**Danell Heights Condominium Association**
**Regular Board Meeting Minutes**
**September 8, 2025 – 6PM**
**Waukesha State Bank, Community Room**

- Unit Owner Comments – One owner spoke regarding her own personal bushes. Referred to Doug Smith.

1. **Call to Order.** The Meeting was called to order by Bea Pamperin at 6:05 P.M. In attendance were Board Members: Bea Pamperin, Laura Arvold, Mary Blair, Tom Jacobi and Doug Smith. Representing the LEC was Sandy Svitak. Owners present were: Rose Clancy, Pam Kutcher, Janet Pfeffer and Kris Zimmerman.

2. **Acceptance of Agenda. It was moved by Laura Arvold and seconded by Doug Smith that the Agenda be accepted as presented. The motion passed by a unanimous vote.**

3. **Approval of minutes. It was moved by Mary Blair and seconded by Doug Smith that the Minutes of Annual Meeting, August 11, 2025 and the Minutes of the Regular Board Meeting, June 2, 2025, be accepted as presented. The motion passed by a vote of 4 Yay and 1 Abstention as the member was not present at the meeting.**

4. **President's Report. Bea Pamperin led discussion on the following issues:**

    a. **Special Assessment. Progress Plan.** Bea and Doug Smith did a complete walk-through of the DHCA subdivision to review the trees that still need to be removed and those that have been removed but not yet replaced. We currently have approximately $8,000 in the Special Assessment fund.
    **It was moved by Laura Arvold and seconded by Doug Smith that DHCA Board is authorized to contact New Leaf Services to contract to remove dead trees in Sections A and B. The motion passed unanimously.**

    b. **By-Laws report.** Bea reported that the By-Laws Committee is done with its work after meeting and working on amending the DHCA By-Laws for three years. The proposed By-Laws were presented at the Annual Meeting. Suggestions from that meeting were incorporated into the current Proposal.

        - **Process.** After the Board gives its permission to call a special meeting, the proposed draft will be reviewed by our attorney and then the Board will approve the final version and it will be mailed to the owners with Notice of the Special Meeting, Ballot and Proxy form and the Final Version of the Proposed Amended & Restated By-Laws.
        - **It was moved by Bea Pamperin and seconded by Laura Arvold that the current Proposed Amended & Restated By-Laws be approved. The Motion passed by a vote of 4 Yays and 1 Nay.**
        - **It was moved by Laura Arvold and seconded by Tom Jacobi that the current Version be referred to our legal counsel. The motion was approved unanimously.**
        - **It was moved by Laura Arvold and seconded by Doug Smith that Bea Pamperin is authorized to call a Special Meeting of the Members**

**with the express purpose of approving the Proposed Amended & Restated By-Laws. The motion passed unanimously.**

c. **Shared sump pump issues**. The Board discussed some of the concerns about shared sump pumps. Most of the 2-household units have a sump pump only in one of the two units. Many owners seem to be unaware of this. There are many questions that owners have about the shared sump pump. Who pays for the maintenance? What if the owner with sump pump on their side is not maintaining the sump pump? Who has the ultimate responsibility when the no-sump pump unit owner won't take any responsibility? Could there be some type of Letter of Understanding for both unit owners to sign? Some units share the annual costs (inspection and power); Some have added their own unit and only take care of that one. It was decided that Tom Jacobi, who is retired Engineer, write an Article for the DHCA Fall Newsletter on this subject. It could also be put on the Agenda for the 2026 Annual Meeting.

d. **Insurance adjuster update.** Bea reported that as of tomorrow, she will have accompanied our insurance adjuster to 12 units to inspect for water damage from recent storm and flood. All but one unit will have coverage under the DHCA Blanket Policy. It appears that the amount of damages to be covered will be above the DHCA deductible of $20,000. We will need to discuss this further when the final amounts are in. We will have to figure out a way to replace this $20,000 (which is currently in a fund of $40,000 for insurance deductibles.)

e. **Survey.** We discussed the desire to survey all the owners on a variety of subjects. Mary has been a part of many online surveys in her years as a School Principal. Mary will take the lead on getting examples for the Board.

5. **Treasurer's Report.** Treasurer, Mary Blair, reviewed the DHCA Financial Report as of August 31, 2025. We are in good financial condition (pending payment of $20,000 insurance deductible.) It was noted that there was an incorrect formula error in the "Total To Date" column. (See Exhibit #1.)

6. **Secretary's Report.** Laura Arvold discussed ongoing work being done to improve the DHCA Website. This is a long-term project. We are trying to make it more user friendly and to particularly help with sales of units and information for new owners.

7. **Vice President.** Doug Smith gave a brief report on our current Lawn Service provider. He would like owners to email him with ideas and suggestions. He is particularly interested in what went well this year and what concerns are with the new provider.

8. **Vice President.** Tom Jacobi reported on the following:

a. **Drainage Proposals.** He is currently working on finishing up the catch basin raising project between Units A-18 and A-19. Great Lakes Excavation and Quality Landscaping will be performing the work soon for a total of $7,648.49, as previously reported.

b. **Seal coating.** Tom will be requesting new Proposals from at least three companies for seal coating of asphalt driveways in the spring. All the unit costs are being paid with funds from their reserve account. We will be coordinating this. Tom will email the owners around April, 2026 for scheduling.

c. **DRC Google Drive.** Tom and the DRC have been working on a Google Drive which will contain information regarding all the buildings in DHCA. Laura will get Tom information on plats with floor plans that she has found going through what was recently loaded on our shared Google Drive by information provided by Amy Ley.

9. **Design Review Committee.** Tom presented the report for the DRC.
   a. **Review of 2024-2025 APA's (YTD report).** There has only been one APA since our last Board Meeting, which was denied and sent to the Board for their input.

   b. **Compliance with inspections and letters.** We are working on this. Most owners are working very hard to be in compliance.

   c. **Guideline update questions.** This is still an ongoing project. The DRC is working on additions and corrections.

10. **Landscape Review Committee.** Sandy Svitak presented a report on behalf of the LEC:
    a. **Review of 2024-2025 APA's (YTD report).** So far in FY 25-26, the LEC has received 10 APAs (9 were approved and 1 was referred to the DRC.) However, at least 3 more APAs will be given to the LEC in the next week. Rosalie Giordano-Howley will be taking care of record keeping for the LEC.

    b. **Berms.** They will be discussing the berm on the corner of River Parkway and Wedge Ct. at their next meeting.

    c. **Work on entrance.** Work will be done to clean up the Entrance by a unit owner's son. We also discussed when the lights at the Front Entrance are to be on. They are on a timer.

    d. **LEC Fall Inspections.** These will be scheduled for September and October. An email will go out to the unit owners to let them know.

11. **Adjournment. There being no further business, the Regular Meeting of the Board of Directors was adjourned at 7:15 P.M.**

**Exhibit #1 – Financial Statements dated August 31, 2025.**

**Next Meeting: October 13, 2025, or November 17, 2025 – Waukesha State Bank**

# Balance Sheet - Period Ending 8/31/2025

| Assets | 8/31/2025 | 5/31/2025 |
|---|---|---|
| Checking Account | $98,283 | $100,042 |
| *Operating Funds* | *$94,664* | *$99,235* |
| *Assessment Funds* | *$3,619* | *$807* |
| Money Market | $93,884 | $93,156 |
| Certificates of Deposit | $77,011 | $76,771 |
| **Total Cash** | **$269,178** | $269,969 |
| Accounts Receivable | $1,405 | |
| **Total Assets** | **$270,583** | **$269,969** |
| | | |
| **Liabilities** | | |
| Owner Reserves | $158,718 | $161,187 |
| Insurance Reserves | $40,000 | $40,000 |
| Assessment Reserves | $3,619 | $807 |
| Total Reserves | $202,337 | $201,994 |
| | | |
| Prepaid/(Owed) Dues | $7,017 | $6,820 |
| | | |
| **Total Liabilities** | **$209,354** | **$208,814** |
| | | |
| **Equity** | | |
| Condo Reserves | $63,174 | $63,364 |
| Surplus (Deficit) | ($1,945) | ($2,210) |
| | | |
| **Total Equity** | **$61,229** | **$61,154** |
| | | |
| **Total Liabilities & Condo Equity** | **$270,583** | **$269,968** |

| **Reserve Disbursements** | | |
|---|---|---|
| Siding Reimbursement | $ - | $1,736 |
| Painting/Staining Reimbursement | $6,691 | $8,290 |
| Driveway Reimbursement | $ - | $2,936 |
| Roof Reimbursement | $ - | $761 |
| Misc Reimbursement | $4,523 | $16,853 |
| **Total Reserve Disbursements** | **$11,214** | **$30,576** |

