WOOD-HAVEN BRIDGES CONDOMINIUM
BOARD MEETING MINUTES
July 20th, 2024

CALL TO ORDER:
Kayla Schlei called to order the annual meeting of the Board of Directors at Wood-Haven Bridges Condominiums at 10:08am on 7/20/2024.

INTRODUCTIONS:
Kayla Schlei
Kim Humburg
Emily Graham
Tim Quigley
Judy Hinze
Jason Hill (Sentry Management)

ESTABLISHING A QUORUM:
A Quorum was established at the Annual Meeting.

APPROVAL OF MINUTES FROM LAST MEETING:
The minutes of the 2023 annual meeting were unanimously approved as distributed.

APPROVAL OF FINANCIAL REPORT:
Financials as of June 2024 were read and approved.

Operating – Pacific Western Bank	$ 183,838.47
Operating (old) – CIT Bank	$ 3,341.16
Reserve –Pacific Western Bank	$ 215,155.39
Laundry Reserve – Associated Bank	$ 17,177.87
Total Assets	**$419,512.89**

STATUS REPORT OF MATTERS AFFECTING THE ASSOCIATION:
- **Siding Bldg 3 (8505, 8515, 8525, 8535)** – In Progress
- **Concrete work around bldg 2 (8545, 8555, 8565) & 3 (8505, 8515, 8525, 8535)** – complete, following up with the vendor in regards to some landscaping that needs some additional work
- **Landscaping** – hill repairs building 4 (8500, 8510, 8520, 8530) complete
    - filling in removed tree areas complete
    - hill repairs building 2 (8545, 8555, 8565) approved, waiting on schedule
- **Pool cabana step repairs** – complete
- **Tree Trimming** – Scheduled for August, trees behind building 2 (8545, 8555, 8565) to alleviate the gutter overflowing and arborvitaes behind the pool to be removed
- **Asphalt re-seal and re-striping** – approved and pending currently August 6th, be on the lookout for emails and postings on doors. **Cars will need to be moved during this work.**
    - This will be a few phases, moving cars for filling and repairing cracks, then moving again for the sealing and restriping.
- **Maintenance Person Search** – The search continues, thank you for your patience while the search is ongoing. Attached to the minutes is the job posting we currently have, if you know of anyone that would be a good fit, please let a board member know.

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UNFINISHED BUSINESS:

- Bush removal & replacement – reviewing bids
- Drain pits and drain tile
- Garage work building 1&4
- Bicycle storage solutions
- Public safety enhancements
- Sale of North Lot

ELECTION OF OFFICERS:

Quorum established at the annual meeting. New officer positions accepted and each unanimously granted. Positions as follows:

President – Kayla Schlei
Vice President – Kim Humburg
Treasurer – Rachel Zumstein
Secretary – Kelly Mallon
Member at Large – Judy Hinze

OTHER BUSINESS AS MAY COME BEFORE THE ASSOCIATION:

- Thank you to Tim Quigley for his years of service on the board, and stepping in this year for some of the maintenance gaps
- Building 4 (8500, 8510, 8520, 8530) color will be blue to match building 1 (8545, 8555, 8565)
- Sentry Management (formally known as Prospect Management), please contact Sentry with any issues. It is up to us as homeowners to communicate exactly what is needed when making these calls. Their call center has many other properties they service. If you are having issues that are not being resolved please let a board member know, we can work with Jason to remedy the situation.
- Reminders:
    - Turn in your proxy vote for the sale of the North Lot
    - If you have not turned in your emergency contact form, please do
    - Please refer to the rules and regulations for reminder on the pool rules, we have seen some issues lately
    - Parking – Once the projects are done, please remember to park in your assigned spot, if you need additional spots please contact Sentry Management to get one assigned
    - ESA's – a reminder no pets are allowed per the rules and regulations. All ESA's must be approved **prior** to obtaining the animal. ESA information can be found in the rules and regulations on page 10

All Wood-Haven Bridges Rules and Regulations, including the 2021 addendum, are available online at pmcwi.com for homeowner reference

ADJOURNMENT:

Meeting was adjourned at 11:16am.

Next Meeting: TBD

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Maintenance Job Posting

Woodhaven Bridges Condominiums is looking for an onsite maintenance person to be on the property 4 times per week (16 total hours). This person would be responsible for addressing all property issues either by completing the tasks themselves or by contacting management and vendors to remedy the issues that arise.

Requirements
Some background with boilers and plumbing

Daily (Days on site)

- Walk property to see if any issues arise
- Pool testing

Weekly

- Check in with board for any items needed
- Sweep out garages, 2 buildings per week
- Pool cleaning once per week
- Pool bathroom cleaning

As Needed

- Changing light bulbs in common areas
- common area painting
- meet with vendors for larger on property jobs
- washing machine cleaning
- small plumbing jobs
- small electrical jobs
- boiler experience