

REAL ESTATE SPECIALISTS

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BROOKSHIRE OWNER'S ASSOCIATION, INC.

Notice Of Annual Meeting

TO THE MEMBERS OF: Brookshire Owner's Association, Inc.

Pursuant to the By-Laws of Brookshire Owner's Association, Inc., notice is hereby given that the Association will hold a meeting of the Members of the Association on the date, at the time and address shown below:

DATE: **Monday, June 1, 2026**
TIME: **Registration at 4:45, Meeting to convene promptly at 5:00 P.M.**
ADDRESS: **Waukesha Public Library Rm A, 321 Wisconsin Ave, Waukesha, WI 53186**

MEETING AGENDA:

- Roll Call
- Proof of Notice of Meeting
- Approval of Minutes
- Reports of Officers
- Reports of Committees
- Election of Directors
- Unfinished Business
- New Business

There are three open Board Positions this year as there are every year. Those who are interested in running or know of someone that they would like to nominate, please contact RES or a current Board Member.

We hope everyone can join us for this critical meeting. If you can't attend, be sure to fill out the enclosed proxy form and return prior to meeting. Or give to your assigned proxy to bring to the meeting.

By direction of the Board of Directors of Brookshire Owner's Association, Inc.
Real Estate Specialists, Managing Agent

A FIVE STAR SERVICE COMPANY



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Brookshire Owners' Association

Annual Meeting

June 3, 2025

1. **Call to order:** 5:00pm
2. **Board Members present:** Brian Spilker, Dave Kuesel, Connie Hanek, Aaron Prange, Jo Ann Byers, Tony Rondinelli

Residence present: We had a quorum.

New Members:

- Jean Kline 3129
- Stephanie and Rodney LeFlore 3153

3. **Minutes from 6/3/25 Annual meeting:** Approved
4. **Presentation by Garrett Maloney, Robertson Ryan Insurance Group**

Key Points:

- Association Insurance is responsible for much more of our units than what they used to be, so homeowners insurance for condos can be reduced.
- This is a recommended example of coverage you should discuss with your own personal insurance agent and reference Wisconsin Statutes Chapter 703.17. Keep in mind that unit owners are responsible for the Association deductible.
 - Building Coverage – Minimum \$50,000
 - Loss Assessment – Minimum \$25,000
 - Sewer & Water - \$10,000
- Everyone still would be responsible for the value of their personal property in addition to the above example.
- Additional information from our condo attorney regarding Insurance can be found in the Insurance folder on the portal.

5. Officer's Reports

President (Brian Spilker)

- Brian expressed appreciation for all of the hard work that our resident volunteers do to keep Brookshire looking so well and help defray the cost of always using outside vendors.
- It is a constant battle to keep our dues competitive while maintaining Brookshire to the level owners expect. Costs continue to rise each year, especially insurance and water. We will do everything we can to try and keep a balance to the fees and expenses.

Finance (Dave Kuesel)

A budget report was included in the Annual Meeting packet

- Total Income: \$178,880
- Total Expenses-Contractual: \$155,329
- There is a great deal left to be done

Landscaping (Aaron Pranger and Brian Spilker)

- Waiting for quotes from MJS on replacement of some shrubs
- Removal of buckthorn and sumac that abut the ravine
 - Quote received of \$6000 (at \$750 an hour).

Maintenance (Brian)

- Steps and railings were repaired and painted
- Trim painted on two buildings
- Two entire buildings were painted (due to the age of our buildings, the Board is looking into considering the need budget for yearly painting of two buildings.
- Leaking outside faucets repaired by Mary Loeffel
- Worst stoops were repaired
- Mailboxes structures were reinforced
- Working on a more efficient method to address maintenance issues
- Please use the Portal for submitting all requests

6. **Committee Report/Ambassador group** (Connie Hanek & Jo Ann Beyers)

- On going arranging of social events for Brookshire can be found on the Portal calendar and reminders on mailbox structures
- Most Brookshire documents are updated & available on the RES Portal. Bylaws will be the next project

7. **Volunteers: Thank You** (Connie Hanek & Jo Ann Beyers)

- Reporting on painting and rotting wood
 - Sue K., Peggy S., Janet E., Mary L.
- Mailbox address replacements
 - Betty S., Sue K., Jo Ann B.
- Water Project, checking homeowner's units for leaks
 - Janet Emling, Marvin Goetter
- Pulling garlic mustard on Brookshire's property
 - Lori Kinzer
- Exterior Lights repair
 - Marvin Goetter, Mark Frey
- General Property Management walk arounds
 - Dave & Lenore Kuesel

8. **Unit Owner Responsibility When Selling Your Condo**

- Wisconsin Statute Chapter 703 provides legal guidelines for Condominium Associations and Homeowners.
- The Statute states that homeowners are responsible to provide specific information to buyers when selling their homes, such as Declaration and ByLaws, and Rules and Regulations. These legal documents can be found in the portal under the tab Governing Documents. Not complying with this is causing all sort of misinformation with new owners.