**Exhibit #1**

**Income Statement**
**Period Ending August 31, 2025**

| RECEIPTS | JUNE 6/30/2025 | JULY 7/31/2025 | AUG 8/31/2025 | YTD 25-26 | BUDGET | Balance |
|---|---|---|---|---|---|---|
| Operating Deposits | $0 | $66,479 | $1,287 | $67,766 | $274,919 | $207,153 |
| Late and Other Fees | $0 | $0 | $40 | $40 | $0 | ($40) |
| Interest Earned | $253 | $1,597 | $370 | $2,220 | $30 | ($2,190) |
| **Total operating receipts** | **$253** | **$68,076** | **$1,696** | **$68,329** | **$274,949** | **$204,924** |
| Insurance | $0 | $10,947 | $130 | $11,077 | $44,831 | $33,754 |
| | | | | | | |
| **Total Receipts** | **$253** | **$79,284** | **$1,827** | **$79,537** | **$319,780** | **$240,243** |
| **OPERATING EXPENSES** | | | | | | |
| General Maintenance | $0 | $300 | $995 | $1,295 | $5,000 | $3,705 |
| Drainage | $0 | $ - | | $0 | $10,000 | $10,000 |
| Snow Plowing | $0 | $ - | | $0 | $77,000 | $77,000 |
| Lawn Maintenance | $11,379 | $16,519 | $11,450 | $27,898 | $112,281 | $84,383 |
| Tree / Shrub Service | $26,649 | $13,271 | $420 | $39,920 | $51,877 | $11,957 |
| Landscape Committee | $76 | $40 | | $116 | $580 | $464 |
| Entrance | $0 | $ - | | $0 | $740 | $740 |
| Office Supplies | $29 | $ - | | $29 | $375 | $346 |
| Accounting Fees | $0 | $ - | $943 | $0 | $3,360 | $3,360 |
| Legal Fees | $0 | $970 | $243 | $970 | $7,500 | $6,530 |
| Utilities | $0 | $25 | $22 | $25 | $1,100 | $1,075 |
| Meetings / Activities | $119 | $ - | | $119 | $800 | $681 |
| Taxes | $0 | $ - | | $0 | $60 | $60 |
| Miscellaneous Services | $0 | $ - | | $0 | $300 | $300 |
| Bank Charges | $80 | $80 | $80 | $160 | $960 | $800 |
| Newsletter (including postage) | $0 | $ - | | $0 | $750 | $750 |
| Printing - mailings, annual meeting reports | $84 | $147 | | $231 | $1,500 | $1,269 |
| Postage | $0 | $ - | | $0 | $736 | $736 |
| **Total operating expenses** | **$38,416** | **$31,352** | **$14,152** | **$83,920** | **$274,919** | **$204,156** |
| Insurance | ($612) | $0 | $0 | ($612) | $44,831 | $45,443 |
| **Total Expenses** | **$37,804** | **$31,352** | **$14,152** | **$97,461** | **$319,750** | **$249,599** |
| **Surplus / Deficit** | **($37,551)** | **$47,932** | **($12,326)** | ($1,945) | **$30** | **$1,975** |
| | | | | | | |
| **Assessment Receipts** | $0 | $4,185 | $225 | $4,410 | $17,920 | $13,510 |
| **Assessment Expenses** | $1,599 | $0 | $0 | $1,599 | $17,920 | $16,321 |
| **Total Assessment Funds** | $1,599 | $4,235 | $225 | $2,811 | $ - | $4,235 |
| **Cumulative Assessment Funds** | | | | | | |
| **Assessment Receipts** | $53,378 | $57,560 | $57,785 | | | |
| **Assessment Expenses** | $52,568 | $54,166 | $54,166 | | | |
| **Total Cumulative Assessment** | $810 | $3,394 | $3,619 | | | |

**Danell Heights Condominium Association**
**Regular Board Meeting Minutes**
**August 11, 2025 -6PM**
**Waukesha State Bank, Community Room**

**Unit Owner Comments** – Statements by Rose Clancy and Janet Pfeffer.

1. **Call to Order.** The Meeting was called to order at 6:10 PM by Bea Pamperin, President. In attendance were Board Members: Bea Pamperin, Laura Arvold, Mary Blair, Tom Jacobi and Doug Smith. Representing the DRC and LEC were Chris Rao, Sandy Prater and Sandy Svitak. Owners present were: Rose Clancy, Mary Erceg, Kathy Morrison, Amy Ley and Janet Pfeffer.

2. **Acceptance of Agenda. It was moved by Laura Arvold and seconded by Mary Blair that the Agenda be accepted as amended. The motion passed by a unanimous vote.**

3. **Approval of minutes: It was moved by Mary Blair and seconded by Doug Smith that the Minutes of the Regular Board Meeting on July 17, 2025, be accepted as presented. The motion passed by a unanimous vote.**

4. **President's Report: Bea Pamperin led discussion on the following issues:**

    a. **Recent Record Rainfall and Flooding.** We discussed the historic rainfall and flooding of the past weekend. We know that there are at least six units that sustained damage. Bea outlined the following procedure to be followed by any unit owners with damage to their basements due to the rainfall and flooding.
        i. Contact their own insurance company and make a formal claim.
        ii. Bea Pamperin will file a claim tomorrow with State Farm for our blanket policy.
        iii. Cooperate with both the unit owner's adjuster and the State Farm adjuster.
        iv. The two insurance companies will then decide which, if either, policy will cover the damage.

    b. **Special Assessment — Progress Plan.** This topic was tabled until the next Board meeting.
    c. **Bylaws report.** This committee will be meeting soon and then the owners will be notified of a Special Meeting.
    d. **Howley trees.** The large arbor vitae trees on the corner of River Park Drive and Eagle Court were removed at the direction of the Village of Menomonee Falls.

5. **Treasurer's Report Financial Report - July 31 , 2025. See Exhibit #1.** Treasurer, Mary Blair, reviewed the attached Balance Sheet and Income Statements for the period ending 7/31/2025 in detail. The Board indicated that

it appreciated the new format for the Income Statements as it gives more information and is very helpful.

6. **Secretary's Report - Website Development.** Laura Arvold reported that she, Bea Pamperin and Chuck Murphy continue to work on the DHCA website and will be meeting again later in August.

7. **Vice President Report - Trees/Lawn Service.** Doug Smith reported that things seem to be going fine with our new lawn maintenance provider. He would like more direct communication while the crews are onsite and will be talking to Quality Landscaping regarding this.

8. **Vice President Report.** Tom Jacobi reported on the following issues:
    a. **Drainage Proposals.** Tom stated that all is proceeding as planned for the drainage remediation between unit #s A-18 and A-19. The other areas of potential remediation are on hold except that unit B-06 did have discharge during the recent flooding from a leak in the pipe connecting to the sump pump. Tom will work on this.

       In addition, the units being affected by drainage from the JBJ property adjacent to DHCA have some new ideas to help with this issue. Particularly helpful is a suggestion from the owner at unit #A-10 regarding the potential of planting a raised garden which would help with the periodic flooding and then dry, dead grass cycle currently there.
    b. **Seal coating.** Many residents wish to have their driveways seal-coated this fall. Tom is making a list. He is looking for providers. So far Johnson & Sons Paving (a provider from prior years) has not responded. Merit Asphalt has sent a bid. He will also follow-up with Sealed With a Kiss.
    c. **Snowplow Report.** Nothing to report. There will be a new no-salt list sent out in the fall.
    d. **DRC Google Drive.** Tom finished his report discussing a new Google Drive he has opened for the Design Review Committee to track all 128 units and past Applications for Approval (APAs) (for at least 5 years) and Inspection Letters and work done to comply. The Board discussed that there should be some Board involvement as these are DHCA records. It was decided that the Board Liaison to the DRC and the Board President should be given access to this Drive as well as all members of the DRC.

9. **Design Review Committee.** Co-Chair, Chris Rao presented the following:
    a. **Review of YTD 2025-2026 APAs.** Since June 1, 2025, there have been only four APAs presented to the DRC. Even though this is low, much work is currently being done for owners to come into compliance with the recent Inspection Letters.

b. **Guideline update.** The DRC is currently working on updating the DRC Guidelines and will report on this at a future Board meeting.

**10. Landscape Enhancement Committee.**

a. **Review of YTD 2025-2026 APAs.** Co-Chair, Sandy Svitak, reported that there have been no new APAs since the July Board Meeting. However, she knows that there will be at least 4-5 new APAs in the coming weeks. Sandy also noted that Rosalie Giodarno-Howley has volunteered to collate the LEC APAs and Inspection Reports.

b. **Berms.** Co-Chair, Sandy Prater, reported that the 6 berms that were identified as in need of immediate work have been greatly improved. Some of the owners took responsibility and upgraded the berms outside their units and some were redone by volunteers. The remaining one on the list has had some work done on it by volunteers and will be up for tree trimming in Section C next spring.

c. **Work on entrance.** The LEC received a quote for some additional plantings on the front entrance, but it was deemed too high. While Quality Landscaping continues to do a good job on the front entrance maintenance under its current contract, the LEC has found a son of an owner who will be hired to take care of some of our landscaping needs.

