceed with targeted carbon-fiber reinforcement **Moved by:** Ken Stowell **Seconded by:** Tom Michalski **Vote:** Unanimous approval

6. Landscaping Committee Report

A. West Parking Lot – North Side Proposal

- Proposal from A&E Landscaping for plantings: **\$6,750**
- Project tabled

B. Front Grounds Refurbishment

- Final phase begins later this week
- Previously approved and within budget

7. Water Project Update

A. Project Timeline

- Bid packages expected Fall 2026
- Construction anticipated Spring 2027; may extend into 2028

B. Transition to Municipal Water

- Plan to connect to municipal water and remove well • DNR updated; two-year extension expected

C. Funding Considerations

- Possible sale of Association-owned unit • Current estimate to connect water: **\$195,000–\$215,000**

8. Financial Report and Assessment Discussion

A. Current Account Balances

- Checking: \$8,000 • Laundry: \$17,000 • Reserves: \$32,000

Reserves are at a historical low.

B. Funding Needs

Funds needed for structural repairs and reserve replenishment.

C. Motion – Special Assessment

Motion: Assess all unit owners **\$3,000**, payable as a lump sum or **\$500/month for six months**
Moved by: Ken Stowell **Seconded by:** Tom Michalski **Vote:** Unanimous approval

9. Adjournment

Motion to Adjourn: Paul Karas **Seconded by:** Steve Smith **Time:** 12:15 PM

10. Signatures

Secretary: Steven Smith **Date:** June 24, 2026

Elm Grove Terrace Board Meeting Minutes

Date: Thursday, August 27, 2026, **Time:** 3:00 PM **Location:** Elm Grove Terrace Community Room

1. Call to Order

President Tom Kiekhofer called the meeting to order at 3:00 PM.

2. Roll Call / Attendance

Board Members Present:

- Tom Kiekhofer
- Paul Karas
- Tom Michalski
- Steve Smith

Board Members Absent:

- Ken Stowell

Management Present:

- Terry Handel, Hunt Management

3. Approval of Prior Minutes

Motion to approve June 24, 2026, minutes as presented. Motion: Steve Smith Second: Tom Michalski Result: Motion carried unanimously.

4. Owner Comments (Open Forum)

- An owner suggested power washing several terraces.
- Another owner suggested installing new elevator pads.

5. Committee Reports

A. Landscaping / Grounds Committee

- The landscaping proposal to screen the rear of the gas station will be considered again in the Spring.

B. Water Treatment Systems & Municipal Well

- Tom Kiekhofer reports that the Elm Grove municipal water project is still anticipated to begin late next year.
- We will have more visibility into the overall project after Elm Grove completes its budget plan in November.
- Tom still anticipates that the project will require Elm Grove Terrace funding of at least \$200,000.
- A discussion ensued concerning our current system, anticipated DNR requirements, and possible funding sources for the anticipated addition of municipal water for our building.
- This will be an ongoing topic for discussion and board planning.

C. Decorating Committee

- No report.

D. Security Committee

- No report.

6. Financial Report

Terry Handel distributed the July 2026 Financial Statement. The report showed a significantly improved cash position, as approximately 30 owners have taken advantage of the opportunity to pay the special assessment in advance.

7. Old Business

A. Structural Corner / Wall Integrity Review

- Tom Kiekhofer reports that the building corner repairs are scheduled to begin later in September.
- Tom presented a proposal from Dublin Contractors to paint the banding and all the stone associated with the corner construction at a cost range between \$3,500 and \$4,200.
- Tom made the motion to approve this expenditure with Dublin. Paul seconded, and the motion passed unanimously.

B. Perimeter Fence

- Tom Kiekhofer reports that owners seem to be satisfied with the current situation of no fence between our property and the railroad.
- The Board will revisit the topic next Spring.

