

**Minutes of a Meeting of the Board of Directors of the
Overlook Lakes Condominium Association
July 27, 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 3:00 PM. The Board unanimously approved all the meeting objectives on the agenda.

2. Board Business Involving our Property Manager – John Sileno

- A. **Association Insurance Policies** - The Master (\$51,063) and Liability Umbrella (\$1,080) policies renewed on 6/23/26. This policy will cover losses to buildings or structures at the described premises for the amount we actually spend that is necessary to repair or replace the damaged building or structure, without regard to the applicable Limit of Insurance. However, interest was expressed in exploring other options in the future. It was suggested that the Board should get a quote through Unisource. Eric Van Ert volunteered to contact Unisource.
- B. **Attic Insulation** – This project has been on hold pending verification of the quality of work done previously. A second bid was to be sought. John Sileno was asked to get a second bid and report back. No response. Perhaps it's time to remove this from our agenda until budget-building time in Oct/Nov.
- C. **Turf Protection at Driveway Entrances on WB** – The "sample" use of boulders at #24 driveway for \$325 appears to enjoy unanimous approval. The Board decided to order more boulders like these for use at other driveways. Melanie Robert will get a quote for boulders on WB.
- D. **Window Washing Plan** – The Board cancelled the First Klass annual washing (without penalty) for this year but plans to use them again next year at a cost of \$6,258 – a 4% increase. Many owners appreciate the fact that they can personally hire First Klass to clean the inside of their windows. Stooges doesn't offer this service.
- E. **KEI Shrub Replacements Following Over-salting** – The Board hopes to have KEI's response/plan so we can respond formally at a face-to-face meeting with KEI. Melanie Roberts offered to set this meeting up for next week for Tuesday afternoon (8/4) at 4:00pm.
- F. **Irrigation System** – The Grounds Committee intends to meet with Milwaukee Lawn Sprinkler to chart a plan for the future operating of this system. Since Milwaukee Lawn Sprinkler charges a trip charge at \$100/hr. for such a meeting, Melanie Roberts offered to create an email with all our questions and contact them in that format.

- G. **Oak Grove** – The Grounds Committee has some ideas for improving the appearance of the Oak Grove. Melanie Roberts, the chair of the Grounds Committee, will work with John Sileno on our ideas for improving the looks of the Oak Grove just to the east of the pool.

3. Reports from Board Committees

A. **Buildings Committee – Tom Meyer**

- **Caulking Buildings:** We have accepted the Blair proposal to include spot caulking @ \$85/hour, not to exceed 16 hours. Bldgs. 21, 22, 23 & 48 were painted and caulked as needed. Russ Augustine and Tom Meyer inspected the work that was done on 7/21 and were very pleased. Both felt that Blair is a long-term solution for this work in the future.
- **Stooges** – Overall excellent job, especially considering equipment issues (problems with the truck pump) as well as with the weather. Stooges willingly returned and redid windows that were missed or that they were requested to do over. Very professional.
- **Relocating some C Bldg. Downspouts & General Downspout Damage Appraisals:** John Sileno got a quote from D&W Seamless Gutters. Unfortunately, it was from a vendor that we've had problems with in the past. After more discussion, it was decided to put this project off for now. To fix them all would be \$15,000 to \$20,000. In the meantime, the Board will get a quote from J&J. The board plans to do this project in the fall.
- **Developing Waiver for Volunteers to Sign:** Suggested edits to Wehr Nature Center's Volunteer Waiver were discussed. This seemed like a good model for OLCA to work off of. Unfortunately, the process got stalled. Melanie Roberts will do the final editing of our initial draft of such a waiver, and the Board will review it at their next meeting in August.
- **PLM Paving & Sealcoating:** The sealcoating of Bldgs. 21/22, 41/42 and 45/46 are scheduled for July 29. These driveways will reopen on 7/31 or 8/1. The irrigation systems around these driveways will be shut down on 7/26 and must remain off until 8/1
- **Driveway replacements for 32/33, 43/44, 44/45, & 46/47:** This project is scheduled for August 11-14. Irrigation systems for these buildings will be turned off August 1 and remain off until around August 20. PLM will reopen driveways when they are ready. NO truck/delivery traffic should be on these driveways for three weeks. John's will pick-up trash at the curb for these addresses. All the owners of these condos have received emails about this.
- **Misc. driveway repairs:** No date has been set for this project; however, it will take place after the new driveways have been reopened. It should take less than one day. T&M is doing this work at a cost of \$500/hour. No prep is required so no owners have been notified.
- **Woodbridge crack-filling:** This project will take place in late August or early September - Weather depending. All irrigation systems on WB must be shut off 5 days in advance. It should only take 2-3 hours at a cost of \$2,200. Woodbridge Dr. will remain open to traffic. A broadcast email will be sent to all owners once a firm date is set.
- **Most cedar repairs and painting are complete:** Unfortunately, some condos were missed, unexplained. The Board is asking John Sileno to get a carpenter and a painter back hopefully no later than September. Russ Augustine is creating another cedar repair list.
- **A few hose bibs reported with small leaks.** No rush. Will repair when plumber is onsite next.
- **Snow Removal:** The crew that did this work last winter will not be allowed on site. If KEI will make this change – good. If not, the Buildings Committee will start looking for new contractor. The same discussion regarding our landscaping will also take place.

