January 2025 Board Meeting Minutes

Date: January 16, 2025
Time: Meeting called to order at 6:35 PM
Location: Glenview Condo Meeting Room – In-person & Phone
Attendees: Randy, Linda, Perry, Shauntay, Dennis, and Julia (on the phone)

Meeting Agenda Items:

- **Meeting Minute Approvals**:
    - Approved October Board Meeting Minutes
        - Motion: Linda
        - 2nd: Dennis
        - Abstention: none
        - Let the record show that the minutes were approved anonymously
    - Approve December Board Meeting Minutes
        - Motion: Shauntay
        - 2nd: Dennis
        - Abstention: none
        - Let the record show that the minutes were approved anonymously
- **Board:**
    - PMI Amendment - shared with Perry and it should be listed on PMI's site
        - Proposed bylaw amendment
            - Noted: no date as to when it was updated and added
            - Amendment will be entered into minutes
    - Confirm annual meeting (**February 20th, 2025**. **Time 6:30**)
        - Items for discussion at the annual meeting could include:
            - 2025 budget discussion
                - Dues stayed the same for 2024
                - Proposed condo fee of a 3.9% increase to $343.00 per month for 2025
                    - Would be effective March 1, 2025
                - Woodland - catch all vendors - Lawn, spring and fall cleanup, snow removal.
                    - Marc Burkle is the owner
                    - Kyle is now the owner of the business…raised our rate by about 20%.
                    - PMI may consider reviewing additional vendors for lawn and snow services.
                    - PMI partners with Ogden - have access to Ogden serviced (PMD-contact is Andy)

            - Cleaning has been outsourced as well.
        - Board budget approval - happening Jan 16, 2025
            - Discussed the history of budget approval process
        - Condo fee increase proposal
            - Vote on increase monthly due to $343.00 per month per member/owner
                - Discussion around the need to increase the monthly fee
            - Special Assessment
                - Members/Owners will also ask about this as a potential during the Annual Meeting
                    - Culvert will need to be done
                        - Poblicki proposed $10,000-$20,000
                    - Landscaping
                    - Garage power wash (maintenance $1,000)
                    - Garage heater (~$40,000)
                    - Elevator - TK holds the service contract (~$90,000-$125,000)
                    - Carpet Cleaning ($1,500 every other year)
                    - Shut off valves ($20,000 to do all of them - can be done in phases) - Hyden
                    - Parking Lot Maintenance - every 3 years ($3,000)
        - Ballot for board elections (need to be created)
        - Minutes from last year's meeting
        - Elections for new board members (to fill vacancies, if any).
        - Discussion on waste management overflow container use.
    - Notice for the Annual Meeting will be sent on or between **January 22nd, 2025-January 31, 2025**
- Finalize board member assignments and terms prior to the Annual Meeting.
    - **Positions Proposed:**
        - President: Randy
        - Vice President: Linda
        - Treasurer: Perry/Linda
        - Secretary: Shauntay
        - Member-at-Large: Dennis
        - Member-at-Large: [Position to be filled]
- Review list of questions that have been submitted by owners in advance of the Feb annual meeting.

- **Julia:**
    - Update: Send each new board member a packet with PMI's information and relevant details for board roles.
    - Update: Provide board members with a copy of the notice sent to the owner regarding the charging station.

- **Randy:**
    - Update: Confirm that the owner's requests concerning the charging station are in compliance with regulations, and ensure that the owner follows up with the City of Glendale for necessary permits.
- **Additional Agenda Items**:

Clarifications & Discussion Points:

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Next Steps & Action Items:

1. **Annual Meeting:** February 20, 2025 (**Time 6:30 PM**), with notices sent by January 22, 2025.
    - Items for discussion at the annual meeting could include:
        i. 2025 budget discussion
        ii. Condo fee increase
        iii. Ballot for board elections (to be created)
        iv. Minutes from last year's meeting
        v. Elections for new board members (to fill vacancies, if any).
        vi. Discussion on waste management overflow container use.
        vii. Special Assessment Discussion
    - Notice for the Annual Meeting will be sent on or by **January 22nd, 2025**.
2.

