

Hartford Square II Committees

Clubhouse Committee

Donna Schneider – Chairperson 920-467-6695; schneiderdonna12@gmail.com

Members

Ed Chow 262-707-5375	**Patrick Feldner 262-677-2502**
Joan Hansen 262-707-6655	**Susan Szecsy 414-581-4321**
Linda Schultz 262-388-2501	**Sue Zoladkiewicz 414-975-8504**
Dick Potts 262-670-5783	**David Frye - Board Liaison, 414-399-2587**
Cheri Michalowski	**Delivers Monthly Newsletter**

Duties and responsibilities:

- Promote the use of our clubhouse facility by the HSII community
- Chairperson: Conduct Monthly Committee Meeting, keep agendas and meeting minutes
- Perform inspection beforehand and after the clubhouse is used
- Inventory, purchase, and stock all necessary supplies and cleaning items used during HSII events, meetings etc.
- Publish and edit our monthly newsletter
- Photograph events and manage a separate email distribution list
- Maintain digital file history of all Newsletters, e-mail addresses, and file pictures of residents.
- Plan events for the residents that promote community
- Manage Condo Control Event Calendar, File Library CH Docs and Announcements
- Treasurer: Report monthly petty cash and clubhouse expenses. Develop Annual Budget for the clubhouse.
- Clubhouse budget control throughout the fiscal year.
- General maintenance: monthly testing of smoke and carbon monoxide alarms and exit and flood lights are in working order.
- Semi-annual Building Fire Inspection with the Hartford Fire Department.
- Annual & quarterly service of furnaces and filter replacement, air conditioners and air handling units.



- Fire extinguishers and AED unit. Bi-weekly (or more) walk-through
- Inspection of the clubhouse. Do simple building repairs. Help with cleaning after events. Roll out garbage containers to curve weekly.
- Inspection of water softener and the addition of salt. Keep salt mixed to prevent hardening. Inspection filter on dehumidifier and its operation.
- Turn on/off exterior water spigots in spring and fall.
- Inspect water heater for leaks and pressure valve function.
- Manage and organize the clubhouse library.
- Communicating with Home is Best, when necessary, about the cleaning schedule.
- Oversee the private use of the clubhouse & rental agreements.
- Newsletter hand delivery to non-email resident's mailbox
- Semi-Annual Contact List distribution by email and hand delivery.
- Welcome Person, meets and distributes the Welcome Packet to new owners.

Meeting times and dates: Second Wednesday of the month. Meeting begins at 10:00 AM at the clubhouse. Meetings are open to all residents.

Ground and Building Committee

Jeff Cowee – Co-Chairman, 405-431-8388, Email: coweejl@gmail.com
Ken Zanon – Co-Chairman, 414-406-6447, Email: ken.zanon@yahoo.com
Vern Barta – Board Liaison, 262-627-92

Members

Mary Allen 262- 673-7252	**Jim Lengling 262 397-8941**
Dick Beine 262-673-2496	**Rich Berlisk 262 844-2111**
Mike Wadsworth 269- 483-6456	**Mark Eggert 414-719-4496**



Buildings & Grounds Committee
Duties and responsibilities:

- Maintain all our buildings (exterior) and common areas.
- Work with grass cutting and snow removal contractors
- Secure vendors for repairs to buildings or lawn
- Negotiate contracts with major vendors
- Keep Board informed of cost expenditures
- Manage Service Requests in Condo Control
- Respond to Service Requests in a timely manner
- Projects and issues that concern the safety of our residents
- Ensure that HSII association rules and regulations are followed

Meeting times and dates: Committee Meetings are scheduled for the 2nd Tuesday of the month, except during months of November – March. Contact Ken if you want to be on the agenda before the next Meeting. Meeting begins at 10:00 AM and is open to all residents.

Nominating Committee

Members:

Marty Kullt 414-517-9230
Charles Keuhn 920-851-0641
Todd Hansen 612-419-5791
Lynn Thexton, Board Liaison 812-603-9240

Purpose

The Nominating Committee is established to ensure a fair, transparent, and orderly process for nominating eligible candidates for election to the Board of Directors of the Hartford Square II Condominium Owners Association.

Composition

- The Committee shall consist of three (3) members appointed by the Board of Directors.



- Term would be for 1 year after and through the annual meeting.
- Members must be owners in good standing.
- Committee members may not be running for election during their term of service.

Primary Role of the Nominating Committee

- Identify Qualified Candidates
- Review and Screen Candidates
- Prepare the Slate of Candidates
- Facilitate Fair Elections
- Communicating with Owner

Meeting needs and times are determined by the committee