Van Buren City Lofts Condominium Association
Board of Directors Meeting Minutes

October 9, 2025

1. **Call to order**

Meeting called to order at 6:04 PM.

Present: Rebecca Janutis, Ted Salgado, Paul Casper, Scott Ellis, David Ray, Michael Landre
Absent: None

2. **Prior Meeting Minutes**

a) The minutes of the July 30, 2025, meeting were approved by e-mail.

3. **Owner Matters** - None

4. **Financial Report**

a) Board approved the financial report. Reserve balance as of May 14, 2025 is $477,968.

5. **Old business**

a) Hunt Management received a Summons Complaint from the Circuit Court of Milwaukee on 9/29/2025. The complaint was filed by 601 Lofts (Plaintiff) and its attorney naming VBCL Condominium Association as the Defendant. 601 Lofts needs to repair their 2nd floor rooftop terrace, and they claim they need to use VBCL's driveway for equipment. Their use of the driveway would block vehicle access to several of our garages for 8 weeks. VBCL's Board has not agreed to allow this use of the driveway, and now 601 has filed this suit. VBCL has now retained an attorney to help us through this situation. VBCL must send a response to the complaint by 10/19/2025. Michael will send a notice of this to all unit owners along with a copy of the actual complaint.

b) Façade repairs were made in September. We contracted a different vendor to repair the sidewalk in front of the building. That should be completed in October.

c) Hunt secured several quotes for VBCL's property insurance for the next year. The Board approved the best quote, unfortunately, the premium increased by $5,000 and the deductible went up $20,000.

6. **New Business**

a) Hunt determined that they mistakenly have not charged the owner of 204 for electricity used for charging their electric vehicle in the garage space since 2023. Hunt will now recover those funds and begin invoicing quarterly for these charges.

b) Board has approved the painting of the south wall of the garage at a cost of $3,200. It should be completed within 2 weeks.

c) Board approved the snow removal contract for the upcoming season. Cost increased roughly 3%.

d) Board discussed the difficulty seeing activity on the sidewalk as you approach the north end of the driveway in a vehicle. Hunt will look into installing a mirror to improve visibility.

e) Board discussed the 2026 budget. Michael will send the proposed budget to the board for comment and approval.

7. Such other business as may come up before the board

a) A key to the elevator room was returned by a former resident. It will be retained with all other important building keys.
b) The AT&T bill was found in the mailroom. Since Hunt receives the bills electronically, Michael will let us know if this paper bill is needed. Michael also reported that Hunt is having a difficult time working with AT&T to recover money that is owed to VBCL following the installation of fiber optic cable.
c) Michael will initiate a list of tasks Hunt maintenance is performing, then pass that list to the board for its review.

Date of the next meeting is yet to be determined in case an earlier than normal meeting is needed for either the Complaint or next year's budget.

Meeting was adjourned at 7:38 PM

Minutes submitted by: Paul Casper

Van Buren City Lofts Condominium Association
Board of Directors Meeting Minutes

July 30, 2025

1. Call to order

Meeting called to order at 5:29 PM.

Present: Rebecca Janutis, Ted Salgado, Paul Casper, Scott Ellis, Michael Landre
Absent: David Ray

2. Prior Meeting Minutes

a) The minutes of the May 14, 2025 meeting were approved by e-mail.

3. Owner Matters

a) One resident reported a leak coming from a shower that dripped into the unit below. This is not an uncommon situation. A few years ago, the Board asked residents to have their drains checked by a plumber. Michael will send a reminder to all owners.

4. Financial Report

a) The Telephone and internet account is over budget. Michael reports that we are due rebates from AT&T. He has been working to recover roughly $3,000. Current bills reflect proper costs.

b) Board approved the financial report. Reserve balance as of May 14, 2025 is $480,753.