Emails of board members:

- Randy: Gensker@sbcglobal.net
- Linda: bink747@hotmail.com
- Dennis: dennis.sorin@gmail.com
- Perry: Ploeder@yahoo.com
- Shauntay: Shauntayn@gmail.com
- Julia: jbutler@pmimilwaukee.com or customerservice@pmimilwaukee.com

Adjournment: The meeting was adjourned at 8:37 PM.

Upcoming Meetings:

- **Annual Meeting:** February 20, 2025 (**Time 6:30 PM**), with notices sent by January 22, 2025.
    - Items for discussion at the annual meeting could include:
        - 2025 budget discussion
        - Condo fee increase
        - Ballot for board elections (to be created)
        - Minutes from last year's meeting
        - Elections for new board members (to fill vacancies, if any).
        - Discussion on waste management overflow container use.
        - Special Assessment Discussion
    - Notice for the Annual Meeting will be sent on or by **January 22nd, 2025**.

MINUTES EXECUTIVE BOARD MEETING
TUESDAY MARCH 25, 2025
6:30 PM ESSIE'S UNIT 3210

ATTENDANCE: SHAUNTAY, PAUL, DENIS ,YAKOV AND ESSIE
JULIA BY PHONE

SHAUNTAY HAD PREVIOUSLY SENT AN EMAIL WITH AGENDA

Meeting called to order and quorum confirmed

DISCUSSION TOPICS

CLEANING
Confirmed that the new hire, Dane, is not doing work thoroughly.
Needs training and orientation to building. He is scheduled for every 2 weeks.
Julia and Shauntay to follow up

SUNSHINE CLUB: Tabled

LOSS OF CONDO OWNER:
Cheryl Eisen Johnson, unit 202
Family met with Julia, HOA fees up to date
Will prepare units for sale as able. The car remains in her spot.

DIRECTORY OF OWNERS NEEDED
Emergency contacts not required
HOA fees must be up to date before a condo can be sold/title transferred
Any delinquent assessments must be settled at closing.

BOARD MEMBER ETIQUETTE
Board members represent our building and HOA
Neighborliness and helpfulness are expected
Answer questions as able, or refer to Julia
Keep parking space clean.
Be a role model

BOARD MEMBER RESPONSIBILITIES
ROLE CLARIFICATION, PRESIDENT, SECRETARY, TREASURER, AD HOC, AND PMI
JULIA SENT OUT BOARD PACKETS WITH THIS CLEARLY OUTLINED

MEETING SCHEDULING AND CONSISTENCY
Discussed meeting monthly as able
Quarterly for general owners

Memos of project progress for building. Posted and under doors. Will be completed by the secretary.

ADDITIONAL TOPICS:

RECYCLING/GARBAGE
Dumpsters, special pick ups for large items, fines for mis-use of recycling

SPRING CLEANING
POWER WASH GARAGE. Need estimates.
Re-stripe, re-number to coordinate with unit #'s
Stickers for cars to ID that car is connected to an owner/unit
Secretary to manage stickers
Clean out the garage. One bike, one tire , one grocery cart per space.
All other items to be properly stored in lockers
Need audit of spaces, cars, lockers

GENERAL NEIGHBORLINESS
Try not to slam doors. Julia can ask PMD to assess large doors and how they close.
Need slow close features.

PMD/OGDEN will walk through the building with Julia and Shauntay to assess overall needs. At the annual meeting, Leah Lever unit 113, presented a long list of items that prior " Handyman" Fred completed on a regular basis. Julia reported that she is sharing with PMD in order to keep these items completed regularly.

KEYS are needed for the lockbox in the front lobby so that contractors can access building and locked areas. Shauntay has keys provided by Randy and Linda, previous HOA President and Secretary.

NEEDED: List of all contractors , List of scheduled projects

Concerns that the current landscaper is not thorough. Issues with trimming, tree-line, weeding, planting. Julia will review and report to Board.

DECKS: after exterior work was completed in 2023, many owners report poor quality of decks and construction. Snider did the work. Randy had told Essie that there was a 3 year warranty. Need to collect a list of problems and Julia will investigate with Snider.