9. **Election of 3 Directors:**

Nominees: Mic Pietrykowski, Mary Loeffel, Marv Goetter, Stephanie LeFlore, and Dave Kuesel.

Election results: Mic Pietrykowski, Mary Loeffel and Dave Kuesel

Brian has decided to stay on the Board for another year, but is resigning as President of which he has held the last 14 years. He appreciates the effort of all of the Board members and volunteers over the years that have contributed to the success of Brookshire, making us one of the best Associations around.

10. Meeting Adjourned 6:30 pm

Balance Sheet

Properties: BROOKSHIRE CONDOMINIUMS - 3117 Madison Street Waukesha, WI 53188

As of: 04/30/2026

GL Account Map: CONDO CASHFLOW

Level of Detail: Detail View

Include Zero Balance GL Accounts: No

Account Name	Balance
ASSETS	
Cash	
Operating Cash	28,381.70
Reserve Account - 1	108,162.58
Total Cash	136,544.28
TOTAL ASSETS	136,544.28
LIABILITIES & CAPITAL	
Liabilities	
Prepaid Funds	5,540.00
Total Liabilities	5,540.00
Capital	
Owner Withdrawal/Transfers	-950.00
Accumulated Retained Earnings	141,251.99
Calculated Retained Earnings	4,637.49
Calculated Prior Years Retained Earnings	-13,935.20
Total Capital	131,004.28
TOTAL LIABILITIES & CAPITAL	136,544.28

Cash Flow

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Properties: BROOKSHIRE CONDOMINIUMS - 3117 Madison Street Waukesha, WI 53188

Date Range: 04/01/2026 to 04/30/2026

Additional Cash GL Accounts: None

GL Account Map: CONDO CASHFLOW

Level of Detail: Detail View

Include Zero Balance GL Accounts: No

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Operating Income & Expense				
Income				
INCOME				
Association Dues	15,625.00	94.22	64,900.00	95.39
Capital/Sale Fees	950.00	5.73	1,900.00	2.79
Special Assessments	0.00	0.00	1,200.00	1.76
Total INCOME	16,575.00	99.95	68,000.00	99.95
Interest Income	8.82	0.05	34.51	0.05
Total Operating Income	16,583.82	100.00	68,034.51	100.00
Expense				
Snow Removal	3,800.00	22.91	14,807.58	21.76
Landscaping	3,534.15	21.31	3,534.15	5.19
Property Insurance	2,262.00	13.64	9,048.00	13.30
Accounting	0.00	0.00	250.00	0.37
Other/Misc Admin	89.77	0.54	401.12	0.59
Painting	1,200.00	7.24	1,200.00	1.76
General Repairs	407.56	2.46	407.56	0.60
Water/Sewer	2,396.85	14.45	10,197.23	14.99
Garbage and Recycling	782.00	4.72	2,226.50	3.27
Bank or Loan Fees	0.00	0.00	20.00	0.03
Management fees	937.00	5.65	3,748.00	5.51
Total Operating Expense	15,409.33	92.92	45,840.14	67.38
NOI - Net Operating Income	1,174.49	7.08	22,194.37	32.62
Other Income & Expense				
Other Expense				
Landscape Upgrades	0.00	0.00	12,796.88	18.81
Reserve Contribution	1,190.00	7.18	4,760.00	7.00
Total Other Expense	1,190.00	7.18	17,556.88	25.81
Net Other Income	-1,190.00	-7.18	-17,556.88	-25.81
Total Income	16,583.82	100.00	68,034.51	100.00
Total Expense	16,599.33	100.09	63,397.02	93.18
Net Income	-15.51	-0.09	4,637.49	6.82

Cash Flow

Account Name	Selected Period	% of Selected Period	Fiscal Year To Date	% of Fiscal Year To Date
Other Items				
Prepaid Funds	-15.00		-1,955.00	
Owner Withdrawal/ Transfers	0.00		-950.00	
Net Other Items	-15.00		-2,905.00	
Cash Flow	-30.51		1,732.49	
Beginning Cash	28,421.03		26,683.72	
Beginning Cash + Cash Flow	28,390.52		28,416.21	
Actual Ending Cash	28,381.70		28,381.70	