5. Old business

a) Repairs to the settled section of sidewalk in front of the building are scheduled to be done by the second week of August. Façade and masonry repairs will be done after the concrete work.

b) The decision on what to do with the grass on the north side of the building has been deferred to next year.

c) Otis reports that the noise periodically coming from the elevator room is a scavenger pump recovering oil that has leaked. Michael will ask Otis to fix these leaks as soon as possible. Otis is also ordering new parts to fix the sensor problem occurring on the 6th floor.

d) 601 Lofts did not respond to a series of questions we sent them regarding their roof project and the use of our driveway. They have retained an attorney, so the board has directed Michael to reach out to them reinforcing our willingness to negotiate a workable solution with limited disruption for VBCL residents.

6. New Business

a) The 601 driveway situation may require us to hire an attorney. Michael sent the board information on a new firm that exclusively represents condo and homeowner associations. (Kaman & Cusimano) Once the association pays a $1,500 annual fee, we would have access to no fee legal resources, and phone conversations about typical Condo matters. They would also offer reduced attorney fees if a matter required further legal assistance. Michael will discuss this 601 matter with them before we make a decision to sign on with this firm.

b) Michael is getting quotes on painting the south exterior wall of the south garage.

c) The Fob reader on the south alley door is not working. Michael to get Centek to repair.

d) Michael will also get Centek to repair the security camera in the mail room.

7. Such other business as may come up before the board

a) The weeds near the transformers in the alley are overgrown. Our resident lawn care professional will attempt to cut them down.
b) For emergencies, it was confirmed that the lockbox has the necessary keys to access various rooms in the building.

Michael will send proposed dates to determine the date of the next meeting.

Meeting was adjourned

Minutes submitted by: Paul Casper

Van Buren City Lofts Condominium Association
Board of Directors Meeting Minutes

May 14, 2025

1.Call to order

Meeting called the meeting to order at 5:31 PM.

Present: Rebecca Janutis, Ted Salgado, Paul Casper, David Ray, Scott Ellis, Michael Landre
Absent: None

2.Prior Meeting Minutes

a) The minutes of the April 9, 2025 meeting were approved by e-mail.

3.Owner Matters

a) None

4.Financial Report

a) The Board approved the financial report. Reserve balance as of May 14, 2025 is $461,583.

5.Old business

a) The board approved the cleaning of the garage floors along with restriping and renumbering the parking spaces. The cleaning will be done over 2 days. After the floors are dry, the striping and numbering will be done in one day. Pentagon Property Services, (the company doing the painting) will meet with a board member to discuss the placement of the space numbers.

b) The board approved the façade and masonry repairs. Prior to that being done, Michael will get quotes for repairing the 2 sections of concrete that have settled.

c) 601 Lofts is requesting the use of our driveway so they can repair the deck on the east side of their building. The equipment they plan to use would block access to one or more of our garages. Our Property Manager, along with three of our board members, met with the Property Manager for 601 and their contractor on May 8, 2025. VBCL explained that cutting access to our garages for any extended period is unacceptable. In the meeting we discussed several options and they left saying they would get back to us after they look for the best option. On May 14, 2025, the 601 Property Manager wrote to Michael saying they have no other options. Michael will get back to them and say that we are amenable to more discussion, but we would need more details on the project and its timing.

6.New Business

a) The city informed us that we are required to do a pressure test of our sprinkler system standpipe. The board approved this to be done by FHP Solutions.

b) The board approved having the carpeting cleaned which includes carpet protection.

c) The board discussed options for the north lawn. Rebecca will discuss these with the landscaping committee prior to a final decision on the best course of action.

d) Michael will locate the VBCL Water Heater spreadsheet and send it to the board members. Action will be taken if any unit is out of compliance or if any water heaters are nearing their 12 year lifespan.

7.Such other business as may come up before the board

a) There is a damaged screen on a second-floor unit. Michael will notify the owner to either repair it or remove it.

Michael will share an app with the board to determine the date of the next meeting.

Meeting was adjourned

Minutes submitted by: Paul Casper

Van Buren City Lofts Condo Association
Board of Directors Meeting
April 9, 2025

Board Present: Rebecca Janutis, Scott Ellis, Sean Duffey, and Ted Salgado
Board Absent: Joe Spasiano
Manager: Michael Landre
Committees: None
Owners: None

I. Call to Order

Meeting called to order at 6:04 pm.

