

**Minutes of a Meeting of the Board of Directors of the
Overlook Lakes Condominium Association
August 24, 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
Scot Snarski, OLCA Property Manager

SCI REPRESENTATIVE:

John Sileno, SCI Property Manager (Excused)

1. Preliminary Activities

- A. The meeting was called to order at 3:18 PM. The Board unanimously approved all the meeting objectives on the agenda.

2. Board Business Involving our Property Manager – John Sileno

- A. **KEI Shrub Replacements Following Over-Salting** – Melanie Roberts met with the KEI branch manager and there is agreement that some of the damage to our shrubs was due to over-salting. So, after a lengthy discussion of KEI's proposal for shrub replacement of our salt-damaged plants, Randy Green made a motion and Eric Van Ert seconded the motion to send a three-part reply to KEI: 1) We want KEI to remove, at its expense, all damaged and dead plants as identified by KEI and OLCA. 2) We then want KEI to bring in and deposit fresh soil in the spots where the removed shrubs had been. 3) We finally want KEI to pay us an allowance of \$5,300 as compensation for our procuring the replacement shrubs on our own, most likely early next spring. 4) That our property manager, John Sileno, send this request to KEI as a businessman speaking to businesspeople. This motion was unanimously approved by the Board.
- B. **Irrigation System** – Milwaukee Lawn Sprinkler has been on site. They are working with the Grounds Committee seeking coordination of surveillance and replacement boxes/locks for the controllers.
- C. **Snow Removal Contract** - Ideally, the solicitation of proposals for snow removal should begin soon. The Buildings Committee (Tom Meyer and Rus Augustine) will be involved in these conversations about potential proposals, along with our property manager, John Sileno.
- D. **Lawn/Landscape Contract 2027** – This item was tabled for the Board's next meeting.
- E. **Budgeting Process Starts Next Month** – Forrest Bivens encouraged the involvement of the entire Board and both of our committees. YTD Budget to Actual info will be provided.
- F. **Should Fines Become Necessary** – It was noted that some condominium associations have fines for those condominium owners who regularly/frequently violate the condominium's by-laws after a violation has been pointed out to them. In those associations a first repeat violation brings a fine of ½ of 1 month's HOA fee. A second repeat violation of the same rule brings a fine equivalent to an entire month's HOA fee. After some discussion, it was decided to revisit this possibility in a future meeting.

3. Reports from Board Committees

A. Buildings Committee – Tom Meyer

- **Cedar Repair and Paint** – Russ Augustine is working to identify the places where such a repair is needed and hopes to have it complete by mid-September so repairs can be made (along with paint). John Sileno will be notified about the need for a carpenter and painter in late September or early October.
- **Asphalt** – Extremely water saturated bases have put this replacement project back 2 plus weeks. Bldgs. 43/44 required additional fill. Bldgs. 44/45 and 46/47 have standing water at entrances that needs to be pumped. PLM will manage this. Bldgs. 32/33 may require the drain behind #32 to be repaired or replaced. John Sileno will see if he can have Jeremy use a pressure washer to remove material currently in the drain. Hopefully soon. Asphaltting cannot start until this issue is resolved. Seal-coating three drives replaced last year is completed. Driveway repairs and crack-filling Woodbridge are yet to be scheduled.
- **Gutters & Downspouts**- John Sileno got a quote from DW Seamless for \$822 per side earlier this spring to relocate C building gutters/downspouts that are currently located between the garages. 17 of the 20 C building-sides have them currently center mounted. J&J gave us a similar quote for this project. However, the J&J rep suggested two “unique” alternatives that he feels will solve the problem of icing on sidewalks and driveways more completely. These alternatives are being explored.
- **Irrigation System** - The system for building #37 somehow turned itself on Saturday 8/15. The irrigation water supply to that building had to be turned off as none of the controls worked. Milwaukee Sprinkler was out on Friday, 8/21, to repair this as well as replacing sprinklers on some driveways. All systems bordering the four driveways that are being replaced must remain off until 5-7 days after driveways have been asphalted. It is hoped that this can happen sometime in early September.
- **Fire Alarm Testing** - 27 of our 184 condominiums were not tested due to the inability to access those units. 5 of 28 buildings had battery back-up issues. Tom Meyer suggested several options for how to get better cooperation with owners, vendors, and property management in order to resolve this next year.

