

**Minutes of a Meeting of the Board of Directors of the
Overlook Lakes Condominium Association
May 21, 2026**

BOARD MEMBERS PRESENT:

Forrest Bivens, President
Randy Green, Vice President
Melanie Roberts, Treasurer
James Kleist, Secretary
Eric Van Ert, Director

GUESTS:

Tom Meyer, Chair of the Buildings Committee

SCI REPRESENTATIVE:

John Sileno, SCI Property Manager (Excused)

1. Preliminary Activities

- A. The meeting was called to order at 3:30 PM. The Board unanimously approved all the meeting objectives on the agenda.

2. Board Business Involving our Property Manager – John Sileno

- A. **Building Power Washing** – Three proposals were received (Demarks, Brew City and Stooges). After discussing the differences in the proposals, a motion was made to accept the Stooges proposal for \$38,073. The Board unanimously approved this motion. Forrest Bivens will work out the schedule for when this work will be done and will include the Chairs of the Buildings and the Grounds Committees to avoid conflicts with other scheduled projects.
- B. **Attic Insulation** – This item was tabled since John Sileno has yet to provide any information.
- C. **Turf Protection at Driveway Entrances on WB** – The Chairperson of the Grounds Committee has talked to Straight Line about coordinating the test site for owner inspection. This should happen later this week.
- D. **Window Washing Plan** – Stooges will include the washing of our windows when they power wash the buildings. At this point we are assuming that the original plan to have First Klass has been cancelled.
- E. **Annual Trespassing** – Some kids/teenagers have been spotted riding their bikes around some of our buildings and surrounding property on both Woodbridge and Westlake Drives.. While they have not been around lately, efforts are being made to watch for them and to stop them. Other kids/teenagers were fishing in the pond. An owner called the police, and the police did come and were able to talk to one of them. The other somehow managed to run away.

3. Reports from Board Committees

A. Buildings Committee – Tom Meyer

- **Paint:** Buildings 21, 22, 23 & 48 are scheduled to be painted by BCP beginning the week of June 8. A broadcast email will be sent to owners in these buildings by May 30. BCP will also caulk areas found to need repair on these buildings at the quoted amount of \$85/hour, labor, and materials, not to exceed 16 hours. Only original wood garage doors will be painted.
- **Hose bibs:** Ongoing. Buildings 22,23,24,25,35,38&44 have hose bibs that require some degree of repair. 22 & 23, and possibly 38 & 44, will require repairs from inside the condominium. Repairs to 22 & 23 may have already started.

- **Cedar Repair:** A follow-up report by Russ Augustine was sent to John Sileno earlier this month. Cedar repairs yet to be done should start June 2. Painting, if needed, will follow.
- **Asphalt:** Tom requested that driveways between buildings 44/45 be added to this year's schedule at a cost of \$32,800. This expense will come out of the Reserve Fund. A motion was made to approve this request for \$32,800 to add 44/45 to this year's schedule. This motion was unanimously approved by the Board. It was reported that repairs (crack filling) to Woodbridge were quoted at \$2,200. A motion was made to approve the repairs (crack filling) to Woodbridge at a cost of \$2,200. This motion was unanimously approved by the Board. Seal-coating on the condominium side only, less the driveways to be replaced in 2026, was quoted at \$29,800. Needed repairs to driveways were quoted at a time and materials rate of \$500/hr. Once the total cost is determined, the Board will conduct an online vote to approve or deny this proposal, with the actual work likely to be done in 2027.
- **Gutters & Downspouts:** J&J did a "courtesy" repair of "noisy" downspouts on building 28. Previous attempts by others over the last three years did not solve the problem. Tom suggested that the Board look to J&J for future G&DS work, including the proposed relocation of downspouts on C buildings.
- **Irrigation System:** Milwaukee Sprinkler is set to perform this start-up on May 26. Unfortunately, the order of buildings in which this will be carried out is not available, so specific owners of units needing to be entered cannot be given any estimated timetable. More than one crew will perform this start-up. It should be finished in one day.
- **Fire Alarm Testing:** Scheduled for June 22 & 23 per John Sileno. This vendor was asked to work from 9-5 on the first day and from 11-7 on the second day 11-7 to accommodate owners that have day jobs and cannot be home. John reported that the vendor said they could not do that.
- **Hi-Vis vests purchase completed:** 20 large vests for summer use and 5 X-large vests for winter use.
- **Woodbridge Clean-up:** This is proposed for mid-June once grass repairs have "taken" along Woodbridge. It will be on a Saturday with a follow-up rain date. 8-10 volunteers will be needed.
- **Volunteer Waiver:** Tom shared his draft of a volunteer waiver form. The Board appreciated that it was simple and "friendly" and kept to one-page. For the volunteers that were under the impression that they are covered under Workman's Comp Insurance, it was noted that WC Insurance only covers paid employees. Several edits were suggested and a final draft will be resubmitted to the board for their approval.