II. Approve Meeting Minutes of 2/20/2025

Minutes approved by email on 2/23/2025.

III. Owner Matters

None

IV. Committee Reports

None

V. Financial Report

Board discussed and approved financial report.
Reserve Balance is $454,071

VI. Old Business

Garage Ceiling Options
Board previously reviewed quotes and decided to monitor ceiling condition

Garage Cleaning and Parking Stripes

Board previously approved Pentagon quote for garage parking space striping
Hunt asked Pentagon for quote for cleaning, striping, and numbers on wall
Still awaiting quote

Unit 204 Pergola and Decking Requests

Unit 204 asked to install pergola on balcony and replace deck boards
Board denies permission for pergola based on prior experience
Board leaning toward allowing resin decking and will set standard

Status of AT&T Fiber Upgrade and Billing

AT&T upgraded phone lines for fire alarm and elevator to fiber optic
Hunt has negotiated reduction in phone bill going forward
Hunt negotiating reduction in prior phone bills

City of Milwaukee Facade Inspection

City advised our next inspection due December 2025
But our last inspection done December 2023, so next should be in 2028.
Hunt will contact City and resolve conflict.

VII. New Business

Exterior Facade and Masonry Proposals

Previous quote received from Weathershield in amount of $8,178
Quotes now received from Custom Restoration and Holton Brothers
Custom Restoration quotes cost of $31,410
Holton Brothers quotes cost of $13,675
But sidewalk on east side of building must be leveled first for proper drainage
Hunt will obtain quote on sidewalk repair
Hunt will also obtain additional information from Holton of the estimated quantity linear feet of horizontal masonry repointing, estimated quantity of vertical or horizontal masonry sealants in exterior first level walls and planter coping stones relating to their quote.

Carpet Cleaning

Hunt will request quote from Adelman for carpet cleaning after garage cleaning

South Wall Painting

Hunt will obtain quote to paint south exterior wall

Elevator Garage to Lobby
- Car takes about 15 seconds to travel that one floor
- Hunt will have Otis evaluate

Grass North of Building
- Precision Landscaping will evaluate

601 Driveway Use
- 601 roof project starts April 28 and lasts 30-45 days, but not every day
- Langer and Holton are contractors on project
- Hunt has reminded 601 of agreement requirements

Miscellaneous Housekeeping Requests
- Salt on mail room floor
- Elevator door tracks
- Chrome around elevator doors
- Touch up paint in lobby
- Gravel in alley needs leveling after snowplowing

VIII. Other Business

None

IX. Executive Session

None needed.

X. Adjournment

Meeting adjourned at 6:50 pm.

Next meeting Wednesday, May 14, 2024, at 5:30 pm via Zoom.

Respectfully submitted,
Sean Duffey
Secretary

Van Buren City Lofts Condo Association
Board of Directors Meeting
February 20, 2025
VIA ZOOM

Board Present: Rebecca Janutis, Scott Ellis, Joe Spasiano, Sean Duffey, and Ted Salgado
Board Excused:
Manager: Michael Landre
Committees: None
Owners: None

I. Call to Order

Meeting called to order at 5:36 pm.

II. Ratify Approval of Meeting Minutes of 11/4/2024

Minutes approved by email on 11/7/2024.

III. Owner Matters

None

IV. Committee Reports

None

V. Financial Report

Board discussed and approved financial report.
CD will mature 3/15/25 and Manager will circulate rates to board
Reserve balance $447,363

VI. Old Business

Corporate Transparency Act

- CTA law requires board members to provide personal information
- Court had stayed law, but stay will apparently be dissolved
- All our board members have already complied with CTA

Facade Inspection & Proposal

- Weathershield inspected facade and recommends repairs
- Total quote of $8,178
- Board notes that inspection and maintenance done in 2023
- Next 5-year facade inspection not required until 2028
- Board notes value of exterior repair to help delay need for interior repair
- Board directs Manager to arrange quotes from Holton and Custom Restoration