B. Grounds Committee – Melanie Roberts

- **Turf Protection at Driveway Entrances on WB** - Nothing new to report yet. This item will be addressed at next month’s Board meeting.
- **Grass Reseeding** – Melanie Roberts secured a proposal from Straight Line in the amount of \$8500 to reseed two large areas and remove 63 tree stumps from these two areas need to be removed. A motion was made to spend \$8500 to do the reseeding and stump removal at these two places. The Board unanimously approved this motion.
- **Cattails Abatement and Weeds Quarry Shoreline** – There was some discussion on the options for doing this work. Those options will be explored, and this issue will be discussed at the Board’s next meeting in October.
- **Board Counsel Sought** - After discussing the best way to replace some viburnums, a motion was made to maintain our current timetable and planning. The Board unanimously approved this motion.

4. Board Review of OLCA Issues/Incidents Log

Other business conducted via email by the OLCA Board of Directors following our July 27, 2026, meeting and before today's August 24, 2026, meeting included the following:

- Approved the minutes of 7/27/26 Board meeting on 7/30/26.
- Reviews of active issues – N/A

5. BOD Unfinished and New Business

- A. Waver for Volunteers to Sign** - Melanie Roberts will provide a clean copy of this waver for volunteers to sign. It will be reviewed and voted on online within the next week or so.
- B. Revive Social Committee** – This was briefly discussed but then tabled.
- C. Reserve Advisors** - OLCA has benefited a great deal from these Reserve Advisor reports. This organization is highly respected. During this discussion, another company that offers this same service was suggested. It was decided to check with this other company first and then discuss timetable for next report and who will do it.
- D. Sharing of Observations/Conversations with Owners & Residents** – There appears to be black algae in the pool once again. This will be addressed.

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

- A. Delinquency Report** – N/A
- B. Treasurer's Report** – This report was emailed to Board members just prior to our meeting. It will be reviewed by Board members privately. However, the current balance of key accounts was reported orally. This report is attached to these minutes.

7. Concluding Activities

- A. Meeting Summary / Review Assignments / Adjournment**
- B. Next Scheduled Meeting**: Monday, October 5th - 3:30pm
- C. Adjournment** – Randy Green made a motion to adjourn the meeting at 5:35 pm. Eric Van Ert seconded this motion. This motion was unanimously approved.

Respectfully submitted,



James Kleist

Overlook Lakes Condominium Association
Treasurer's Report

Financial Assets:	Board Meeting 8/24/2026	Board Meeting 7/27/2026	Board Meeting 2/18/26	Board Meeting 1/12/2026	Board Meeting 11/24/2025	12/31/24
BMO Bank (as of 8/24/26)	\$ 39,799.26	\$ 43,218.18	\$ 40,457.32	\$ 20,308.93	\$ 23,030.97	\$ 114,150.16
Associated Bank (as of 8/24/26)	\$ 135,957.00	\$ 182,284.46	\$ 183,709.33	\$ 125,064.25	\$ 88,588.52	\$ 98,396.00
Schwab (as of 8/24/26)	\$ 831,888.30	\$ 829,254.99	\$ 741,634.24	\$ 738,254.54	\$ 713,186.00	\$ 364,176.47
	\$ 1,007,644.56	\$ 1,054,757.63	\$ 965,800.89	\$ 883,627.72	\$ 824,805.49	\$ 576,722.63

Notes:

Schwab Performance		
Dividends & Interest	2025	2024
Market Appreciation	\$ 4,343.36	\$ 3,021.45
Advisory Fees	\$ 20,511.02	\$ 19,175.69
Net Favorable Performance	\$ (2,553.82)	\$ (2,115.81)
	\$ 22,300.56	\$ 20,081.33

2026 Disbursements from RRF at BMO

6/15/26 for Power Washing	19,032.62
7/20/26 for Power Washing	19,584.00

Anticipated 2026 Disbursements from RRF

8/26 for Power Washing	4,500.00
PLM Driveway Replacements	