SUNSET MEADOWS CONDO ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

March 12, 2026 at 5:35PM | Meeting called to order by Lucy Poellinger

In Attendance

	Name	Title
	Deanna Ingrelli	President
☒	Lucy Poellinger	Vice President
☒	Gail Charney	Secretary
☒	Alyssa Konda	Treasurer
☒	Melissa Moore	Director at Large
☒	Samantha Hoppe	Hunt Management

Approval of Meeting Minutes

- The March board meeting minutes have been approved and posted on Town Square.

Management Report

- **Reminder**: A message was sent to all owners on February 5, 2026, that driving on the wrong side of the public road – to access your mailbox – is illegal under traffic laws and may pose a safety risk to oncoming vehicles, pedestrians and cyclists. Traffic regulations require drivers to remain on the correct side of the roadway at all times, including when stopping to collect mail.
- Tax Return for 2025 is competed. The Association owes Federal $15,610 due to the monies saved up for large projects.
- Contract for rodent control was approved and signed.

Treasurers Report

- February, 2026 Financial Status, Delinquencies and Collections reviewed.

Operating (checking)	$ 81,783.07
Reserve Accounts	
Landmark CD Mat 5/6/26	$ 452,099.19
Landmark CD Mat 3/15/26	$ 347,873.53
Landmark Money Market	$ 893,611.10
Landmark Savings	$ 25.86
Enterprise Reserve	$ 98,180.81
Total Reserve Accounts	$1,791,790.49

Unfinished Business

- Removal of satellite dishes not in use is scheduled to be completed by March 20, 2026.

Projects for 2026 and Future

To be done as needed.

- Garage Door/Trim Replacements
- Window Replacements
- Concrete Repair
- Condo Road Replacement
  - Request for Proposal has been sent to four companies.

Owner Matters

- There were four units the Board addressed issues with.
- Three requests for windows will be checked.
- Five garage doors will be checked.
- New storm door request is the owner's responsibility.

Next Meeting

- Meeting adjourned at 6:45 pm.
- Next meeting April 9, 2026 at 5:30 pm.

Board Contact Info / Term Information

Title	Term Ends	Name	Email
President	2026	Deanna Ingrelli	Deanna1006@att.net
Vice President	2027	Lucy Poellinger	Llp0505@att.net
Treasurer	2027	Alyssa Konda	Alyssak18@gmail.com
Secretary	2028	Gail Charney	gcharney@wi.rr.com
Director at Large	2028	Melissa Moore	mmoore4646@gmail.com

The Board of directors are volunteers and do not receive compensation or discounts for their involvement

Reminder to all Residents

- **Weekly garbage –** Put garbage out by 6am on Fridays (Saturdays during a holiday week). **Pickup has been mid-morning**.
- **Items CANNOT** be left on the curb on Quinlan. Large garbage needs to be scheduled for disposal with John's. Call them at 262-473-4700.
- **Parking is NOT** permitted in the association roadways. Parking is restricted to visitor parking, or within owner's garage approach. Visitor parking is only for temporary parking for guests and NOT permitted for owners to use as additional personal parking.
- **Grills** are required to be 10', minimally, from the buildings when in use by fire ordinance. Siding will melt and warp and will be the responsibility of the unit owner to replace.
- **Green Dog Poop Bags** – have been seen in the conservancy. **Please put in your weekly garbage.**

SUNSET MEADOWS CONDO ASSOCIAITON

BOARD OF DIRECTORS MEETING MINUTES

Call to Order

The April 9, 2026 meeting was called to order by Deanna Ingrelli at 5:30 pm.

In Attendance

	Name	Title
☒	Deanna Ingrelli	President
☒	Lucy Poellinger	Vice President
☒	Gail Charney	Secretary
☒	Alyssa Konda	Treasurer
☒	Melissa Moore	Director at Large
☒	Samantha Hoppe	Hunt Management

Approval of Meeting Minutes

- The March board meeting minutes have been approved and posted on Town Square.

Management Report

- Tax Return for 2025 is competed, paid ($15,610) and filed.
- The removal of satellite dishes that are no longer in use was originally scheduled for completion March 2026; however, this work has not been completed. The contractor informed Hunt Management that they will return no later than April 18th, 2026. Should the contractor not compete the project by the deadline, the association will retain other contractor services to finish project ASAP.
- Owners with their buildings main outside water on/off, please turn water on for May 1st.