PEST CONTROL
Mice were reported and Julia hired SWAT to place rodent bait/traps. Will continue
Insects, especially stink bugs and box elders , are prevalent on property.

REPLACEMENT OF CARPETING AND COMMON AREA PAINTING

This would be a costly project. May require a special assessment. Acknowledge that carpeting is 40 years old and at the bare minimum needs annual cleaning. Last cleaning at least 3 years ago.

ELEVATOR
Requires more frequent maintenance and possible replacement.
The elevator is a priority item.
Julia will obtain quote from TKE
Currently, the elevator is serviced when problems are reported.
Uncertain of maintenance schedule being done

DRYER VENT CLEANING:
LAST IN 2021. Julia to obtain quotes. Scheduling to follow.

SECURITY
There is a camera room off lobby. How is any tape being monitored? Is there recording happening?
CCTV. This needs further discussion. Many owners are concerned about security.
Stolen packages. Some owners bring deliveries inside the entrance, or to condo doors.

BURLAKOV/ATTORNEY UPDATES

BRIAN, attorney, needs direction before April 7th.
Ed will pay $9,000 due.
The remaining $ 22,000 was discussed. Options include:
1} File lawsuit against him to get total back plus legal fees
2} Settlement of less than full assessment
3]Give him time to recoup funds for re-payment
If he is unable to pay–consider foreclosure against his parents, as they own his unit, # 114.
Discussion of possibly needing a new attorney once this is settled. Due to conflict of interest of an attorney representing an owner against the HOA. HOA pays attorney fees and he represents Glenview Condos.

The board agreed to hold the firm to $22,000 payable in full by Burlakov.
Noting that fees increase each month.
Shauntay and Julia to follow up with an attorney.

Next meeting not yet scheduled
Adjourned 9 PM

MINUTES FROM EXECUTIVE BOARD MEETING 6/17/25 WITH FOLLOW UP FROM DISCUSSION WITH JULIA BUTLER 6/20/25

- BURLAKOV SITUATION: FEEDBACK WAS ASKED FROM BOARD REGARDING TIME FRAME FOR BURLAKOV TO PAY OFF THE AGREED AMOUNTS. BOARD HAS A QUORUM TO PROCEED WITH THE SHORTEST TIME FRAME IN ORDER TO MOVE TOWARD COMPLETE RESOLUTION OF THIS. JULIA'S FEEDBACK IS THAT SHE WOULD PREFER, FROM A BUSINESS PERSPECTIVE, TO HAVE IT RESOLVED SOONER THAN THE ⅓ DOWN AND PAY OFF IN ONE YEAR. IF HE WOULD BE UNABLE TO PAY, MOVE TOWARD FORECLOSURE. A COMPLICATING FACTOR IS THAT HE DOES NOT OWN THE UNIT. AND THERE SEEMS TO BE NO KNOWN WAY TO CONTACT HIS PARENTS , WHO DO OWN THE UNIT.

- A REMINDER NOTICE WILL GO OUT TO OWNERS AND BE POSTED REGARDING GARAGE POWER CLEANING. WHAT TO DO DURING POWER WASH AND RE-STRIPING. WHERE TO PARK. CONSIDERATION OF THOSE WHO ARE NOT ABLE TO WALK ACROSS TO THE BANK. WHAT MAY REMAIN IN SPACES AFTER PROJECT COMPLETION. NUMBERING FOR CONDO UNIT.

- DISCUSSION OF YEAR LONG NO PARKING OVERNIGHT IN SURFACE LOT WITHOUT PERMISSION. NO BUSINESS TO BE CONDUCTED IN SURFACE LOT.

- WATER FOUNDATION LEAK: JULIA TO SCHEDULE LEAK REPAIR WITH HAASE. BOARD HAS APPROVED LEAK REPAIR AND RE-GRADING WITH KEI TO ADDRESS WATER FLOW TO FOUNDATION. JULIA TO SCHEDULE

- ESTIMATE NEEDED FOR GUTTERS AND DOWNSPOUTS. JULIA TO CALL C AND K WINDOWS FOR ESTIMATE

- POBLOCKI PAVEMENT PROVIDED ESTIMATE FOR REPLACING DRIVEWAY ABUTMENT, APPROX $13,000. JULIA CONTACTED GLENDALE CITY HALL, THERE IS A PLANNED BIKE PATH WHICH MAY AFFECT OUR EASEMENT AND DRIVEWAY. JULIA TO OBTAIN MAP OF PLANNED PROJECT. THE WORK WE NEED DONE MAY BE AFFECTED. MORE TO FOLLOW.
- TREE SERVICE, BOARD HAS AGREED TO THE ESTIMATE BY A1 OUTDOOR. JULIA TO SCHEDULE.