8. New Business

A. Party Room Heating and Air Conditioning

- The Board has signed a contract with Ideal to replace the heating and air conditioning system for the Party Room at an approximate cost of \$24,000.
- Part of the system's controls will be located in the garage, but this is not expected to affect the adjacent parking spot.
- The contractor recommends the system operate continuously year-round to maintain a comfortable environment.

B. Garage Floor Cleaning

- The Board received a quote of \$1,800 to clean the entire garage floor.
- This proposal will be considered in the Spring.

9. Action Items & Follow-Ups

- After a discussion about the lack of Wi-Fi in the Party Room, the Board approved having Tom Kiekhofer contract for Wi-Fi service and purchase a new smart television for the room to provide these amenities for our owners.

10. Adjournment

Motion to adjourn the meeting at 4:15 PM. Motion: Paul Karas Second: Steve Smith Result: Motion carried unanimously.

11. Next Meeting

Wednesday, November 11, 2026, at 1:00 PM Meeting will be held via Microsoft Teams and facilitated by Terry Handel.

August 27, 2025

Elm Grove Association Board Meeting

Tom Kiekhofer called the meeting to order at 3:01 pm.

Officers Present: Tom Kiekhofer, Paul Karas, Patti Winter and Cathy Fagan

New Business:

Documents indicating date and time of the striping of West parking lot and circle drive were reviewed and distributed.

Clarification that the move in-move out policy is still being observed.

Amendment to the assessment of fees for damage to the existing Construction Rules was passed after a motion made by Cathy Fagan, seconded by Patti Winter and passed by unanimous vote.

Amendment reads as follows: In the event there is damage caused due to construction work, the unit owner shall be assessed a charge of \$100 plus the cost of any repairs.

The Board had a lengthy discussion about the sale of the 5 rental parking spaces and will continue such discussion as part of the October meeting.

Meeting adjourned at 4:40pm

Respectfully submitted,
Cathy Fagan

RE: 13335 Watertown Plank Rd, #105; Elm Grove

Terry Handel <thandel@huntmanagement.com>

Mon, Jul 20

To: Tamara Towns-Pozorski <tamara@benefit-realty.com>, William Steuer <wgsteuer1@gmail.com>, Donna Steuer <donnasteuer@gmail.com>

Tamera:

1. Please see attached letters regarding the current special assessment.
2. Water hookup is likely to occur sometime in 2027. Rough estimates are in the range of \$215,000 (\$4300 per unit). At this time there are preliminary discussions about fund it, but no special assessment has been decided upon.
3. There are no parking spaces available at this time.

Terry R. Handel CMCA, AMS, PCAM

Branch Vice President & Assistant General Manager

Hunt Management Incorporated, AAMC

[10520 N. Baehr Road, Suite Q](#)

[Mequon, WI 53092](#)

Phone: 262-238-1480

Please note our office hours:

Monday through Thursday 7:30 AM to 5:00 PM

Friday 8:30 AM to 12:00 PM

Emergency Service is available by telephone #262-238-1480

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From: Tamara Towns-Pozorski <tamara@benefit-realty.com>

Sent: Friday, July 17, 2026 11:29 AM

To: Terry Handel <thandel@huntmanagement.com>; William Steuer <wgsteuer1@gmail.com>; Donna Steuer <donnasteuer@gmail.com>

Subject: Re: [13335 Watertown Plank Rd, #105; Elm Grove](#)

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Terry,

We have a buyer that is considering an offer on this condo and they said they did a deep dive on the condo docs and found out that the condo association is planning for a future work project of capping the well and hooking up to city water. The buyer is talking about writing a lower offer because they feel, from something they read in the Executive Summary, that this capital improvement is likely to be paid for by a special assessment. Can you confirm if this improvement is to be paid from the reserves account and/or result in a special assessment, and if there is a special assessment, a ball park estimate on what that special assessment might be? I know the bids haven't come back yet, but if you have a general idea, that would be helpful.

Also - I know there weren't any additional parking spaces available for rent when I asked previously, but thought I would check again to see if that has changed.

Thank you

Tamara