Financials/Treasurers Report

- Reviewed delinquencies and collections.
- Allowing Landmark CD's to auto renew.
- Finances are in good shape. Below is the status through March, 2026:

Operating Checking		$ 77,508.26
PAYABLES		
HARTLAND OVERHEAD DOOR, INC.	$ 182.00	
HMI PROPERTY MAINTENANCE	$ 130.00	
HUNT MANAGEMFENT INC.	$ 3,478.25	
HUNT MANAGEMENT INC.	$ 171.96	
TOTAL	**$ 3,962.21**	**$ 73,546.05**
Reserve Accounts		
ENTERPRISE RESERVE		$ 98,318.40
LANDMARK SAVINGS		$ 25.86
LAMDMARK MONEY MARKET		$912,586.07
LANDMARK CD MAT 3/15/26		$ 347,873.53
LANDMARK CD MAT 5/6/26		$ 452,099.19
TOTAL		**$1,810,903.05**

New Business

- John's Disposal had a slight increase in cost. Contract for three years was signed.
- Sebert Landscaping to give cost to include cut back of tall conservancy grass.

Projects for 2026 and Future

To be done as needed.

- Garage Door/Trim Replacements
- Window Replacements
- Concrete Repair
- Condo Road Replacement. Request for Proposal has been sent to four companies. Received one response so far.

Owner Matters

- 949 piece of siding missing
- 757 shingles missing
- 1081 remove tree stump
- 1083 inspection request – draft from windows
- 615 garage door – two small dents – will not replace door/fix
- 921 reminded owner that items used outside need to be picked up daily
- 1055 extend patio concrete – owner expense – Board will monitor

Reminder to all Residents

- Weekly garbage – Put garbage out by 6am on Fridays (Saturdays during a holiday week). Pickup has been mid-morning.
- Items CANNOT be left on the curb on Quinlan. Large garbage needs to be scheduled for disposal with John's. Call them at 262-473-4700.
- Parking is NOT permitted in the association roadways. Parking is restricted to visitor parking, or within owner's garage approach. Visitor parking is only for temporary parking for guests and NOT permitted for owners to use as additional personal parking.
- Grills are required to be 10', minimally, from the buildings when in use by fire ordinance. Siding will melt and warp and will be the responsibility of the unit owner to replace.
- Green Dog Poop Bags – have been seen in the conservancy. Please put in your weekly garbage.
- Driving on the wrong side of the public road – to access your mailbox – is illegal under traffic laws and may pose a safety risk to oncoming vehicles, pedestrians and cyclists. Traffic regulations require drivers to remain on the correct side of the roadway at all times, including when stopping to collect mail.

Next Meeting

- Meeting adjourned at 6:45 pm.
- Next meeting is May 14, 2026 at 5:30 pm.

Board Contact Info / Term Information

Title	Term Ends	Name	Email
President	2026	Deanna Ingrelli	Deanna1006@att.net
Vice President	2027	Lucy Poellinger	Llp0505@att.net
Treasurer	2027	Alyssa Konda	Alyssak18@gmail.com
Secretary	2028	Gail Charney	gcharney@wi.rr.com
Director at Large	2028	Melissa Moore	mmoore4646@gmail.com

The Board of directors are volunteers and do not receive compensation or discounts for their involvement

Submitted by:
Gail Charney, Secretary

SUNSET MEADOWS CONDO ASSOCIAITON

BOARD OF DIRECTORS MEETING MINUTES

Call to Order

The May 28, 2026 meeting was called to order by Deanna Ingrelli at 5:30 pm.

In Attendance

Attended	Name	Title
☒	Deanna Ingrelli	President
☒	Lucy Poellinger	Vice President
☒	Gail Charney	Secretary
	Alyssa Konda	Treasurer
☒	Melissa Moore	Director at Large
☒	Samantha Hoppe	Hunt Management

Approval of Meeting Minutes

- The April board meeting minutes were approved and posted on Town Square 4-28-26.