**11. Adjournment. There being no further business, the meeting adjourned at 6:57 PM.**

**Respectfully submitted,**
**Laura Arvold, Board Secretary**

**Next Meeting: September 8, 2025 - Waukesha State Bank**

| Income Statement | | | | | |
|---|---|---|---|---|---|
| Period Ending July 31, 2025 | | | | | |
| | JUNE | JULY | YTD | BUDGET | Balance |
| RECEIPTS | 6/30/2025 | 7/31/2025 | 25-26 | | |
| Operating Deposits | $0 | $66,479 | $66,479 | $274,919 | $208,440 |
| Late and Other Fees | $0 | $0 | $0 | $0 | $0 |
| Interest Earned | $253 | $1,597 | $1,850 | $30 | ($1,820) |
| **Total operating receipts** | **$253** | **$68,076** | **$68,329** | **$274,949** | **$206,620** |
| Insurance | $0 | $11,208 | $11,208 | $44,831 | $33,623 |
| **Total Receipts** | **$253** | **$79,284** | **$79,537** | **$319,780** | **$240,243** |
| **OPERATING EXPENSES** | | | | | |
| General Maintenance | $0 | $300 | $300 | $5,000 | $4,700 |
| Drainage | $0 | $ - | $0 | $10,000 | $10,000 |
| Snow Plowing | $0 | $ - | $0 | $77,000 | $77,000 |
| Lawn Maintenance | $11,379 | $16,519 | $27,898 | $112,281 | $84,383 |
| Tree / Shrub Service | $26,649 | $13,271 | $39,920 | $51,877 | $11,957 |
| Landscape Committee | $76 | $40 | $116 | $580 | $464 |
| Entrance | $0 | $ - | $0 | $740 | $740 |
| Office Supplies | $29 | $ - | $29 | $375 | $346 |
| Accounting Fees | $0 | $ - | $0 | $3,360 | $3,360 |
| Legal Fees | $0 | $970 | $970 | $7,500 | $6,530 |
| Utilities | $0 | $25 | $25 | $1,100 | $1,075 |
| Meetings / Activities | $119 | $ - | $119 | $800 | $681 |
| Taxes | $0 | $ - | $0 | $60 | $60 |
| Miscellaneous Services | $0 | $ - | $0 | $300 | $300 |
| Bank Charges | $80 | $80 | $160 | $960 | $800 |
| Newsletter (including postage) | $0 | $ - | $0 | $750 | $750 |
| Printing - mailings, annual meeting reports | $84 | $147 | $231 | $1,500 | $1,269 |
| Postage | $0 | $ - | $0 | $736 | $736 |
| **Total operating expenses** | **$38,416** | **$31,352** | **$69,768** | **$274,919** | **$205,151** |
| **Insurance** | ($612) | $0 | ($612) | $44,831 | $45,443 |
| **Total Expenses** | **$37,804** | **$31,352** | **$69,156** | **$319,750** | **$250,594** |
| **Surplus / Deficit** | **($37,551)** | **$47,932** | **$10,381** | **$30** | **($10,351)** |
| **Assessment Receipts** | $0 | $4,235 | $4,235 | $17,920 | $13,685 |
| **Assessment Expenses** | $0 | $0 | $0 | $17,920 | $17,920 |
| **Total Assessment Funds** | $0 | $4,235 | $4,235 | $ - | $4,235 |
| **Cumulative Assessment Funds** | | | | | |
| **Assessment Receipts** | $53,378 | $57,610 | | | |
| **Assessment Expenses** | $52,568 | $52,568 | | | |
| **Total Cumulative Assessment** | $810 | $5,042 | | | |

**Exhibit #1**

# Balance Sheet - Period Ending 7/31/2025

| Assets | 7/31/2025 | 5/31/2025 |
|---|---|---|
| Checking Account | $113,217 | $100,042 |
| *Operating Funds* | *$95,000* | *$99,235* |
| *Assessment Funds* | *$5,042* | *$807* |
| Money Market | $93,649 | $93,156 |
| Certificates of Deposit | $76,876 | $76,771 |
| **Total Cash** | **$283,742** | $269,969 |
| Accounts Receivable | $2,968 | |
| **Total Assets** | **$286,710** | **$269,969** |
| **Liabilities** | | |
| Owner Reserves | $163,081 | $161,187 |
| Insurance Reserves | $40,000 | $40,000 |
| Assessment Reserves | $5,042 | $807 |
| Total Reserves | $208,123 | $201,994 |
| Prepaid/(Owed) Dues | $7,052 | $6,820 |
| **Total Liabilities** | **$215,175** | **$208,814** |
| **Equity** | | |
| Condo Reserves | $61,154 | $63,364 |
| Surplus (Deficit) | $10,381 | ($2,210) |
| **Total Equity** | **$71,535** | **$61,154** |
| **Total Liabilities & Condo Equity** | **$286,710** | **$269,968** |

| Reserve Disbursements | | |
|---|---|---|
| Siding Reimbursement | $ - | $1,736 |
| Painting/Staining Reimbursement | $4,816 | $8,290 |
| Driveway Reimbursement | $ - | $2,936 |
| Roof Reimbursement | $ - | $761 |
| Misc Reimbursement | $2,523 | $16,853 |
| **Total Reserve Disbursements** | **$7,339** | **$30,576** |

**Danell Heights Condominium Association**
**Regular Board Meeting Minutes**
**July 17, 2025 - 6PM**
**Waukesha State Bank, Community Room**

Unit Owner Comments - Short Statements by Janet Pfeffer and Kathy Morrison.

1. **Call to Order.** The Meeting was called to order at 6:04 PM by Bea Pamperin, President. In attendance were Board Members: Bea Pamperin, Laura Arvold, Mary Blair, Tom Jacobi and Doug Smith. Representing the DRC and LEC were Chris Rao and Sandy Prater.
   Owners present were: Mary Erceg, Kathy Morrison, Janet Pfeffer and Kris Zimmerman.

2. **Acceptance of Agenda. It was moved by Doug Smith and seconded by Mary Blair that the Agenda be accepted as amended. The motion passed by a unanimous vote.**

3. **Approval of minutes: It was moved by Mary Blair and seconded by Doug Smith that the Minutes of Annual Meeting, May 12, 2025 and the Minutes of the Regular Board Meeting, June 2, 2025, be accepted as presented. The motion passed by a unanimous vote.**

4. **President's Report: Bea Pamperin led discussion on the following issues:**
   a. **Security:** We have received several reports recently of possible suspicious activity including flashlights moving through the Association during the night. While these were checked and were not a security threat, all owners are cautioned to be very vigilant about the security of their units. Suggestions include: Keeping your outside lights and spotlights on all night or have them on motion-sensors; Keeping your exterior doors locked at all times; Locking your car doors even when vehicles are in your garage and Locking your entrance door from the garage into your unit.

   b. **Special Assessment** - Bea reported that the current Special Assessment for the removal and replacement of dead/dying trees along the perimeter of the Association has been proceeding. She and Doug Smith did a complete walk-through of the area alongside the golf course and up to Eagle Court. There are more dead trees including an elm and some ash trees. Doug and Bea will walk the other perimeter areas soon. There are still some trees that need to be replanted between units B-14 and B-15. As soon as we have more funds in this account, more work will be done.

   c. **Approval Final Financial Report for 2024-25, as of 5/31/25. It was moved by Doug Smith and seconded by Laura Arvold that the Final Financial Report for FY 24-25 as of 5/31/25 be approved. The motion passed by a unanimous vote. (See Exhibit #1.)**

   d. **Insurance. Bea reported on the following two issues.**

      i. **Coverage** - We discussed that the owners have been notified that the Blanket Coverage Policy is up-to-date and the wording is in line with our Bylaws. Owners are reminded to call our State Farm Insurance Agent, Rog Rogers with any questions.

Bea asked that the stumps in the berm on the corner of Danell and River Park (B-06) also be included.

8. **Vice President Report. Tom reported on the following issues:**
   a. **Drainage Proposals.** Tom presented a report on the Drainage Remediation Issues between units #A-18 and A-19. In order to remedy this issue, Tom has worked with several providers and received several bids. His recommendation is that we hire Great Lakes Excavating to raise and repair the catch basin and Quality Landscape to do the necessary lawn repairs. He also wants to rent a Sewer Camera from Home Depot to ascertain if there are more problems in the pipeline from the current drainage basin.
   **It was moved by Bea Pamperin and seconded by Laura Arvold that Tom Jacobi is authorized to hire Great Lakes Excavating, Proposal 06-12-2-25, Repairing and Raising Catch Basin for $4,150.00 and Quality Landscaping, Proposal 06-20, 2025, Lawn Repairs for $3,498.00 and to rent a Sewer Camera for four hours from Home Depot for $203.00 for a total of $7,851.00. The motion passed unanimously.**

   b. **Seal coating.** Tom stated that he has received much interest from owners for the next seal coating as a result of his recent email blast. He has contacted three possible providers – Johnson & Sons Paving, Merit Asphalt and Sealed With a Kiss. He will be coordinating all of the driveways to be done as one account. Once a provider has been chosen, they will survey each driveway and provide a bid for the seal coating. Each driveway cost will be taken from the owner's Reserve Account. If there is not enough in their account, they will be billed for the difference on the next Quarterly Billing Cycle. The Board asked Tom to make sure that the owners involved all understand the process for the billing.

   c. **Snow removal.** Tom reported that he has met with representatives from our current snow removal provider – Asgard Management. He found them very willing to listen and to try to provide better service. Tom thinks that some of the issues we encountered last winter were due to communication issues over differing expectations which he believes are resolved. This is the final year of a 3-year contract. They will be using a new brine system (as explained at the Annual Meeting) which works to 5 degrees F. Below this temperature, salt will have to be applied directly to the driveways. Tom will explain this when he requests review of the No-Salt List in the fall. They also agreed that they would be plowing continuously during a storm after 4" of snow has fallen. We are to notify them after the Village of Menomonee Falls has completed its plowing, which often closes our driveways completely. They will return to clear the base of the driveways. They also are to hand shovel all sidewalks to the front door including those whose front door is accessed by a deck.

9. **Design Review Committee: Co-Chair, Chris Rao, presented the DRC Report.**
   a. **Review of 2024-2025 YTD.** Chris stated that in the month of July, 2025, the DRC has approved 3 APA's and 1 is pending. She noted that one of the approved projects had been proceeding without an APA. The owner was alerted and an APA was completed and approved. She stressed that owners must complete an APA when considering any structural changes to their exterior – no matter how small. No APA is needed for maintenance projects.