- DRYER VENTS CLEANING COMPLETED. ESTIMATE NEEDED TO FINISH VENT SCREENS AT ROOF TO BE SAFER AND UP TO COMPLIANCE

- UNIT 208 HAS BEEN VACANT FOR 2 YEARS. OWNER IN CARE FACILITY. HOA FEES IN ARREARS FOR A FULL YEAR, CLOSE TO $4,000. JULIA TO HAVE MIKE AND MIKES PURSUE FOR COLLECTIONS.

- THE SPORTS CAR IN THE BASEMENT HAS BEEN REMOVED BY OWNER

- UNIT 202 EIZEN JOHNSON HAS BEEN CLEANED OUT BY FAMILY AND PROFESSIONAL CO.

- EXTRA TRASH/RECYCLING BIN IS FULL. PAUL CONTACTED WASTE MANAGEMENT. WE ARE NOT PAYING TO RENT IT. JULIA WILL CONTACT WASTE MANAGEMENT TO HAVE IT EMPTIED AND THEN IT NEEDS A DO NOT USE SIGN AND POSSIBLE LOCK ON IT.

- ORDERING OF SIGNS WILL BE DONE PER JULIA. PRIVATE PROPERTY FOR LAWN. DO NOT PUT PACKAGES ON BENCH FO THE LOBBY. NO DOGS FOR LAWN.

- OWNER DIRECTORY PROJECT IS UNDERWAY. THERE ARE 10 UNITS THAT HAVE YET TO PROVIDE INFORMATION. WILL FOLLOW UP WITH CONTACTING THEM TO OBTAIN INFORMATION FOR DIRECTORY.

- MAILBOXES AND LOBBY INTERCOM LABELS ARE NOW COMPLETED.

- DELIVERIES FOR PMD WILL COME TO PAUL, FOR STORAGE ON SITE.

- CLEANING OF BUILDING NEEDS TO BE WEEKLY. JULIA TO CONTACT DANE.

- HALLS ARE HOT AND SMELLY. JULIA CONTACTED PMD TO LITERALLY BREAK THE BOXES AROUND THE THERMOSTATS ON EACH FLOOR AND SET TO AIR CONDITIONING FOR SUMMERTIME.

- CARPET CLEANING WILL BE DEFERRED TO FALL. KEEPING IN MIND THAT CARPET REPLACEMENT WOULD BE IN THE FUTURE SOMETIME AND REQUIRE A SPECIAL ASSESSMENT.

MINUTES

Glenview Condominium Association

October 24, 2024

Meeting was called to order at 6:35 pm.

Board Members Present

Randy Genske (President), Linda Binkowski (Secretary), Dennis Sorin (Member-At-Large, by phone), Julia Butler (PMI Property Manager, by phone). Not present - Judy Eglash (Treasurer), who resigned Sept 14, 2024.

Owners Present

n/a.

Property Management Update

Julia Baker introduced herself as the Glenview Property Manager and noted she is looking forward to working with Glenview Condo Association and the Members. Discussed overall condition of our Property and Julia noted it as excellent.

Board Positions

With the resignation of Board Member Judy Eglash effective Sept 14, 2024 - discussed open positions for remainder of calendar year. Glenview Condo Association members Perry Loeder (unit 107), Shauntay Nelson (unit #102) and Sally Dziadulewicz (unit #206) were raised as being interested in serving on Glenview Association Board. The Board will contact Perry, Shauntay, and Sally to discuss filling in on interim basis until next Annual Meeting. Board will then proceed on filling positions and roles.

Financial Reports

We discussed 2024 Financial reporting by PMI Management. Financials are provided to all Glenview Members via the PMI website portal. Glenview Board Members also have access to the Glenview Financials via the PMI portal.

