

**Minutes of a Meeting of the Board of Directors of the
Overlook Lakes Condominium Association
April 6, 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

1. Preliminary Activities

- A. The meeting was called to order at 3:00 PM. The Board unanimously approved all the meeting objectives on the agenda.

2. Board Business Involving our Property Manager – John Sileno

- A. **2026 SCI-OLCA Management Agreement and Addendum** – As the result of a discussion about two points on two different pages of this agreement, it was decided to wait for the final draft of this agreement and then vote on it then. John Sileno will send this final draft to the Board as soon as possible. The approval of this final draft of the 2026 SCI-OLCA Management Agreement and Addendum will be done via an online meeting of the Board.
- B. **Building Power Washing** – Good progress is being made on this project. One proposal has been received so far – from a vendor named Stooges for \$33,000 which includes all the balconies and patios. A second proposal will soon be received from a vendor named Denmark's. Once that proposal is received a decision will be made between these two vendors.
- C. **Caulking Buildings** – The chairman of the Building Committee is working with Blair Commercial Painting on this. Blair has agreed to expand the scope of their painting work to include the caulking of buildings where necessary. A meeting will take place in mid-May to review Blair's proposal. No windows will be caulked since that is done when an owner replaces their windows.
- D. **Attic Insulation** – The Building Committee is still in the process of gathering information. The intent is to present the results of this work to the Board during the first quarter of 2027. Items being discussed include how many inches of insulation is required to hit an R Factor of 50. The committee is also looking for another vendor to get a 2nd proposal so that we are sure to get the best bid.
- E. **Turf Protection at Driveway Entrances on WB** – The chairwoman of the Grounds Committee has arranged for a trial turf protection set up that would include a boulder with tall grass at a cost of \$305. Owners would then have an opportunity to offer their assessments. This trial set up will be at one corner of the driveway for units 24 & 25. Also, when PLM replaces the driveway for buildings 32 & 33, PLM will include a flair on both sides of the driveway where it connects to Woodbridge. Again, owners would be able to assess this option as well. Finally, there are a number of landscaping boulders and gravel that needs to be removed from an area south of building 25 at a cost of \$325. A motion was

made to approve the landscape installation at 24 & 25 and to remove the landscaping boulders and gravel south of building 25. This motion was unanimously approved.

- F. **Building Outside Hose Bibs Turn On** – On April 28th, the hose bibs for the condominiums will be turned on by SCI employees. Since this is being done separately from the irrigation turn on it should only take a day. An email will be sent to all the owners whose units have the controls for this turn on in their condo to alert them of the need to get into their unit on this day. There was also a discussion regarding the turn on of the irrigation system. Milwaukee Lawn Sprinkler will do this turn on (which includes adjustments to sprinkler heads) at a cost of \$9916. This will occur on May 26th. A motion was made to approve Milwaukee Lawn Sprinkler for turning on the irrigation system (and then shutting it down in the fall) at a cost of \$9916. This motion was unanimously approved.

3. Reports from Board Committees

A. **Buildings Committee – Tom Meyer**

- **Cracks in Woodbridge, Some Driveways** – No formal walk around has been done as of yet. However, the representative for PLM, has noted many cracks in Woodbridge Dr. He will also check some driveways in the formal walk around as well.
- **Relocating some C Bldg. downspouts & General Downspout Damage appraisals** – This is still a work in progress. When completed, details and costs will be presented to the Board for their approval.
- **Asking Volunteers to Sign Waivers** – There was a discussion regarding the liability of OLCA if one of our volunteers was hurt while working on some building or grounds project. A part of this discussion included the handout of a volunteer agreement from Wehr Nature Center. Board members were asked to review this document and then offer their suggestions to the chairman of the Building Committee for creating such a volunteer agreement for OLCA. This will be on the agenda for the Board's next meeting.
- **Safety Vests to Identify New Personnel** – As a result of the previous discussion item, it was decided to have all OLCA volunteer workers wear an orange safety vest while working on projects around the association. The chair of the Buildings Committee volunteered to order these vests. A motion was made to approve the purchase of 25 safety vests at a cost not to exceed \$20/vest. This motion was unanimously approved.

B. **Grounds Committee – Melanie Roberts**

- **Quarry Cattail Abatement Proposal from Solitude Lake Management** – After some discussion, it was decided to postpone this work at least until next year, 2027.
- **Stump Removal Contracts** – The Grounds Committee is still waiting for several vendors to look at our stumps and then give us a cost for their removal. .
- **Large Arborvitae trimming** – This trimming was done at four buildings in order to prevent the branches of these arborvitaes from rubbing on the sides of these buildings. There has been some disappointment at the way these arborvitaes were trimmed. The chairwoman of the Grounds Committee will check things out and talk with these owners about the possibility of removing them completely and replacing them with something else and then report back to the Board.
- **Mulch Plan Update** – 3 bids have been received. These bids are being compared to determine which is the best. 2 vendors are willing to show us what they would do. The plan is to complete this project by the end of May.
- **Volunteer Work and Communication with Owners** – All members of the Board had seen the exchange of emails between our president and other owners regarding this issue. The Board

agreed that in instances like this, respect should always be shown on all sides. The Board also felt that what needed to be said has been said.

4. Board Review of OLCA Issues/Incidents Log

Other business conducted via email by the OLCA Board of Directors following our March 9, 2026, meeting and before today's April 6, 2026, meeting included the following:

- Approved the minutes of 2/18/26 Board meeting on 3/11/26.
- Approved the minutes of 3/9/26 Board meeting on 3/13/26.
- Approved the proposal from Blair Commercial Painting LLC on 2/27/26.
- The Proposed Compromise Between Callen, Condo Owner, and the Board was accepted by the owner on 4/01/26.
- Reviews of active issues – N/A

5. BOD Unfinished and New Business

- A. **Annual Meeting on Tuesday, May 5, at 6:00pm** – The Board will meet on Monday, April 27th, to finalize the agenda for the annual meeting. The Treasurer will include a report in this meeting packet.
- B. **CAI Membership** – N/A
- C. **Sharing of Observations/Conversations with Owners & Residents** – N/A

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

- A. **Delinquency Report** – N/A
- B. **Treasurer's Report** – N/A

7. Concluding Activities

- A. Meeting Summary / Review Assignments / Adjournment
- B. Next Scheduled Meeting: Thursday, May 21st, at 3:30pm.
- C. Adjournment – Randy Green made a motion to adjourn the meeting at 5:55 pm. Eric Van Ert seconded this motion. This motion was unanimously approved.

Respectfully submitted,



James Kleist