11. **Adjournment. There being no further business, it was moved by Bea Pamperin and seconded by Doug Smith that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 7:15 PM.**

**Respectfully Submitted,**
**Laura Arvold, Board Secretary**

**Next Meeting: August 11, 2025 – Waukesha State Bank**
**6:00 PM – Community Room**

E

# FINAL FINANCIAL REPORT FOR FY 24-25 AS OF 5/31/2025

| | FY 24-25 | FY 25-26 | Variance |
|---|---|---|---|
| **RECEIPTS** | | | |
| Operating Deposits | $259,306 | $274,919 | $15,613 |
| Late and Other Fees | $ - | $ - | $0 |
| Interest Earned | $30 | $30 | $0 |
| **Total operating receip** | **$259,336** | **$274,949** | **$15,613** |
| Insurance | $44,831 | $44,831 | $0 |
| **Total Receipts** | **$304,167** | **$319,780** | **$15,613** |
| | | | |
| **OPERATING EXPENSES** | | | |
| General Maintenance | $15,000 | $5,000 | ($10,000) |
| Drainage Remedition | 0 | $10,000 | $10,000 |
| Snow Plowing | $77,000 | $77,000 | $0 |
| Lawn Maintenance | $100,098 | $112,281 | $12,183 |
| Tree / Shrub Service | $54,114 | $51,877 | ($2,237) |
| Landscape Committee | $350 | $580 | $230 |
| Entrance | $350 | $740 | $390 |
| Office Supplies | $375 | $375 | $0 |
| Accounting Fees | $3,000 | $3,360 | $360 |
| Legal Fees | $5,000 | $7,500 | $2,500 |
| Utilities | $860 | $1,100 | $240 |
| Meetings / Activities | $750 | $800 | $50 |
| Taxes | $50 | $60 | $10 |
| Miscellaneous Services | $300 | $300 | $0 |
| Bank Charges | $960 | $960 | $0 |
| Newsletter (including p | 0 | $750 | $750 |
| Printing - mailings, annu | $500 | $1,500 | $1,000 |
| Postage | $599 | $736 | $137 |
| **Total operating expen** | **$259,306** | **$274,919** | **$15,613** |
| **Insurance** | $44,831 | $44,831 | $0 |
| **Total Expenses** | **$304,137** | **$319,750** | **$15,613** |
| | | | |
| **Surplus / Deficit** | | | $0 |
| | | | |
| Insurance total based only on prorata share of insurance projection | | | |
| Operating Expense increases/decreases based on prorata share of operating expense projection | | | |
| **Assessment Receipts** | $17,920 | $17,920 | $ - |
| **Assessment Expenses** | $17,920 | $17,920 | $ - |
| **Total Assessment Fun** | **$ -** | **$ -** | **$ -** |

**EXHIBIT #1**

# Balance Sheet - Period Ending 6/30/2025

| Assets | 6/30/2025 | 5/31/2025 |
|---|---|---|
| Checking Account | $56,826 | $100,042 |
| *Operating Funds* | *$56,019* | *$99,235* |
| *Assessment Funds* | *$807* | *$807* |
| Money Market | $93,408 | $93,156 |
| Certificates of Deposit | $76,876 | $76,771 |
| Total Cash | $227,110 | $269,969 |
| **Total Assets** | **$227,110** | **$269,969** |
| **Liabilities** | | |
| Owner Reserves | $155,987 | $161,187 |
| Insurance Reserves | $40,000 | $40,000 |
| Assessment Reserves | $807 | $807 |
| Total Reserves | $196,794 | $201,994 |
| Prepaid/(Owed) Dues | $6,820 | $6,820 |
| **Total Liabilities** | **$203,614** | **$208,814** |
| **Equity** | | |
| Condo Reserves | $61,049 | $63,364 |
| Surplus (Deficit) | ($37,552) | ($2,210) |
| **Total Equity** | **$23,496** | **$61,154** |
| **Total Liabilities & Condo Equity** | **$227,110** | **$269,968** |
| | **$ -** | |

| Reserve Disbursements | | |
|---|---|---|
| Siding Reimbursement | $ - | $1,736 |
| Painting/Staining Reimbursement | $3,955 | $8,290 |
| Driveway Reimbursement | $ - | $2,936 |
| Roof Reimbursement | $ - | $761 |
| Misc Reimbursement | $595 | $16,853 |
| Total Reserve Disbursements | $4,550 | $30,576 |

**Exhibit #2**

**Income Statement**
**Period Ending June 30, 2025**

| | June Actual | Remaining Balance | BUDGET |
|---|---|---|---|
| **RECEIPTS** | **2025-2026** | **2025-2026** | **2025-2026** |
| Operating Deposits | $ - | $ 274,919 | $ 274,919 |
| Late and Other Fees | | $ - | $ - |
| Interest Earned | $ 253 | | $ 30 |
| **Total operating receipts** | $ 253 | $ 274,919 | $ 274,949 |
| | | | |
| Insurance | | $ 44,831 | $ 44,831 |
| | | | |
| **Total Receipts** | **$ 253** | **$ 319,750** | **$ 319,780** |
| | | | |
| **OPERATING EXPENSES** | | | |
| General Maintenance | $ - | $ 5,000 | $ 5,000 |
| Drainage | $ - | $ 10,000 | $ 10,000 |
| Snow Plowing | $ - | $ 77,000 | $ 77,000 |
| Lawn Maintenance | $ 11,379 | $ 100,902 | $ 112,281 |
| Tree / Shrub Service | $ 26,649 | $ 25,228 | $ 51,877 |
| Landscape Committee | $ 76 | $ 504 | $ 580 |
| Entrance | $ - | $ 740 | $ 740 |
| Office Supplies | $ 29 | $ 346 | $ 375 |
| Accounting Fees | $ - | $ 3,360 | $ 3,360 |
| Legal Fees | $ - | $ 7,500 | $ 7,500 |
| Utilities | $ 119 | $ 981 | $ 1,100 |
| Meetings / Activities | $ - | $ 800 | $ 800 |
| Taxes | $ - | $ 60 | $ 60 |
| Miscellaneous Services | $ - | $ 300 | $ 300 |
| Bank Charges | $ 80 | $ 880 | $ 960 |
| Newsletter (including postage) | $ - | $ 750 | $ 750 |
| Printing - mailings, annual meeting reports | $ 84 | $ 1,416 | $ 1,500 |
| Postage | $ - | $ 736 | $ 736 |
| **Total operating expenses** | **$ 38,417** | **$ 236,502** | **$ 274,919** |
| | | | |
| Insurance | $ (612) | $ 45,443 | $ 44,831 |
| | | | |
| **Total Expenses** | **$ 37,805** | **$ 281,945** | **$ 319,750** |
| | | | |
| **Surplus / Deficit** | **$ (37,552)** | **$ 37,805** | **$ 30** |

| **Assessments** | | | |
|---|---|---|---|
| **Fiscal Year-to-Date (Year 4)** | | | |
| Assessment Receipts | $ - | $ 17,920 | $ 17,920 |
| Assessment Expenses | $ - | $ 17,920 | $ 17,920 |
| **Total Assessment Funds** | $ - | $ - | $ - |
| | | | |
| **Cumulative Assessment Funds (Years 1-4)** | | | |
| Assessment Receipts | $ 53,375 | | |
| Assessment Expenses | $ 52,568 | | |
| **Total Cumulative Assessment** | $ 807 | $ - | |

**Exhibit #3**

**Danell Heights Condominium Association**
**Regular Board Meeting Minutes**
**June 2, 2025 – 6PM**
**Waukesha State Bank, Community Room**

- **Unit Owner Comments** – Bill and Pam Cavanaugh spoke about concerns regarding the lawn services they are receiving.

1. **Call to Order**
   a. The Meeting was called to order at 6:13 PM by Bea Pamperin, President. In attendance were Board Members: Bea Pamperin, Laura Arvold, Mary Blair, Tom Jacobi and Doug Smith.
   b. Owners present were: Bill and Pam Cavanaugh, Mary and Jim Erceg, Don Dempsey, Janet Pfeffer and Kris Zimmerman.

2. **Acceptance of Agenda. It was moved by Laura Arvold and seconded by Doug Smith that the Agenda be accepted as presented. The motion passed by a unanimous vote.**

3. **Approval of minutes:**
   a. **It was moved by Mary Blair and seconded by Doug Smith that the Minutes of Organizational Meeting, May 19, 2025, including the new Responsibilities chart 'be accepted as presented. The motion passed by a unanimous vote.**
   b. The Minutes of the May 12, 2025 Annual Meeting will be approved by an email vote when they are done, in order to get them onto the website before the July Meeting.

4. **President's Report:** Bea Pamperin reported on the following:
   a. **Annual Meeting Recap.** 55 units were present at this meeting. She has not heard any negative reactions to the 2025 Annual Meeting except for the overall confusion after the presentation from State Farm. The Board will be following up on this for clarity. All agreed there was a great spirit at the meeting, especially as we were not able to use the normal room. This room was smaller and while it was at full capacity, it seemed that the owners liked being able to sit near to others and it was easy to hear. We do have the main room used in the past already reserved for next year's meeting.
   b. **Special Assessment.** Bea continued with her report by stating that the final 3 trees to be planted will be done shortly.
   c. **July 1st Dues Mailing.** As we are required to provide each unit with a copy of the approved FY 2025-26 Budget, it will be mailed with the July Quarterly Dues Statements. We will also include the Final FY 2024-25 Financial Statements.
   d. **July meeting date.** Due to limitations on meeting space at Waukesha State Bank during the month of July, the Board set the July Board Meeting for Thursday, July 17, 2025 at 6:00 pm at the Waukesha State Bank Community Room.

5. **Treasurer's Report:**
   a. Vickie Nikoley, our Treasurer, will be preparing the Financial Reports for the Year-End of FY 2024-25.
   b. It was also reported that all of the signatory papers have been signed for the new Board. The decision was made to not get a DHCA debit or credit card. Debit cards

are not viewed as safe enough and credit cards must be based on the credit rating and personal information of one of the Board Members. We decided to continue with reimbursement of Board Members who purchase needed items personally.

6. **Secretary's Report:** Laura Arvold presented the following reports:
    a. **Weebly – Members Only – Setup.** Laura reported that we already have over 50 units already registered for the Members Only site. She will continue to monitor.
    b. **Contractor listing on web** - This will be moved to the Members Only page.
    c. **Review of items needed to be on website (100+ condos).** Laura presented a report on what is required for DHCA to have on its website according to Wisconsin Statutes. See Exhibit #2. As this is a huge list, we will be working on adding the eight categories of documents on our website where it makes the most sense and is the most user-friendly for the owners.
    d. **Updated service provider list.** This has been updated and was provided to the Board.
    e. **Executive Summary and the Realtors Packet.** Both of these documents have been updated with the new Board Member information and are available on both the Google Drive and the DHCA website.