Garage B & C Ceiling Options

- Facility Services previously quoted $42,665 for covering garage ceiling
- Weathershield inspected Garage B & C ceilings and recommends painting
- Total quote of $22,660
- Board notes that painted ceiling in storage rooms have deteriorated too
- Board notes that crumbling of garage ceiling has been fairly minor
- Maintenance will continue to monitor condition and remove loose sections
- Board will address this issue again if condition worsens

Garage Masonry Inspection & Proposal

- Weathershield inspected garage / storage walls and recommends repairs
- Total quote of $80,980
- Weathershield
- Board directs Manager to arrange quotes from Holton and Custom Restoration
- Available board members will attend inspection

Removing Handrail from Vestibule

- One more email will be sent to owners regarding two remaining lockboxes
- Board directs Manager to have handrail removed

Garage Striping and Space Numbers on Wall

- Pentagon has quoted striping of garage
  - $1,400 if performed one garage at a time
  - $800 if all garages performed same day
- Board approves proposal for single day if feasible
- Owner had suggested space numbers on wall instead of floor after this quote
- Manager will ask Pentagon if numbers on wall would change quote
- Manager will advise board to consider updating approval if quote changes

AT&T Past Bill Credits

- Manager has reminded AT&T of its offer to rebate some of past costs
- Will continue to remind AT&T and report back to board

VII. New Business

TownSq Website Status

- Hunt has adopted TownSq as web platform for VBCL online
- Manager provides board with tutorial on website features

601 Lofts Proposed Driveway Project

- 601 has requested driveway access to perform work on building April-May
- Manager will find out more details of proposed work from 601
- Manager will also remind contractor of agreement requirements
- Board approves work as long as agreement requirements are satisfied

Floor 2 HVAC Status

- Ideal Mechanical expects to receive necessary part mid-March
- Will complete repair when part received

AT&T Fiber Optic Wiring Status

- AT&T has installed more fiber optic wiring to building
- Manager will contact AT&T regarding next steps

Permanent Solar Panels on Balcony Railings

- Owner proposes installing solar panels on balcony railings
- Board notes its responsibility to maintain uniform exterior appearance
- Board declines permission to attach solar panels to railings per rule
- Board allows solar panels to be placed on balcony floor like other furnishings
- Secretary will notify owner of board's decision via email

VIII. Other Business

Annual Owner Meeting

Owner meeting will be held Wednesday, April 9, 2025, at 7:00 pm in Lobby
Board election will be held during meeting as usual
Sean Duffey and Joe Spasiano will not be running for re-election

IX. Executive Session

None needed.

X. Adjournment

Meeting adjourned at 7:13 pm.

Next Board meeting Wednesday, April 9, 2025, at 6:00 pm in Lobby.

Owner's meeting Wednesday, April 9, 2025, at 7:00 pm in Lobby.

Respectfully submitted,
Sean Duffey
Secretary

Van Buren City Lofts Condominium Association
Board of Directors Meeting Minutes

December 4, 2025

1. Call to order

Meeting called to order at 5:33 PM.

Present: Rebecca Janutis, Ted Salgado, Paul Casper, David Ray, Michael Landre
Absent: Scott Ellis

2. 2026 Budget

Michael had previously sent board members a proposed 2026 budget. These changes were agreed to during the meeting.

a) The Telephone/internet account will be budgeted at $10,000, which is the contracted amount. Michael has assured us that the overpayments from 2025 will be recovered this year.

b) The Reserve fund contribution will remain at 2025 levels.

c) The Legal Fee account is budgeted at $14,000 mainly to reflect the effect that the suit from 601 Lofts is costing us.

d) The elevator maintenance account is budgeted to go up 8%. Michael hasn't seen the 2026 contract yet. He will alert us if it winds up any higher than the 8% increase.

Michael will send the new proposed budget to all board members for their final approval.

Date of the next meeting is yet to be determined.

Meeting was adjourned at 6:21 PM

Minutes submitted by: Paul Casper