Annual Budget - Comparative

Properties: BROOKSHIRE CONDOMINIUMS - 3117 Madison Street Waukesha, WI 53188

As of: Apr 2026

Additional Account Types: None

GL Account Map: CONDO CASHFLOW

Level of Detail: Detail View

Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Income									
INCOME									
Association Dues	15,625.00	16,150.00	-525.00	-3.25%	64,900.00	64,600.00	300.00	0.46%	193,800.00
Capital/Sale Fees	950.00	0.00	950.00	—	1,900.00	350.00	1,550.00	442.86%	1,400.00
Special Assessments	0.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	—	30,600.00
Total INCOME	16,575.00	16,150.00	425.00	2.63%	68,000.00	64,950.00	3,050.00	4.70%	225,800.00
Interest Income	8.82	0.00	8.82	—	34.51	0.00	34.51	—	0.00
Total Operating Income	16,583.82	16,150.00	433.82	2.69%	68,034.51	64,950.00	3,084.51	4.75%	225,800.00
Expense									
Snow Removal	3,800.00	4,560.00	760.00	16.67%	14,807.58	18,240.00	3,432.42	18.82%	22,800.00
Landscaping	3,534.15	3,534.00	-0.15	-0.00%	3,534.15	3,534.00	-0.15	-0.00%	24,739.31
Pest control	0.00	16.67	16.67	100.00%	0.00	66.68	66.68	100.00%	200.00
Property Insurance	2,262.00	2,678.33	416.33	15.54%	9,048.00	10,713.32	1,665.32	15.54%	32,140.00
Legal	0.00	41.67	41.67	100.00%	0.00	166.68	166.68	100.00%	500.00
Accounting	0.00	0.00	0.00	0.00%	250.00	250.00	0.00	0.00%	250.00
Other/Misc Admin	89.77	50.00	-39.77	-79.54%	401.12	200.00	-201.12	-100.56%	600.00
Painting	1,200.00	625.00	-575.00	-92.00%	1,200.00	2,500.00	1,300.00	52.00%	7,500.00
Plumbing	0.00	150.00	150.00	100.00%	0.00	600.00	600.00	100.00%	1,800.00
Roof Repair	0.00	416.67	416.67	100.00%	0.00	1,666.68	1,666.68	100.00%	5,000.00
General Repairs	407.56	208.33	-199.23	-95.63%	407.56	833.32	425.76	51.09%	2,500.00
Taxes-Other	0.00	100.00	100.00	100.00%	0.00	100.00	100.00	100.00%	100.00
Water/Sewer	2,396.85	3,000.00	603.15	20.10%	10,197.23	12,000.00	1,802.77	15.02%	36,000.00
Garbage and Recycling	782.00	782.00	0.00	0.00%	2,226.50	3,128.00	901.50	28.82%	9,384.00
Bank or Loan	0.00	0.00	0.00	0.00%	20.00	0.00	-20.00	—	0.00

Annual Budget - Comparative

Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Fees									
Landscap - Trees & Other	0.00	5,750.00	5,750.00	100.00%	0.00	5,750.00	5,750.00	100.00%	23,000.00
Management fees	937.00	937.00	0.00	0.00%	3,748.00	3,748.00	0.00	0.00%	11,244.00
Total Operating Expense	15,409.33	22,849.67	7,440.34	32.56%	45,840.14	63,496.68	17,656.54	27.81%	177,757.31
Total Operating Income	16,583.82	16,150.00	433.82	2.69%	68,034.51	64,950.00	3,084.51	4.75%	225,800.00
Total Operating Expense	15,409.33	22,849.67	7,440.34	32.56%	45,840.14	63,496.68	17,656.54	27.81%	177,757.31
NOI - Net Operating Income	1,174.49	-6,699.67	7,874.16	117.53%	22,194.37	1,453.32	20,741.05	1427.15%	48,042.69
Other Expense									
Landscap Upgrades	0.00	10,000.00	10,000.00	100.00%	12,796.88	30,000.00	17,203.12	57.34%	30,000.00
Reserve Contribution	1,190.00	1,190.00	0.00	0.00%	4,760.00	4,760.00	0.00	0.00%	14,280.00
Total Other Expense	1,190.00	11,190.00	10,000.00	89.37%	17,556.88	34,760.00	17,203.12	49.49%	44,280.00
Net Other Income	-1,190.00	-11,190.00	10,000.00	89.37%	-17,556.88	-34,760.00	17,203.12	49.49%	-44,280.00
Total Income	16,583.82	16,150.00	433.82	2.69%	68,034.51	64,950.00	3,084.51	4.75%	225,800.00
Total Expense	16,599.33	34,039.67	17,440.34	51.24%	63,397.02	98,256.68	34,859.66	35.48%	222,037.31
Net Income	-15.51	-17,889.67	17,874.16	99.91%	4,637.49	-33,306.68	37,944.17	113.92%	3,762.69

BROOKSHIRE OWNER'S ASSOCIATION, INC.

If you are unable to attend the Annual Meeting to be held on Tuesday, June 1, 2026, please complete and return this Proxy Form prior to the meeting to Tony Rondinelli, Property Manager, or to another attending owner. No one claiming proxy powers will be allowed to vote for another homeowner without written authorization.

ANNUAL MEETING PROXY

The undersigned member of the Brookshire Owner's Association, Inc. and owner of the property located at

does appoint _____ or Board President if no person listed (with full power of substitution), to vote in my place and for me at the Annual Meeting of said association to be held at Waukesha Public Library Rm A, in Waukesha, WI on the 1st day of June 2026, at 5:00 PM, or at any adjournment thereof, and to perform all other acts with reference to such membership at such meeting, as fully as the undersigned could do were the undersigned present.

Signature

Date