7. **Vice President Report.** Doug Smith reported on the following items:
    a. **Insect Control Application.** Doug stated that Quality Landscaping will be spreading a specific insect control mixture for the current problem many of the units are having with grub eggs. They will be doing the entire association as many lawns already having evidence of grub damage, the infestation will not be stopped without doing all of the lawns.
    b. **Mulch.** Quality Landscaping will also be putting down 2" of mulch in Limited Common Areas only this spring. Five-foot areas and foundation beds are excluded.
    c. **Trees/Lawn Service.** So far, we have been able to handle any issues that have arisen with our new lawn service. Doug stressed that unless he is notified of any problems, he cannot help with the solution. He also stated that 24 more trees on the perimeter of Sections C and D have died. We will need to deal with these.

8. **Vice President Report.** Tom Jacobi reported on the following:
    a. **APA for Free-standing Gazebo attached to Deck.** Tom presented an APA from Don Dempsey which requested permission to place a free-standing gazebo with a metal roof on his deck. As it would be attached to the deck floor and the roof is metal, the APA was referred to the Board. The issue is whether it is considered a "structure" that is covered by the Declaration, then it would have to be denied as it is not made of wood. The discussion noted that there are 2 other similar structures already in place (apparently without APA permission,) one of which was installed with the permission of the Developer. The Board was split on whether this was a "structure" and thus covered by the Declaration. Bea Pamperin was authorized to get a legal opinion, and we would base our decision upon that. *[Editor's Note: The attorney for DHCA responded that this gazebo was not a "structure" under our Declaration and thus the APA was approved.]*
    b. **Drainage Proposals.** Tom described a major problem with drainage between Buildings A-18 and A-19 on River Park Drive. After multiple years of trying to get advice from the Village of Menomonee Falls, he was able to meet onsite with the Village Storm Water Manager. This area in question is considered by the Village to be a private drain so that DHCA can modify it in any way, without the need for a

permit. Tom then got several bids (and will get one more) to resolve this issue. There are also drainage issues at 4 other units – one that could be resolved with the construction of a raised garden bed.

c. **Seal coating.** Tom is taking the lead on this issue. He will coordinate with any unit owners who wish to have their driveways seal-coated this summer. DHCA will be reimbursed via charging the owners' individual reserve accounts. He has gotten bids with 2 companies and wants to get 1 more bid.

9. **Design Review Committee:** Tom Jacobi presented the DRC Report:
   a. **Review of 2024-2025 YTD Report.** For all of 2025 so far, there have been 11 APAs approved and 2 referred to the Board.
   b. **Concerns/Needs.** The Board may need to be involved to help mediate some APAs. We will discuss these in our Executive Session.

10. **Landscape Review Committee:** Bea Pamperin presented the LEC report in the absence of both Co-Chairs:
   a. **Review of 2025-2026 YTD Report:** Starting with May, 2025, there have been 4 APAs that were approved and none were denied. (The Board asks that the LEC indicate on its APA form that the only approved color for mulch (applied by our landscape company or an owner is dark brown.)
   b. **Proposals for Berms Considered Urgent.** Several of the Berms that were at the top of the list to be redone have already been taken care of. A-2 has been done by the new owners on both sides. B-6 is being taken care by Amy Ley. The LEC itself will take care of D-8. This moves C-2 to the top of the list. This is referred back to the LEC. Tom mentioned that he will refer Building B-2 to the LEC as well.
   c. **Concerns/Needs.** The LEC Report from Sandy Prater indicated that the Work-In-Your-Yard Day on May 17, 2025 was a big success. Despite it being a cold and rainy day, 40 unit owners participated. The winner of the $50 gift card from Shady Lane Nursery was one of our newest owners – Liliana Kasta. The planning for the June 21st Garden Tourn is going well. 10 gardens are already committed with a couple more "maybes." Finally, the LEC placed flags at the Entrance for Memorial Day and has volunteers scheduled to do the same for the next two summer holidays.

11. **Adjournment. There be no further business, the meeting was adjourned at 7:17 PM.**

**Respectfully Submitted.**
**Laura Arvold**
**Board Secretary**

**Next Meeting: July 17, 2025 at 6:00 PM at the Waukesha State Bank, Community Room.**

**Exhibit #1- Required by State Law to be on our Website (See Chap 703.20 (1) (a) 3 and Chap 703.33 (1) and (2)**

**A. Required - All for at least past 6 years unless otherwise noted.**

1. Minutes of Association and Board Meetings
2. Actions taken without a Meeting by the Owners or the Board on behalf of the Association.
3. Records including expenditures and receipts for maintenance and repair expenses for COMMON AREAS.
4. Annual Budget
5. Financial Statements
6. Bank Statements including reserve accounts.
7. Income and Expense Statements
8. Insurance Policies issued within past 6 years.
9. Most recent audit.
10. Contracts entered into within past 6 years.
11. Any bids received within past 3 years.
12. Declaration
13. Bylaws
14. Rules & Regulations
15. Articles of Incorporation
16. Executive Summary
17. Realtor Packet

**B. Exceptions**

1. Records of Initial Construction
2. Any record covered by Lawyer-Client Privilege
3. Any records of violations of Declaration, Bylaws or Rules & Regulations by a particular unit owner.
4. Any records of assessments levied against a particular unit owner or the account status of a particular unit owner.

**C. Already on our website**

1. Minutes of Association and Board Meetings
2. Annual Budget – Past 5 years are there. Will be 6 years when FY 2025-26 is posted.
3. Financial Statements – Balance Sheets and Budgets are there.
4. Most recent audit. – 4 years are there. Just need to add latest audit. The others can be deleted.
5. Declaration
6. Bylaws
7. Rules & Regulations
8. Articles of Incorporation
9. Executive Summary
10. Realtor Packet

**D. Not on our website**

1. Financial Statements beyond Balance Sheet
2. Income and Expense Statements
3. Insurance Policies issued within past 6 years.
4. Contracts entered into within past 6 years
5. Any bids received within past 3 years
6. Records including expenditures and receipts for maintenance and repair expenses for COMMON AREAS.
7. Bank Statements including reserve accounts.
8. Actions taken without a Meeting by the Owners or the Board on behalf of the Association. Not applicable.

**E. Suggested Organization of Required Items and whether to put into the Members Only Page under Sub-Folders.**

1. **Stay where are on Website:**
    - **a.** Association Records
        - i. Minutes of Board Meetings
        - ii. Minutes of Annual Meetings
        - iii. Annual Budget
        - iv. Financial Statements – Is Balance Sheet Sufficient?
        - v. Audit (only need most recent)
    - **b.** Governance Documents
        - i. Executive Summary
        - ii. Declaration
        - iii. Bylaws
        - iv. Articles of Incorporation
        - v. Rules & Regulations
    - **c.** Realtor Documents Packet
        - i. Realtor Packet
2. **Documents which should be put on the Members Only Page in following Sub-folders:**
    - **a. Insurance**
        - **i.** Insurance Policies issued within past 6 years.
    - **b. Bank Statements**
        - i. Bank Statements including reserve accounts.
    - **c. Financial Statements**
        - i. Financial Statements beyond Balance Sheet
        - ii. Income and Expense Statements
    - **d. Contracts and Bids**
        - i. Contracts entered into within past 6 years
        - ii. Any bids received within past 3 years
    - **e. Common Area Invoices and Receipts for Maintenance and Repairs**
        - i. Records including expenditures and receipts for maintenance and repair expenses for COMMON AREAS.

**Danell Heights Condominium Association**
**Regular Board Meeting Minutes**
**March 12, 2025**
**Waukesha State Bank - 6:00 PM**

1. **Call to Order.**
   a. The meeting was called to order at 6:05 pm by Bea Pamperin, President. In attendance were Board Members: Bea Pamperin, Vickie Nikoley, Laura Arvold, Robin Kwaterski and Doug Smith.
   b. Non-Board Members present were: Chris Rao, Sandy Prater, Sandy Svitak, Pam Kutcher, Mary Blair, Pam Pedersen, Janet Pfeffer and Kris Zimmerman.

2. **Acceptance of Agenda.**
   **It was moved by Robin Kwaterski and seconded by Doug Smith that the Agenda be accepted as presented. The Motion passed by a unanimous vote.**

3. **Formal Approval of Minutes.**
   **It was moved by Laura Arvold and seconded by Vickie Nikoley that the Minutes of the January 20, 2025 Board Meeting, which had been previously approved via email, be formally approved. The Motion passed by a unanimous vote.**

4. **President's Report. Bea Pamperin reported on the following items:**

   a. **Bylaws Committee report.** Bea reported that the Bylaws Committee, which has been meeting for two years, is ready to issue a final set of recommended changes/updates to the DHCA Bylaws. They have gone through the entire Bylaws and will be recommending both perfunctory and substanti e changes. The proposed changes will be emailed to all of the owners by May 1, 2025. There will be time allotted at the Annual Meeting on May 12, 2025 for questions and input. Then a Special Meeting will be called with the Bylaws changes the only Agenda item. As a two-thirds majority of all owners is required for any changes to our Bylaws, your attendance in person or by proxy is critically important.
   b. **Owner's Manual**. On hold.
   c. **Budget Process.** Bea reported that the Board met in Executive Session in February to work on the Fiscal Year 25-26 Budget. We have received many requests from various committees and DHCA regular providers of services for new budgeted items. We are working through all requests. Our Treasurer, Vickie Nikoley, will be providing the proposed budget for the Board to approve at our April Executive Session.

d. **Annual Meeting.** Our Annual Meeting will be at the Menomonee Falls Community Center on May 12, 2025. We will be in a different room this year - Room 123. There will be directions in the Spring Newsletter to this room. Doors will open for registration at 6:00 PM and the meeting will commence at 6:30 PM. We will start the meeting with a Guest Speaker, an insurance adjuster, who will explain some recent changes to State law which affect what insurance DHCA can legally provide to the owners. Also - two positions of the Board of Directors will be up for election. We need a quorum of 44 owner units in person or via proxy. Please plan to attend.

