**Hartford Square II Condo Owners Association**

**Annual Meeting Minutes**

**July 28, 2025**

**Opening** The regular meeting of the Hartford Square II Condo Owners Association was called to order at 6:30 p.m. at the Clubhouse by Rick Zoladkiewicz. The Pledge of Allegiance was recited, and Dick Potts led us in prayer.

**Quorum** Because we have 170 units, a quorum is 86. Thanks to many people, we met our quorum. There were 54 proxies and 91 units represented at the meeting, for a total of 145.

**Approval of Minutes from July 17, 2024 Annual Meeting:** Some of the highlights were:

- review of balance sheet, revenue, and expenditures
- line-item expenses were reviewed and no per month association fee increase was proposed for 2023-2024 budget
- reviewed insurance company grilling rules
- reviewed building and grounds duties
- reviewed clubhouse duties
- reviewed guidelines for noncompliance of association rules
- reviewed major projects: Condo Control, parking lot resurfacing
- 2024-2025 budget was approved with a $20 increase in fees
- Jim Lengling announced that he would stay on building and grounds with the help of members
- Annette Knueppel elected to a 3-year term on the board of directors

Jim Lengling moved to approve the minutes from the 2024 Annual Meeting. Mary Allen seconded. Motion carried.

**Secretary's Report:** 170 units are currently occupied. 80%+ of the units are owned by residents age 55 or older.

**Treasurer's Report:** The association has assets of $821,704 as of June 30, 2025. When the builder turned over control to the association there was $120,000. The money is in these accounts:

- Forte money market and CD $54,302
- Forte checking $88, 966
- Edward Jones CDs $336,093
- Summit CDs $342,343

Bob Cobleigh questioned whether our funds over $250,000 are protected by FDIC. Rich said he would find out.

**President's Report:**

Building and Grounds Committee Duties:

- Review and process all work orders received
- Weekly review of grounds and building to identify needs
- Continue to monitor all HSII vendor work
- Obtain new contractors, evaluate their ratings, and make recommendations
- Main contact with Advance for landscaping and snow removal

- Mud jacking of sidewalks, driveways, and porch slabs
- Repairing of mailboxes and planning for new ones

Clubhouse Committee Duties:

- Maintenance of AED equipment
- Oversaw the planning and installation of the new heating system
- Monthly coffee and donuts
- Book club, faith study group, card club, needlework, and Samaritan's Purse
- Oversees Association document control
- Annual fire safety and HVAC inspections and follow-up work
- Handles clubhouse reservations
- Maintains the library
- Ongoing services: monthly newsletter, social events, etc.

Insurance company grilling rules:

- No hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhang portion, or within 10 feet of any building.
- No hibachi, grill, or other similar devices used for cooking shall be stored on any balcony.
- Charcoal and wood burning grills or similar devices are only permitted when fixed in place and no less than 25 feet from any building.
- These rules are accepted, and insurance company approved safe practices.

Bob Cobleigh suggested it be investigated to see if we could get an insurance discount if many of our residents have an HO6 policy.

Guidelines for Non-compliance of Rules: Effective August 1, 2023

The consequences for each occurrence of a rules violation are:

1. Verbal warning from the board of directors with documentation
2. Written warning from the board of directors
3. $25 fine with documentation
4. $50 fine with documentation
5. Loss of association privileges until corrected.

If a resident has a dispute with the violation, the resident can come before the board of directors at a regularly scheduled meeting for a hearing.

Major projects for 2025-2026

- Inspect roofs and attics
- Replace mailboxes
- Garage door repairs
- Concrete repairs

Changes need to be made to the by-laws. Informational meetings will be held prior to voting on any changes.

Geri Kranz talked about roof repairs that were done the 4-unit building in which she lives.

Bob Cobleigh suggested excess money be put in accruals.

**New Business:**

2025-2026 Budget

Dues income #377,400. (170 units @ $185/mo.)

Clubhouse rental $1100.

Interest earned $27,000.

Total income $405.500.

Total building maintenance expense $18,400.

Total grounds maintenance expense $122,100.

Total clubhouse expense $12,045.

Total insurance expense $149,447.

Total office expense $28,425.

Total accruals $73,850.

Total expense $404,267.

Total net income $1233.

Jeff Buntrock moved to accept the budget. Dave Klein seconded. Motion carried.

**Board of Directors and Committee Changes:**

- The board has been advised that Rich Zoladkiewicz will resign from the board and the Presidency effective January 1, 2026.
- John Caruso has been appointed to the board to finish the term of Annette Knueppel who resigned.
- Al Hansen is up for reelection to a 3-year term. Mary Allen moved and Diane Burgos seconded to reelect Al Hansen to the board of directors. Motion carried.

**Adjourn:** Gordy Patterson moved to adjourn. Tom Baumann seconded. Motion carried. The meeting adjourned at 8:10 p.m.

- Minutes submitted by Mary Zeller. Approved by Richard Zoladkiewicz