Meeting Minutes
RWP Board of Directors Meeting
11/17/2025
4:00PM

Board Members present: Sue Zuelke, Jake Mahkorn, Rob Steinebel, Tony Nickalls, Tom Paprocki
Board Members absent: None
Management company representative in attendance: Taylor Lawrence
Unit owners present: N/A

Call to Order:

Sue at 4:02PM

Approval of October 2025 minutes:

Tom motioned for approval of the October meeting minutes, Tony seconded. All Board members approved the minutes.

Homeowners' Concerns:

- No owner concerns raised. No owners (aside from Board members) attended the Board meeting.
- Taylor did note that not all renters receive Association notices because they can and sometimes do opt out of email notices from Sentry. Given the new entry system installation, Taylor to ping all landlords to remind them to forward notices to renters.

Financial Report

- The Board discussed issues with how reserve interest and expenses are being tracked and displayed in financial statements. Jake and Taylor agreed to explore options for improving the system, including potentially moving the reserve money market to a different bank to streamline transfers and reduce fees. Sue emphasized the need for a clearer separation between reserve expenses and other maintenance costs in the monthly statements. Jake committed to researching bank options and rates, with plans to make a formal recommendation to the board.
- The Board discussed the implementation of a new "building enhancements" line item in next year's budget to better organize maintenance and improvement expenses.
- Electrical costs are still high. Jake asked about WE Energies, and Taylor has investigated. WE has not been helpful. Only recourse is to hire an electrician.
- Here are the recodes that will be reflected in the next set of financials to come out of Reserves:

- $1200 - Pro 2 Pave payment
- $11220 - Holton Brothers Masonry
- $1328 - Bob Lurie Glass
- $1377.50 - Skyline Technical LLC
- $32,355.00- Holton Brothers
- $6,522.56- ButterflyMX

- Jake motioned to accept October financials. Tony seconded. Board approved.

Manager's Report:

- 141 Unit 53/52 and 206 Bob Laurie Glass to look at repairs completed.
- Recycle bin cleaning completed 11.4
- Proposal requested from Whalen Works for cleaning of the trash bins and
- compactor
- Wahlen Works compactor and trash bin cleaning approved.
- Ordered more keys from LaForce.
- Roof replacement was requested from Pioneer Roofing.
- WE Energies was contacted regarding the increased usage. Information regarding
- that call was sent over.
- Third Ward Association sent out electrician to fix the photo eye on the roof for the
- lights on the 205 building.
- Zein completed dock winterization

Interim Approvals:

- None

Rental List/Task List Review:

- New tenant moved into 505.

Old Business:

a. 205 Elevator Update- possible next steps
- Express Elevator and MEI were onsite. Waiting on Schindler. Evaluating expensive, temporary fix vs wholesale replacement a couple years ahead of plan based on what is smarter for the Association financially.

b. Butterfly system installation
- Installer is still waiting on the shrouds. Taylor, Jake, and Tom to pester them even more incessantly for updates or will order the part themselves.

c. 2026 Budget

- Taylor to send out notice to all owners to update ClickPay for new amount for 2026 monthly dues.

d. Review of rule addition for EV charging station

- Board agreed on rules with caveat that any insurance increase must demonstrate attribution that it is caused specifically by a specific charging station.

New Business:

a. Roman Electric bid for light packs review

- Price was very high for nominal lighting improvement and determined not to be a great use of Association money. The group discussed the need to improve lighting safety and energy efficiency in the 141 building with LED fixtures, with Sue emphasizing the current unsafe conditions due to malfunctioning and poorly aimed lights. Tony agreed to approach Jim with the HTWA about replacing the original lights from 1998, suggesting a potential cost-sharing arrangement with the HTWA, and planned to follow up after Thanksgiving.

b. Roman Electric bid for cabling

- Tom motioned to approve the Roman bid not to exceed $3500 total to run ethernet cabling to each elevator lobby and install wireless access points. Sue seconded. All approved. The work will create a dedicated wireless network for digital signage (in addition to other networked devices going forward), which previously experienced issues when a resident moved out and disconnected their network.

c. Whalen Works cleaning garbage bins and compactor

- The Board discussed concerns about water tracking from garbage bins and compactor cleaning. Taylor confirmed that the vendor would address the issue. Additionally, the Board proposed cleaning the garbage bins and compactors in both buildings as soon as November 21st for $500, with MRS providing on-site assistance to handle the heavy compactor units. Sue noted that this should help to address the fruit fly problem in 141.

d. Review MRS list for PMI services and modify

- The Board discussed the PMI service list, focusing on maintaining cleanliness in garbage rooms and ensuring the proper functioning of trash chutes and air exchange filters. They agreed to prioritize tasks and consider adding a governor or a fake cover to control the heater's temperature. Tony planned to coordinate a walkthrough with MRS, while Taylor would forward the proposed times to facilitate scheduling. The team also addressed the issue of MRS staff waiting in the lobby during vendor meetings,

emphasizing the need for efficiency. Lastly, Tony mentioned removing graffiti boards from the building.

e. Dust Free Ducts review of venting for dryer vents

- The Board discussed the inspection and cleaning of ducts and dryer vents in buildings 141 and 205 as a safety measure for all owners. Taylor arranged for a vendor to inspect the equipment and provide a cleaning estimate, scheduled for the next morning, and Tony can assist given his familiarity with the systems.

f. Association debit card

- Tom motioned to issue an Association debit card for expenses (rather than current system which involves reimbursing Board members via paper check), with a $1000 cap, and to have the Secretary and Vice-President as the assignees. Jake seconded. Board agreed. Taylor to coordinate.

Any Other Business Before the Board:

N/A

Adjournment:

Sue adjourned at 5:35PM.

Meeting minutes submitted while still waiting for Butterfly MX entry system shrouds to arrive from abroad,

Tom Paprocki, Secretary

Next meeting = December 22nd, 4PM