5. **Treasurer's Report.** Vickie Nikoley reported on the following:

a. **Financial Report for 2024-25, as of February 28, 2025.** The Income Statement and Balance Sheet were handed out and reviewed. (See attached Exhibit #1.) There were no questions.

b. **Special Assessment Report - 7/1/2022 to 02/28/2025.** Vickie noted that at the bottom of the Income Statement there is a Cumulative Assessment Funds report. It indicates that we have a current balance of $5,948 in the Special Assessment Fund. When the April Quarterly Dues are received, we will have the additional funds needed to proceed with further perimeter tree removal and replacement.

c. **Workers' Compensation Insurance Report.** Vickie stated that we are required to carry Workers' Compensation Insurance by State law even though we do have any employees. It is mainly a safeguard backup if any employees of contractors doing work on the DHCA area were injured. However since we require that any contractor have such insurance, we don't draw on the insurance. Each year an audit is done by our insurer and we receive back a portion of our premiums. She will report on the amount returned at next month's meeting.

d. **Welcome Committee.** Vickie reported that as she is leaving the Board, a new Chair for a new Welcoming Committee has stepped forward - Leigh Tracy. This new Committee will call on new owners, explaining many of our processes, answer questions and in general welcome new owners.

6. **Secretary's Report.**

a. **Newsletter.** Laura Arvold reported that the Spring Newsletter which will also give Notice of the May 12, 2025 Annual Meeting is completed. It is currently being reviewed by the Printer. After review by the Board, it will be printed and mailed to all owners. All of the Board and the heads of the Standing Committees as well as the Bylaws Committee have submitted articles. It will be mailed around April 24, 2025 (which gives not less than 10 days nor more than 20 days' Notice of the Annual Meeting.)

7. **Vice President Report.** Douglas Smith reported on the current work on trees in the subdivision. M&M Tree Service has already begun some trimming of trees in Area B. He also stated that we have received a quote for removal of buckthorn (an invasive tree which can grow very large and take over a mature forest) for the homes backing onto the golf course in Area B. That quote is $3,000.

8. **Vice President Report.** Robin Kwaterski reported that we have one more year with our current snowplow service (through March of 2026.) They will be using a new "brine solution" for protection from ice on driveways. It is more environmentally-friendly and can be sprayed on before a storm if the temperature is 15 degrees or below. This will be explained next fall when owners are given an opportunity to "opt-out" of having salt put on their driveways.

9. **Design Review Committee.** Co-Chair, Chris Rao, made the following reports:

   a. **Review of Drainage Issues**. Co-Chair, Tom Jacobi, had previously shared a report with the Board that there were drainage issues at the following properties: Buildings B-06 and B-07; A-14; A18 and A-19; and A-09 and A-10. He is still working on getting quotes for these repairs, which are the responsibility of the Association. At this time, he is requesting that $10,000 be allocated in maintenance for these repairs.
   b. **Review of 2024-2025 YTD Report of APAs reviewed by the DRC.** The report showed that of the 18 APAs received in 2024, 16 were approved and 2 were denied. Year-to-Date in 2025, the committee has received 6 APAs, 5 were approved and the sixth has been forwarded to the Board of Directors for its input. The DRC works very diligently to help owners to make needed improvements within the current DRC Guidelines and the Bylaws.
   c. **Annual Inspections.** The DRC will be making their Annual Inspections of the Units in the next month. Reports of their findings will then be mailed to all of the owners.

10. **Landscape Review Committee:** Co-Chair, Sandy Prater, reported on the following for the Board:
   a. **Review of 2024-2025 YTD Report**. This was postponed to the next Board Meeting.
   b. **Proposals for Berms Considered Urgent.** Sandy presented a report discussing six berms that have been identified as needing immediate updates. The Board indicated that it will to try to find funding.
   c. **Progress on map of all berms.** Sandy presented an idea from the LEC as an alternative to placing all 62 berms on a plat map. They propose giving the Board a complete listing of all 62 berms indicating the Unit #

by Section, the owner, the location on the lot and the condition. This was acceptable to the Board.

d. **Concerns/Needs.** The LEC requested $75 for their "Work-In-Your-Yard" Day to be held this spring. They will give a $50 gift certificate for a local nursery to one of the owners who wins the raffle drawing. They will use the $25 for water and donuts for the volunteers and participants. The Board approved this amount.

11. **Adjournment.** There being no further business, the meeting was adjourned At 7:06 pm.

Respectfully submitted,
Laura Arvold
Secretary for the DHCA Board of Directors

**Next Meeting: April 14, 20225 – Waukesha State Bank – 6:00 PM**

Danell Heights Condominium Association, Inc - February 2025 Income Statement

| RECEIPTS | February Actual 2024-2025 | Remaining Months 2024-2025 | FY Estimate 2024-2025 |
|---|---|---|---|
| Operating Deposits | $ 193,444 | $ 65,863 | $259,306 |
| Late and Other Fees | $ 201 | $ - | $ - |
| Interest Earned | $ 2,650 | $ (2,620) | $ 30 |
| **Total operating receipts** | **$ 196,294** | **$ 63,243** | **$259,336** |
| Insurance | $ 22,276 | $ 22,555 | $ 44,831 |
| | | | |
| **Total Receipts** | **$ 218,571** | **$ 85,797** | **$304,167** |
| **OPERATING EXPENSES** | | | |
| General Maintenance | $ 1,050 | $ 13,950 | $ 15,000 |
| Mailbox Repair/Replacement | $ - | $ - | $ - |
| Snow Plowing | $ 67,250 | $ 9,750 | $ 77,000 |
| Lawn Maintenance | $ 58,020 | $ 42,078 | $ 100,098 |
| Tree / Shrub Service | $ 48,137 | $ 5,977 | $ 54,114 |
| Landscape Committee | $ 137 | $ 213 | $ 350 |
| Entrance | $ 972 | $ (622) | $ 350 |
| Office Supplies | $ 565 | $ (190) | $ 375 |
| Accounting Fees | $ 2,785 | $ 215 | $ 3,000 |
| Legal Fees | $ 5,944 | $ (944) | $ 5,000 |
| Utilities | $ 482 | $ 378 | $ 860 |
| Meetings / Activities | $ 56 | $ 694 | $ 750 |
| Taxes | $ - | $ 50 | $ 50 |
| Miscellaneous Services | $ - | $ 300 | $ 300 |
| Bank Charges | $ 720 | $ 240 | $ 960 |
| Newsletter (including postage) | $ - | $ - | $ - |
| Printing - mailings, annual mee | $ 68 | $ 432 | $ 500 |
| Postage | $ 275 | $ 324 | $ 599 |
| **Total operating expenses** | **$ 186,460** | **$ 72,846** | **$259,306** |

**Exhibit #1**

| RECEIPTS | February Actual 2024-2025 | Remaining Months 2024-2025 | FY Estimate 2024-2025 |
|---|---|---|---|
| Insurance | $ 21,818 | $ 23,013 | $ 44,831 |
| **Total Expenses** | **$ 208,278** | **$ 95,859** | **$304,137** |
| Surplus / Deficit | $ 10,293 | $ (10,061) | $ 30 |

Insurance total based only on prorata share of insurance projection

| Year-to-Date | | | |
|---|---|---|---|
| **Assessment Receipts** | $ 13,440 | $ 4,480 | $ 17,920 |
| **Assessment Expenses** | $ 22,343 | $ (4,423) | $ 17,920 |
| **Total Assessment Funds** | **$ (8,903)** | **$ 8,903** | **$ -** |

**Cumulative Assessment Funds**

| | | | |
|---|---|---|---|
| **Assessment Receipts** | $ 48,895 | | |
| **Assessment Expenses** | $ 42,947 | | |
| **Total Cumulative Assessment** | $ 5,948 | | |

# Balance Sheet - Period Ending 02/28/2025

| Assets | 2/28/25 | 5/31/24 | |
|---|---|---|---|
| Checking Account | $ 132,108 | $109,812 | |
| *Operating Funds* | *$ 126.160* | *$ 94.855* | |
| *Assessment Funds* | *$ 5.948* | *$ 14.957* | *s/b current assessment balance plus last year's carry over* |
| Money Market | $ 92,359 | $ 90,528 | |
| Certificates of Deposit | $ 76,539 | $ 75,520 | |
| Total Cash | $ 301,006 | $275,860 | |
| **Total Assets** | **$ 301,006** | **$275,860** | |
| **Liabilities** | | | |
| Owner Reserves | $ 145,257 | $159,066 | |
| Insurance Reserves | $ 40,000 | $ 40,000 | |
| Assessment Reserves | $ 5,948 | $ 14,957 | $4200 prepaid assessments collected on unit sales |
| Total Reserves | $ 191,205 | $214,023 | |
| Prepaid/(Owed) Dues | $ 4,491 | $ 1,399 | Include pre paid special assessment here |
| **Total Liabilities** | **$ 195,696** | **$215,422** | |
| **Equity** | | | |
| Condo Reserves | $ 73,359 | $ 52,880 | |
| Surplus (Deficit) | $ 31,951 | $ 7,559 | |
| **Total Equity** | **$ 105,310** | **$ 60,439** | |
| **Total Liabilities & Condo Equity** | **$ 301,006** | **$275,860** | |

| Reserve Disbursements | | |
|---|---|---|
| Siding Reimbursement | $ 1,736 | $ 4,951 |
| Painting/Staining Reimbursement | $ 8,073 | $ 4,159 |
| Driveway Reimbursement | $ 2,936 | $ 2,809 |
| Roof Reimbursement | $ 761 | $ 1,700 |
| Misc Reimbursement | $ 15,398 | $ 11,850 |
| Total Reserve Disbursements | $ 28,903 | $ 25,469 |

**Danell Heights Condominium Association**
**Regular Board Meeting Minutes**
**April 14, 2025 - 6PM**
**Waukesha State Bank, Community Room**

- **Unit Owner Comments** – Prior to the Meeting being called to order. Pam Kutcher thanked the Board for its hard work and openness during this past year. Also, Janet Pfeffer asked a few questions regarding berms in the Association.