Old Business

A concern was raised about Collection activity with a delinquent unit relating to 2022 Special Assessment and the cost to Association (7410 Legal Collection category). Discussed the delinquent unit at length and legal collection activity. The question was raised whether requested Association records have been turned over to delinquent unit. Yes, this was completed and handled by Association attorney.

New Business

Diiscussed the need for Rules adherence and the impact on resident and community quality of life. Examples given – balconies and patios are to be kept clean, orderly, uncluttered and free of inappropriate items (even for short periods of time). Fire regulations (State Adopted Fire Code NFPA 1) state no grilling or fire devices on wooden decks, under any overhanging portion, or within 10 ft of any structure. PMI to send out notices to units as appropriate. Cleaning company to be hired for inside common area spaces. Interviews have been completed and Pengallos Precision Cleaning Services will be contacted for a start date.

Meeting was adjourned at 8:03 pm. The meeting minutes were taken and submitted by Linda Binkowski.

Glenview Board next meeting to be scheduled pending availability of Board Members and PMI manager.

GLENVIEW CONDOMINIUM ASSOCIATION

MINUTES OF ANNUAL MEETING
THURSDAY, FEBRUARY 20, 2025

6:32 PM CALL TO ORDER

ATTENDANCE: Shauntay Nelson, Essie Rechavel, Pat Hildendrand, Judy Eglash, Sharon Bespiel, Susie Dobran, Emily Naczek, Nancy Bacon, Perry Loeder, Deia Lawrence, Yakov Gorovitz, Leah Lever, Paul and Sally Dziadulewicz, Lauren Beecher, Cheryl Eizen-Johnson, Leo Rellin, Colleen Halloran, Thomas Acker, Sharon Haskell, Denis Sorin, Julia Butler. Security provided by Board and Management per protocol of Bylaws and Management company.

MINUTES Annual Meeting 2024 , submitted by Randy Genske, via Julia Butler. Approved by Essie and Seconded by Paul

JULIA BUTLER, PMI, introduced to meeting and owners present. Her role is to serve and be directed by Board and Condo Association.
She is available by phone and email.
An updated memo of how to contact her will be sent to each condo owner by mail.

CALL FOR NOMINATIONS FOR BOARD:

CANDIDATES: SHAUNTAY NELSON, ESSIE RECHAVEL, PAUL DZIADULEWICZ, DENIS SORIN, YAKOV GOROVITZ

COUNTING OF BALLOTS IN SIDE ROOM WITH OFFICER AND 2 UNIT OWNERS NOT RUNNING FOR BOARD

2025 BUDGET REVIEWED , Approved by Essie and Seconded by Paul.

Julia proposed a $14.00 increase in HOA fees monthly to $344.00 per month per unit. Effective April first , after a 30 day notice. If already enrolled in auto pay, this will be automatic. If owners submit checks by mail, please start writing the new amount for the April payment.
Moved and Seconded to increase fees effective April 1, 2025 to $344/month.

OPEN FORUM:

A request was made to ask PMI to send out receipts for the last special assessment, for the exterior maintenance project of painting and replacing decks as needed.

There are several owners that report problems with deck re-builds . Future Board to collect names of owners experiencing problems and investigate this issue.

Fire testing and safety:
Cannot hear alarms on second floor end units.
Per Glendale, Glenview Condos are in compliance with testing.
Board and Julia will follow up on loudness of alarms.
Safety is of utmost importance.

Leah submitted a list of items that the prior “ handyman” Fred completed on a regular basis. And inquired as to the status of these items. Including, checking sump pumps, checking boiler and boiler room, testing fire alarms, replacing common area and outdoor light bulbs, maintaining garbage rooms, vacuuming common areas, wiping hand rails, exchanging hoses seasonally, checking water heater, cleaning and sweeping garage floor, updating keys.

Julia was given this list to follow-up.

A general request for neighborliness, pay attention to slamming doors, cleanup trash , if you see it, please try to help. Report problems to Board and Management.

Move to Adjourn by Essie. Seconded by Paul. Meeting Adjourned at 8:00 PM