Management Report

- Several outside water spigots need fixing by a Plumber.
- Fire Alarm testing taking place May 28, 29, 30 by Martin Systems.

Reviewed Delinquencies and Collections

- Two are with our Attorney
- One is in the collections/demand letter process
- Nine are getting reminders on their statement

Financials/Treasurers Report

- Through May 28, 2026:

Operating Checking	$ 78,929.44
Reserve Accounts	
ENTERPRISE RESERVE	$ 98,451.73
LANDMARK SAVINGS	$ 25.86
LAMDMARK MONEY MARKET	$ 936,003.95
LANDMARK CD MAT 3/15/27	$ 350,094.02
LANDMARK CD MAT 5/6/26 (renewed)	$ 455,217.47
TOTAL	**$1,839,793.03**

New Business

- Davey Tree checked our trees and all are doing good. Suggested a couple of new plantings that will be reviewed by the Board.

Projects for 2026 and 2027

To be done as needed.

- Entry Doors
    - Three doors will be replaced
    - One door will be fixed
- Several windows are being looked at to determine if it is a repair or needs replacement.
- Condo Road Replacement. Request for Proposal has been sent to four companies. Received one response so far.

Reminder to all Residents

- If moving, the blue recycling trash can with lid and the three mailbox keys stay with the condo.
- Window washing is the responsibility of the owner.
- Weekly grass cutting done on Fridays will be done on Saturday during a holiday week by Sebert Landscaping.
- Weekly garbage should be put out by 6am on Fridays or Saturday during a holiday week. Pickup has been mid-morning. Large items need to be scheduled with John's Disposal. Call them at 262-473-4700.

Next Meeting

- Meeting adjourned at 7:25 pm.
- Next meeting is June 23, 2026 at 3:00 pm.

Board Contact Info / Term Information

Title	Term Ends	Name	Email
President	2026	Deanna Ingrelli	Deanna1006@att.net
Vice President	2027	Lucy Poellinger	Llp0505@att.net
Treasurer	2027	Alyssa Konda	Alyssak18@gmail.com
Secretary	2028	Gail Charney	gcharney@wi.rr.com
Director at Large	2028	Melissa Moore	mmoore4646@gmail.com

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Submitted by:
Gail Charney, Secretary

SUNSET MEADOWS CONDO ASSOCIAITON

BOARD OF DIRECTORS MEETING MINUTES

Call to Order

The June 23, 2026 meeting was called to order by Deanna Ingrelli at 3:00 pm.

In Attendance

Attended	Name	Title
☒	Deanna Ingrelli	President
☒	Lucy Poellinger	Vice President
☒	Gail Charney	Secretary
☒	Alyssa Konda	Treasurer
☒	Melissa Moore	Director at Large
☒	Samantha Hoppe	Hunt Management

Approval of Meeting Minutes

- The May board meeting minutes were approved and posted to the Town Square app.

Management Report

- Numerous repair requests were reviewed by the Board.

Reviewed Delinquencies and Collections

- Through May 31, 2026
  - Two are with our Attorney
  - One is in the collections/demand letter process
  - Nine are getting reminders on their statement

Financials/Treasurers Report

- Through May 31, 2026

Operating Checking	$ 81,324.43
Reserve Accounts	
ENTERPRISE RESERVE	$ 98,589.70
LANDMARK SAVINGS	$ 25.86
LAMDMARK MONEY MARKET	$ 938,329.34
LANDMARK CD MAT 3/15/27	$ 351,191.21
LANDMARK CD MAT 5/6/26 (renewed)	$ 456,749.47
TOTAL	**$1,926,210.01**

New Business

- Davey Tree checked our trees and all are doing good. Suggested a couple of new plantings that will be reviewed by the Board.
  - **The Board tabled this to next year.**
- Our Annual Meeting will be September 24, 2026. More details/information to come.

Projects for 2027

- Condo Road Replacement. Request for Proposal has been sent to four companies. Received one response so far.

Reminder to all Residents

- Have you had your dryer vent cleaned lately? In prior years, many of our members took advantage of a dryer vent cleaning service Dust Free Ducts. If you are interested in having your dryer vent cleaned on Monday, August 17, 2026, please contact the company directly.