1. **Call to Order.**
   a. The meeting was called to order at 6:11 PM by Bea Pamperin, President. In attendance were Board Members: Bea Pamperin, Vickie Nikoley, Laura Arvold, Robin Kwaterski and Doug Smith.
   b. Non-Board Members present were: Chris Rao, Tom Jacobi, Sandy Prater, Sandy Svitak, Pam Kutcher, Janet Pfeffer and Kris Zimmerman.

2. **Acceptance of Agenda.**
   **It was moved by Doug Smith and seconded by Vickie Nikoley that the Agenda be accepted as presented. The Motion passed by a unanimous vote.**

3. **Formal Approval of Minutes.**
   **It was moved by Laura Arvold and seconded by Vickie Nikoley that the Minutes of the March 12, 2025 Board Meeting be approved. The Motion passed by a unanimous vote.**

4. **President's Report. Bea Pamperin reported on the following items:**
   a. **Rumor Regarding Construction Near Danell Heights Properties.** Bea began her report stating that there was a rumor being circulated that JBJ, Developer in the area, was planning to develop land between the North Hills Country Club and DHCA. She stated that this is untrue.
   b. **Annual Meeting Planning.** The remainder of Bea's presentation was regarding the DHCA Annual Meeting scheduled for May 12, 2025 at the Menomonee Falls Community Center, Room #123. As this is a different room from prior years, there will be volunteers assisting Owners as well as the sign-in table set up in the hallway. Bea referred to a chart of the set-up which showed that 60 seats would be set up in theater style with 10 additional seats in the back for overflow. There will be a large TV monitor facing the audience for use for Power Point presentations. There will be a podium and microphone and we will ask to have a second microphone available for questions from the Owners. We also discussed procedures for check-ins and tabulating of votes for new Board Members.

      Bea is currently working on the Agenda for the Annua; Meeting. We will begin the meeting with a presentation from an insurance broker on statutory changes regarding just what a condominium association is now allowed to cover. We will also be having a report by the Bylaws Committee with recommended changes to our Bylaws after two years of work.

Bea then worked with Tom Jacobi (DRC) and Sandy Prater (LEC) regarding how much time these Board Committees would need and what they would be presenting at the Annual Meeting.

5: **Treasurer's Report: Vickie Nikoley reported on the following items:**

a. **Financial Report for 2024-25, as of March 31, 2025.** Vickie reported that DHCA is up-to-date for the FY 24-25 Budget and we are in a good financial position.

b. **Special Assessment.** The work removing and replacing dead and dying trees around the DHCA perimeter is moving along. As of June 2025, all funds to date will have been used and more work will proceed as we collect funds from the Special Assessment.

c. **FY 25-26 Budget.** The Board is working on the finalizing the FY 25-26 Budget which will be presented to the Owners at the May 12, 2025 Annual Meeting.

6. **Secretary's Report. Laura Arvold reported on the following:**

a. **Newsletter.** The Spring Newsletter is currently at the printer's and will be done within the week.

b. **Mailing of the Newsletter including Notice of Annual Meeting.** This will be mailed in a timely manner of not more than 20 nor less than 10 days prior to the Annual Meeting. The Board thanked Pam Kutcher for her service in preparing this large mailing which saves the Association much money.

7. **Vice President Report on Trees/Lawn Service. Douglas Smith gave the following report:** Our new lawn services provider is Quality Landscape Services. They will be working on the Spring Clean-Up in April as weather permits. They hope to be done by April 25, 2025. They will be doing the mulching of all areas not within 5' of Owner's units in May. Doug will be sending out an email asking who would like to opt-out of having mulch added to their limited common area.

8. **Design Review Committee. Tom Jacobi reported as follows:**

a. **Review of 2024-2025 YTD.** Tom presented a Year-to-Date Report from the DRC which showed that in 2024, 16 APAs were approved and 2 were denied. 2025 Year-to-Date, the DRC has approved 6 APAs and 1 was referred to the Board for clarification. He reiterated that the DRC wants to be a resource for Owners and to work with them to make sure that work being done on our units presents a consistent and beautiful look that DHCA is known for.

b. **Drainage Report.** Tom stated that he has been working on several drainage problems that must be repaired. The DRC has worked hard assessing what needs to be done as well as getting bids. He has been keeping the Board informed as well. The bids are still being finalized, but Tom requested that $10,000 be allocated in the FY 25-26 Budget. These drainage problems are all in Limited Common Areas and are the responsibility of the Association to pay for the needed repairs.

c. **Inspection Reports.** Tom reported that all of the inspections of the exteriors of the 128 units have been completed by the DRC. He will be handing out the written Inspection Reports at the Annual Meeting and will then mail only those he has not handed out. He also stated that he wants to work on scanning a history of Inspection Reports per unit in a data base that also included APAs and

a history of work done on units – as far as we can find back records.. This will be a long-term project for Tom. Laura Arvold volunteered to help him.

9. **Landscape Review Committee. Sandy Prater gave the following information to the Board.**
    a. **Review of 2024-2025 YTD.** First Sandy reviewed a report which showed that in this fiscal year (June, 2024 to Date), the LEC has received 11 APAs of which 10 were approved and one was denied due to lack of information.
    b. **Report Regarding the Berms in the Limited Common Areas of DHCA including some landscaped by the original Developer.** Sandy gave the Board a follow-up report on several berms that are considered in need of work. She also gave a report dividing the Association into sections which shows that Section A has 25 berms; Section B has 16; Section C has 8 and Section D has 13 totaling 62 berms. All berms have been inspected by the LEC and assessed as to their condition. Using the definition of a berm as "raised planted area", the Board has been apprised of berms that are a concern. The Board thanked the LEC for the amount of work that has been done to address this area.

10. **Adjournment. There being no further business, the meeting was adjourned by Bea Pamperin at 7:05 PM.**

**Respectfully Submitted,**
**Laura Arvold, DHCA Board Secretary**

**Next Meeting: May 12, 20225 – Annual Meeting**
**Menomonee Falls Community Center, Room #123**

Danell Heights Condominium Association, Inc - March 2025 Income Statement

| RECEIPTS | March Actual 2024-2025 | BUDGET 2024-2025 | Variance |
|---|---|---|---|
| Operating Deposits | $ 193,444 | $259,306 | $ 65,862 |
| Late and Other Fees | $ 201 | $ - | $ (201) |
| Interest Earned | $ 2,918 | $ 30 | $ (2,888) |
| **Total operating receipts** | **$ 196,562** | **$259,336** | **$ 62,773** |
| Insurance | $ 22,276 | $ 44,831 | $ 22,555 |
| | | | |
| **Total Receipts** | **$ 218,839** | **$304,167** | **$ 85,328** |
| **OPERATING EXPENSES** | | | |
| General Maintenance | $ 1,708 | $ 15,000 | $ 13,292 |
| Mailbox Repair/Replacement | $ - | $ - | $ - |
| Snow Plowing | $ 67,250 | $ 77,000 | $ 9,750 |
| Lawn Maintenance | $ 58,020 | $100,098 | $ 42,078 |
| Tree / Shrub Service | $ 48,137 | $ 54,114 | $ 5,977 |
| Landscape Committee | $ 137 | $ 350 | $ 213 |
| Entrance | $ 972 | $ 350 | $ (622) |
| Office Supplies | $ 743 | $ 375 | $ (368) |
| Accounting Fees | $ 2,785 | $ 3,000 | $ 215 |
| Legal Fees | $ 8,330 | $ 5,000 | $ (3,330) |
| Utilities | $ 515 | $ 860 | $ 345 |
| Meetings / Activities | $ 56 | $ 750 | $ 694 |
| Taxes | $ - | $ 50 | $ 50 |
| Miscellaneous Services | $ - | $ 300 | $ 300 |
| Bank Charges | $ 92 | $ 960 | $ 868 |
| Newsletter (including postage) | $ - | $ - | $ - |
| Printing - mailings, annual mee | $ 68 | $ 500 | $ 432 |
| Postage | $ 503 | $ 599 | $ 96 |
| **Total operating expenses** | **$ 189,316** | **$259,306** | **$ 69,990** |

**Exhibit #1**

Danell Heights Condominium Association, Inc - March 2025 Income Statement

| RECEIPTS | March Actual 2024-2025 | BUDGET 2024-2025 | Variance |
|---|---|---|---|
| Insurance | $ 43,329 | $ 44,831 | $ 1,502 |
| **Total Expenses** | **$ 232,645** | **$304,137** | **$ 71,492** |
| Surplus / Deficit | $ (13,806) | $ 30 | $ 13,836 |

Insurance total based only on prorata share of insurance projection

| Year-to-Date | | | |
|---|---|---|---|
| Assessment Receipts | $ 13,440 | $ 17,920 | $ - |
| Assessment Expenses | $ 22,343 | $ 17,920 | $ - |
| **Total Assessment Funds** | **$ (8,903)** | **$ -** | **$ -** |

**Cumulative Assessment Funds**

| | | | |
|---|---|---|---|
| Assessment Receipts | $ 48,895 | | |
| Assessment Expenses | $ 42,947 | | |
| Total Cumulative Assessment | $ 5,948 | | |