B. Grounds Committee – Melanie Roberts

- **Stump Removal Contract** – Three proposals for this work were received. SavAtree was the lowest at - \$698. A motion was made to accept SavAtree's proposal of \$698. The Board unanimously approved this motion.
- **Large Arborvitae Trimming** – The plan is to remove and replace, with adjacent owners' approval, one set of these large arborvitae annually.
- **Evergreen Shrub Damage** – A set of photos of all the damaged bushes around the association was distributed to the Board. It was noted that all these bushes are next to sidewalks. Board discussion included that: 1) this has never happened in the past; 2) this must be salt damage (our sidewalks were often very heavily salted) since these bushes made it to early spring and then this damage happened. It was not the winter weather gradually doing this. It all happened at the same time. After exploring all our options for dealing with this issue – including legal, the Board will discuss a remedy for this with KEI.
- **Progress Report on Window Replacement Compromise** – An update on where things are at and what the next steps will be, will be shared with this owner.
- **Progress on Mulching Plan** – This mulching was done on Thursday, May 21st. It should be completed in two days.

- **MMSD Program Update** – The contract with MMSD has been signed by us. The storage of landscaping tools that volunteers can use to help with this project will hopefully be in a portion of the large SCI garage to the north of the 92nd street entrance/exit. John Sileno will be asked if this garage space is still available for condo use.

4. **Board Review of OLCA Issues/Incidents Log**

Other business conducted via email by the OLCA Board of Directors following our April 6, 2026, meeting and before today's May 21, 2026, meeting included the following:

- Approved SavATree's proposal of \$3708 for general tree care and plant health care on 4/30/26.
- Approved Blair Commercial Painting proposal to do additional spot caulking on buildings 21, 22, 23, and 48 at a cost not to exceed \$1,360 on 5/7/26.
- Approved Straight Line Lawn Care's proposal for edge defining and mulching of the address signs and pink-ribbon trees for \$11,336.60, which is \$6,000, or 1/3 less than KEI on 5/13/26.
- Reviews of active issues – N/A

5. **BOD Unfinished and New Business**

- Internal Board Organization** – Forrest Bivens was nominated and voted in to serve as the President. Randy Green was nominated and voted in to serve as the Vice President. Jim Kleist was nominated and voted in to serve as the Secretary. Melanie Roberts was nominated and voted in to serve as the Treasurer.
- Annual Meeting Review** – A motion was made to approve the 2026 Annual Meeting Minutes. This motion was unanimously approved by the Board to be set before next year's meeting for final approval. The Board expressed appreciation for Melanie Roberts' great idea on the door prize gifts at the Annual Meeting. This led to a discussion about trying to revive the Social Committee.
- Watering Challenges** – There will undoubtedly be more help needed in watering our new bushes and trees in coming months. Everyone is asked to seek trustworthy volunteers.
- Sharing of Observations/Conversations with Owners & Residents** – There were numerous positive comments about the Annual Meeting being well organized, simple, and well-focused.

6. **Regular monthly reports (delinquencies, work orders, treasurer)**

- Delinquency Report** – The delinquency report was briefly discussed. One long-standing delinquent account [1.5 years] was paid, while a second account still needs payment. This owner was contacted.
- Treasurer's Report** – No written treasurer's report was available, but the current balances of key accounts were reported orally.

7. **Concluding Activities**

- Meeting Summary / Review Assignments / Adjournment
- Next Scheduled Meeting: Monday, June 29th at 3:00pm.
- Adjournment – Randy Green made a motion to adjourn the meeting at 5:15 pm. Eric Van Ert seconded this motion. This motion was unanimously approved.

Respectfully submitted,



James Kleist