  Dust Free Ducts
  12045 W. Howard Avenue
  Greenfield, WI
  (414) 541-7344

  Please be advised that this is not a vendor that is endorsed by our Association Board of Directors and Management Company. This is purely an opportunity for those who may be interested. You do not need to be home. Everything is done from the outside of your unit. They will leave an invoice, at your door, upon completion. If an issue arises, they will notify the owner. The cost is $30 per unit. If you are interested, please call the number listed above by July 24, 2026 and tell them you are from the Sunset Meadows. They will make note of your unit and clean the dryer vent.

  Reminder that vent cleaning is the responsibility of the unit owner. Please contact Samantha at Hunt Management with any questions.

- If moving, the blue recycling trash can with lid and the three mailbox keys stay with the condo.
- Window washing is the responsibility of the owner.
- Weekly grass cutting done on Fridays will be done on Saturday during a holiday week by Sebert Landscaping.
- Weekly garbage should be put out by 6am on Fridays or Saturday during a holiday week. Large items need to be scheduled with John's Disposal. Call them at 262-473-4700.

Next Meeting

- Meeting adjourned at 4:40 pm.
- Next meeting is July 23, 2026 at 4:30 pm.

Board Contact Info / Term Information

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President	2026	Deanna Ingrelli	Deanna1006@att.net
Vice President	2027	Lucy Poellinger	Llp0505@att.net
Treasurer	2027	Alyssa Konda	Alyssak18@gmail.com
Secretary	2028	Gail Charney	gcharney@wi.rr.com
Director at Large	2028	Melissa Moore	mmoore4646@gmail.com

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Submitted by:
Gail Charney, Secretary

SUNSET MEADOWS CONDO ASSOCIAITON

BOARD OF DIRECTORS MEETING MINUTES

Call to Order

The August 13, 2026 meeting was called to order by Deanna Ingrelli at 5:30 pm.

In Attendance

Attended	Name	Title
☒	Deanna Ingrelli	President
☒	Lucy Poellinger	Vice President
☒	Gail Charney	Secretary
☒	Alyssa Konda	Treasurer
☒	Melissa Moore	Director at Large
☒	Samantha Hoppe	Hunt Management

Approval of Meeting Minutes

- The June board meeting minutes were approved and posted to the Town Square app.

Annual Meeting

- Our Annual Meeting is Thursday, September 24, 2026 at 6:30 pm. Registration starts at 6:00 pm. The meeting is being held at the Pewaukee Public Library. Meeting information will be mailed out the end of August.

Management Report

- Twenty repair requests were reviewed by the Board.

Reviewed Delinquencies and Collections

- Through July 31, 2026
  - One will be going to the Attorney.
  - Twelve are in the collection process.

Financials/Treasurers Report

- Through July 31, 2026

Operating Checking	$ 98,861.84
Reserve Accounts	
ENTERPRISE RESERVE	$ 98,861.84
LANDMARK SAVINGS	$ 25.86
LAMDMARK MONEY MARKET	$ 981,009.89
LANDMARK CD MAT 3/15/27	$ 353,360.29
LANDMARK CD MAT 5/6/27	$ 459,754.30
TOTAL	**$1,893.012.18**

New Business

- Gutter cleaning was discussed and will be done in fall every year. It will be scheduled for 2026.
- SM Insurance was discussed and it will be renewed in October, 2026.

Condo Road Replacement 2027

- Request for Proposal has been sent to four companies. Three have replied and sent quotes.
  - BlackEarth Pavement $624,586

- PLM $799,785
- Suburban $619,511
- Poblocki – no response

- The Board has chosen BlackEarth Pavement. More information will be shared as we progress with the project.

Reminder to all Residents

- Dust Free Ducts will be here Monday, August 17, 2026, to clean the dryer vents for those who signed up. Dust Free Ducts can be reached at (414) 541-7344.
- Davey Tree checked our trees and all are doing good. The Board tabled any new plantings to next year.
- If moving, the blue recycling trash can with lid and the three mailbox keys stay with the condo.
- Window washing is the responsibility of the owner.
- Weekly grass cutting is done on Fridays will be done on Saturday during a holiday week by Sebert Landscaping.
- Weekly garbage should be put out by 6am on Fridays or Saturday during a holiday week. Large items need to be scheduled with John's Disposal. Call them at 262-473-4700.