B. Grounds Committee – Melanie Roberts

- **Stump Removal Contract:** We contracted with SaveATree and were very pleased with their work. No option but to pay right away, so Melanie Roberts, also the OLCA Treasurer, went ahead and paid them. Melanie is working with Debby at SCI to straighten this out.
- **Viburnum Hedges 2-Year Replacement Project:** SaveATree did this at the same time they were on our property for the stump removals because it was cheaper. There is a plan for replacing these hedges. It is hoped that we can put something in that is more environmentally friendly.
- **MMSD Tree Planting Plan:** Dave Glenn has shared information on the 2-year plan. It has been finalized with permission to publicize on the OLCA website. Hose bibs will have to be on until November 30th.
- **Ravine (buckthorn, maple, spruce....) Project:** \$3,708 was approved for this project; Grass will be planted in these areas.
- **B&G Budget Limits:** There was a discussion about using the budgeted-but-unused RRF money if something is inevitable. Because inflation is getting to be more and more of a challenge with vendor pricing, it is more cost effective to do these projects sooner rather than later. .
- **Meeting with Milwaukee Lawn Sprinkler –** Melanie Roberts will send them a list of questions and have them respond via an email/letter. Otherwise, Milwaukee Lawn Sprinkler charges a fee for an onsite meeting.

4. Board Review of OLCA Issues/Incidents Log

Other business conducted via email by the OLCA Board of Directors following our May 21, 2026, meeting and before today's July 27, 2026, meeting included the following:

- Approved the minutes of 5/21/26 Board meeting on 5/26/26.
- Approved giving permission for an estate sale to be held for a two-day period--with one stipulation: that signs be posted on both sides of the entrance to the driveway to the unit that clearly inform drivers: "Estate Sale Parking only on the Street" on 5/31/26.
- 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.
- Approved the proposal from Straight Line to remove arbs at some C Buildings in order to allow later replacements at a cost of \$1588.50 on 6/26/26.
- The board went on record to support the plan to remove the buckthorn in the Oak Grove and to pay half of the cost on 6/26/26.
- Approved the proposal from Straight Line to remove six viburnum hedges in order to allow replacement hedge plants to be planted at a cost of \$2160.36 on 6/26/26.
- Approved the changing of the July meeting date to July 27th at 3:00pm on 7/7/26.
- Approved the two-year MMSD tree and shrub plan for OLCA on 7/14/26.
- Reviews of active issues – N/A

5. **BOD Unfinished and New Business**

- A. **Revive Social Committee?** – There was a discussion about reviving the OLCA Social Committee. The reason for this discussion resulted from the ongoing challenge to have a quorum of owners at the OLCA Annual Meeting. A Social Committee could help! OLCA Board members were encouraged to talk to people about this and seek volunteers to help. Consider this your invitation to consider being a part of the OLCA Social Committee.
- B. **Watering Challenges** – The ongoing need for more volunteers to water new shrubs and trees remains. Please let Scot Snarski, the OLCA Property Manager, know and he will pass your name along to the Grounds Committee.
- C. **Sharing of Observations/Conversations with Owners & Residents** – Generally speaking these seems to be a high degree of contentment.

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

- A. **Delinquency Report** – The delinquency report was briefly discussed. Lowest we have been in some time now. Total indebtedness is currently \$2,319.
- B. **Treasurer's Report** – The current balances of key accounts were reported orally, with a copy of the report being emailed to the board after the meeting. The Replacement Reserve Fund balance continues to increase.

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

Notes:

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

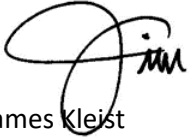
Anticipated 2026 Disbursements from RRF:

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

7. Concluding Activities

- A. Meeting Summary / Review Assignments / Adjournment
- B. Next Scheduled Meeting: Monday, August 24th at 3:00pm.
- C. Adjournment – Randy Green made a motion to adjourn the meeting at 5:07 pm. Eric Van Ert seconded this motion. This motion was unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Kleist', with a stylized flourish at the end.

James Kleist