NOTICE OF BOARD OF DIRECTORS MEETING
ABBOTSFORD CONDOMINIUM OWNERS' ASSOCIATION, INC.

DATE: Monday, March 3, 2025
TIME: 5:00 PM
PLACE: Zoom
Attendees: Angie, Natalie, Spence, Millie, Jason

AGENDA

1. Call to Order (5:00 PM)
    a. Call to order 5:04 pm Spence and Millie
2. Approval of Minutes –12/3/2024
    a. Approved by Spence, seconded by Millie
3. Owner Matters & Correspondence (15 Minutes)
    a. Owner in 208 asking for information of the bill from plumber
    b. Angie to send Spence a copy of the building's insurance policy
4. Financial Report
    a. Checking account $19,000
        i. $5000 going to reserve
        ii. CD
    b. Reserve Account $201,000
5. Old Business
    a. Maintenance Calendar
        i. Dryer vent cleaning – Angie to get it scheduled
            1. Update calendar to once a year
        ii. Carpet cleaning – Angie to send quote from Meyer and schedule it in April
        iii. Elevator inspection –
            1. Remove elevator preventative maintenance from calendar
            2. Confirm Otis completes inspections quarterly
        iv. Upcoming tasks from maintenance calendar
            1. Garage cleaning – Angel window cleaning - $1,400
                a. Angie to confirm date in June
            2. Water testing – scheduled by city of Milwaukee
        v. Rug replacement for elevator
            1. Angie to ask Scott to remove current rug in elevator
                a. Will look for new rug
        vi. Elevator buttons
            1. 4th floor doesn't light up, 2nd floor and elevator is sticking
            2. Angie to ask Otis to inspect all buttons related to Elevator
    b. Key/Lock Status
        i. Angie to follow up with Ulrich on if we can keep dual lock vs switch to two keys
    c. Roof Access
        i. Can't be addressed until unit with hatch is sold, within consideration
    d. Statz Construction
        i. Yoga Studio – April 2025
        ii. Keep residents informed of construction plan and timeline
    e. Roof Yearly Inspections
        i. Combine with furnace filter change, ask for how frequent the filter should be changed
        ii. Angie to schedule for late Spring and when unit owners, or Spence, are home

6. New Business
    a. CD Expires on 4/10/2025
        i. Money is CD is for the roof, won't be needed for 6 months
    b. Plan for yearly inspections/maintenance from the reserve study
        i. Spence created an annual building inspection checklist
        ii. Angie to send check list to Pete to see if Statz can do it
    c. Adding an electrical outlet on the southwest side of the garage by the AC/Furnace unit.
        i. Spence will cover the cost of adding the outlet
        ii. Natalie approved, seconded by Millie
    d. WSJ delivery not being picked up and won't tell us who is receiving it
        i. Angie to email building to ask for confirmation of who is asking for it and if no response, tell WSJ to mail the paper
    e. Attorney to update condo documents
        i. Need quorum updated
        ii. Angie to follow up with Claudia on status and inform board
    f. Corporate Transparency Act
        i. Angie to ask colleague if Natalie is missing anything
7. Such Other Business as May Come Before the Board
8. Next Meeting (2025): 2 of 4 - ___June__/___2nd___/2025
9. Adjournment – (6:00 PM)
    a. Meeting adjourned by Spence at 5:38 pm, Millie seconds
10. Executive Session (if required)

If an owner would like to join a board meeting via Zoom please reach out to angie@huntmanagement.com and she will send you the Zoom link.