Next Meeting

- Meeting adjourned at 7:30 pm.
- Next meeting is September 10, 2026 at 5:30 pm.

Board Contact Info / Term Information

Title	Term Ends	Name	Email
President	2026	Deanna Ingrelli	Deanna1006@att.net
Vice President	2027	Lucy Poellinger	Llp0505@att.net
Treasurer	2027	Alyssa Konda	Alyssak18@gmail.com
Secretary	2028	Gail Charney	gcharney@wi.rr.com
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Submitted by:
Gail Charney, Secretary

SUNSET MEADOWS CONDO ASSOCIAITON

BOARD OF DIRECTORS MEETING MINUTES

Call to Order

The September 10, 2026 meeting was called to order by Deanna Ingrelli at 5:30 pm.

In Attendance

Attended	Name	Title
☒	Deanna Ingrelli	President
☒	Lucy Poellinger	Vice President
☒	Gail Charney	Secretary
☒	Alyssa Konda	Treasurer
☒	Melissa Moore	Director at Large
☒	Samantha Hoppe	Hunt Management

Approval of Meeting Minutes

- The August board meeting minutes were approved and posted to the Town Square app.

Retirement of our President

- Our President, Deanna Ingrelli, gave her notice that she will be retiring from the Board effective September 24, 2026.
- We thank her for all her work and support of Sunset Meadows for the last 15 years. Thank you,

Annual Meeting

- Our Annual Meeting is Thursday, September 24, 2026 at 6:30 pm. Registration starts at 6:00 pm. The meeting is being held at the Pewaukee Public Library. Meeting information has been mailed and you should receive around September 8, 2026.

Management Report

- Repair requests were reviewed by the Board.

Reviewed Delinquencies and Collections

- Through August 31, 2026
  - Three are with the Attorney for collection.

Financials/Treasurers Report

- Through August 31, 2026

Operating Checking	$ 105,559.39
Reserve Accounts	
ENTERPRISE RESERVE	$ 98,984.67
LANDMARK SAVINGS	$ 25.86
LAMDMARK MONEY MARKET	$ 999,984.86
LANDMARK CD MAT 3/15/27	$ 353,360.29
LANDMARK CD MAT 5/6/27	$ 459,754.30
TOTAL	**$ 2,017,669.37**

Gutter Cleaning

- Gutter cleaning was discussed and will be done in fall every year. Waiting for two bids for review.

SM Insurance

- SM Insurance was discussed and it will be reviewed/renewed in October, 2026.

Condo Road Replacement 2027

- Request for Proposal has been sent to four companies.
  - BlackEarth Pavement $624,586 + 64,058 (for concrete) = $689,544
  - PLM = $799,785
  - Suburban = $619,511
  - Poblocki = $634,893
- The Board has chosen BlackEarth Pavement.
- BlackEarth has an A+ rating with the BBB. They are accredited. They have been in business for 29 years and are located in Delafield.
- Hunt Management has work with them.
- The Board reviewed the proposal BlackEarth sent for concrete that will be used for the approaches.

Reminder to all Residents

- Outside water should be turned off November 1st.
- If moving, the blue recycling trash can with lid and the three mailbox keys stay with the condo.
- Window washing is the responsibility of the owner.
- Weekly grass cutting is done on Fridays and will be done on Saturday during a holiday week by Sebert Landscaping.
- Weekly garbage should be put out by 6am on Fridays or Saturday during a holiday week. Large items need to be scheduled with John's Disposal. Call them at 262-473-4700.
  - The next dates are Thanksgiving Saturday, November 28 and Christmas Saturday, December 26.

Next Meeting

- Meeting adjourned at 7:30 pm.
- Next meeting is October 8, 2026 at 5:30 pm.

Board Contact Info / Term Information

Title	Term Ends	Name	Email
President	2026	Deanna Ingrelli	Deanna1006@att.net
Vice President	2027	Lucy Poellinger	Llp0505@att.net
Treasurer	2027	Alyssa Konda	Alyssak18@gmail.com
Secretary	2028	Gail Charney	gcharney@wi.rr.com
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Submitted by:
Gail Charney, Secretary