# Balance Sheet - Period Ending 03/31/2025

| Assets | 3/31/25 | 5/31/24 |
|---|---|---|
| Checking Account | $ 117,057 | $109,812 |
| *Operating Funds* | *$ 111,109* | *$ 94,855* |
| *Assessment Funds* | *$ 5,948* | *$ 14,957* |
| Money Market | $ 92,627 | $ 90,528 |
| Certificates of Deposit | $ 76,641 | $ 75,520 |
| Total Cash | $ 286,325 | $275,860 |
| **Total Assets** | **$ 286,325** | **$275,860** |
| **Liabilities** | | |
| Owner Reserves | $ 151,962 | $159,066 |
| Insurance Reserves | $ 40,000 | $ 40,000 |
| Assessment Reserves | $ 5,948 | $ 14,957 |
| Total Reserves | $ 197,910 | $214,023 |
| Prepaid/(Owed) Dues | $ 6,047 | $ 1,399 |
| **Total Liabilities** | **$ 203,957** | **$215,422** |
| **Equity** | | |
| Condo Reserves | $ 96,174 | $ 52,880 |
| Surplus (Deficit) | $ (13,806) | $ 7,559 |
| **Total Equity** | **$ 82,368** | **$ 60,439** |
| **Total Liabilities & Condo Equity** | **$ 286,325** | **$275,860** |

| Reserve Disbursements | | |
|---|---|---|
| Siding Reimbursement | $ 1,736 | $ 4,951 |
| Painting/Staining Reimbursement | $ 8,290 | $ 4,159 |
| Driveway Reimbursement | $ 2,936 | $ 2,809 |
| Roof Reimbursement | $ 761 | $ 1,700 |
| Misc Reimbursement | $ 15,398 | $ 11,850 |
| Total Reserve Disbursements | $ 29,120 | $ 25,469 |

**Exhibit #1**

**Danell Heights Condominium Association**
**Organizational Meeting**
**May 19, 2025**

1. **Call to Order.** The Organizational Meeting of the 2025-2026 Board of Directors of the Danell Heights Condominium Association was called to order at 6:05 PM. Present were: Bea Pamperin, Laura Arvold, Mary Blair, Tom Jacobi and Doug Smith.

2. **Approval of Agenda and April 14, 2025 Regular Board Minutes.**

   **It was moved by Laura Arvold and seconded by Mary Blair that the Agenda for the Organizational Meeting and the Minutes for the Regular Board Meeting on April 14, 2025 be approved. The Motion passed by a Unanimous Vote.**

3. **Election of Officers: President, Secretary, Treasurer, Vice Presidents.**

   **It was moved by Doug Smith and seconded by Laura Arvold that the following officers be elected for the 2025-2026 Board:**

   a. **President – Bea Pamperin**
   b. **Secretary – Laura Arvold**
   c. **Treasurer – Mary Blair**
   d. **Vice President – Tom Jacobi**
   e. **Vice President – Doug Smith**

   **The Motion passed by a Unanimous Vote.**

4. **Vice President Responsibilities.** After discussion, the following responsibilities were assigned to each Vice President (with agreement that each would support and fill in for the other as needed.)
   a. **Tom Jacobi - Snow, Mailbox Posts and Nameplates, Seal Coating,**
   b. **Doug Smith - Lawns, Tree Services, Special Assessments.**

5. **Committee Chairs, Members and Liaisons.**

   **It was moved by Doug Smith and seconded by Laura Arvold that the following Board Standing Committee Co-Chairs, Members and Board Liaisons be approved**

   a. **Design Review Committee (DRC): Chair – Chris Rao, Members: Dave McGinnis, Mike Tracy, Brenda Vidmar and Carly Vonkrak. Board Liaison: Tom Jacobi.**
   b. **Landscape Enhancement Committee (LEC): Co-Chairs: Sandy Prater and Sandy Svitak. Members: Bill Arvold, Gale Murray, Cheralyn Randall and Judy Weisner. Board Liaison: Doug Smith.**

   **The Motion passed by a Unanimous Vote.**

See attached Exhibit - Danell Heights Condominium Association, 2025-26 Board of Directors and Standing Committees.

**There being no further business the Regular Organizational Meeting was adjourned.**

**Respectfully Submitted.**

*Laura Arvold*

**Laura Arvold**
**Secretary**

**Danell Heights Condominium Association**
**2025-26 Board of Directors and Standing Committees**

| Office/Term | Officer Information | Current Responsibilities |
|---|---|---|
| **President** | Bea Pamperin | Calls and chairs Board Meetings and Annual Meetings |
| Term ends: 2026 | bpamperin@sbcglobal.net | Assumes general duties and overall direction for the Association |
| | (262) 255-0875 | |

| | | |
|---|---|---|
| **Treasurer** | Mary Blair | Oversees Association Budget |
| Term ends: 2027 | mblair210@gmail.com | Accounts Payable |
| | (818) 515-9616 | Unit Reserve Accounts |
| | | Annual Financial Audits |
| | | Purchases Mail Plates and Posts as needed |

| | | |
|---|---|---|
| **Secretary** | Laura Arvold | Records and Posts Board/Annual Meeting Agenda and Minutes |
| Term ends: 2026 | larvold@arvoldlaw.com | Receives all written communication to the Board including emails |
| | (715) 892-0644 | Retains contracts and insurance records |
| | | Maintains directory and website |
| | | Oversees Newsletter |

| | | |
|---|---|---|
| **Vice President** | Doug Smith | Oversees lawn services |
| Term ends: | dougsmithdhca@gmail.com | Oversees tree services |
| 2026 | (262) 844-3972 | Oversees special assessments for trees |

| | | |
|---|---|---|
| **Vice President** | Tom Jacobi | Oversees snow services |
| Term ends: | tjtmjacobi@gmail.com | Oversees tree services |
| 2027 | (414) 406-5188 | Coordinates driveway sealing |

| | | |
|---|---|---|
| **Our Insurance Agent** | Rog Rogers | State Farm Insurance |
| 262-251-5222 | Rog.rogers.b66b@statefarm.com | N90W16890 Roosevelt DR<br>Menomonee Falls, WI 53051 |

| DCHA Standing Committee | Contact Information | Committee Responsibilities |
|---|---|---|
| **Design Review Committee (DRC)** | Co-Chair: Chris Rao<br>crer4@att.net<br>(414) 750-6186<br><br>Board Liaison: Tom Jacobi | • Reviews and approves Applications for Project Approvals (APAs) following Board approved guidelines for all external work on units initiated by unit owners.<br>• Coordinates and performs annual inspections of all unit owners. |
| **Landscape Enhancement Committee (LEC)** | Co-Chair: Sandy Prater<br>drsprater@yahoo.com<br>(414) 750-6187<br><br>Co-Chair: Sandy Svitak<br>sandysvitak@wi.rr.com<br>(262) 255-2522<br><br>Board Liaison: Doug Smith | • Reviews and approves Applications for Project Approvals (APAs) following Board approved guidelines for all landscaping projects initiated by unit owners.<br>• Utilizing approved budget, assists Board with the overall landscaping of the Association including front entrance and berms.<br>• Coordinates and performs annual inspections of all unit exterior landscaping features. |

**Danell Heights Condominium Association**
**Regular Board Meeting Minutes**
**January 20, 2025**

1. **Call to Order.**
    a. The meeting was called to order at 7:38 pm by Bea Pamperin, President. In attendance were Board Members: Bea Pamperin, Vickie Nikoley, Laura Arvold and Doug Smith. Robin Kwaterski was absent
    b. Non-Board Members present were: Tom Jacobi and Scott and Nancy Mohr.

2. **Acceptance of Agenda.**
    **It was moved by Vickie Nikoley and seconded by Doug Smith that the Agenda be accepted as presented. The Motion passed by a unanimous vote.**

3. **Formal Approval of Minutes.**
    **It was moved by Laura Arvold and seconded by Vickie Nikoley that the Minutes of the November 18, 2024 Board Meeting, which had been previously approved via email, be formally approved. The Motion passed by a unanimous vote.**

4. **President's Report.** Bea Pamperin reported on the following items:
    a. **Special Assessment Report – Tree Proposal.** 38 trees were removed from the perimeter of DHCA this fall. We have a new proposal from Johnson Nursery to replace many of those removed. The total proposal was $15,047.50. Since this is basically what we still have set aside in our Special Assessment fund along with receipts to come in this winter, the Board was in approval of this contract.

        **It was moved by Laura Arvold and seconded by Doug Smith that the quote from Johnson's Nursery dated December 19, 2024 is approved. The vote to approve was Unanimous.**

    b. **List of DHCA Contractors.** Michael Gitter has completed his review of the old list of Contractors that owners had used and recommended. Bea will review and then send an email blast out to the owners to see if there any others that should be added.

    c. **Bylaws Committee report.** This committee has been meeting. Bea noted that changes in the Bylaws only require the notice and agreement of all Mortgagees IF they so request. Second, there has been a change to the Condominium Statutes (Wis. Stat. Ch. 703) that condominium blanket insurance coverage only may cover the original buildings and not

any additions or changes. This will impact many owners. Bea will be writing a Newsletter Article about this change as the owners may need to check their own personal coverage. Bea will see if our insurance underwriter could come to the Annual Meeting.

The Bylaws Committee is also proposing that in order to lease a unit out for a minimum of a year's lease, an owner would have to have resided in the unit for two years. This will prevent purchasing units just as an investment for rentals. We want to continue the community-feeling here in DHCA of owner-occupied condos.

d. **Owner's Manual – printing & providing.** This will be discussed at a future meeting.
e. **Budget Process.** Bea indicated that the FY 2025-26 will be worked on by the Board at an Executive Session only meeting on February 10, 2025.

5. **Treasurer's Report.** Vickie Nikoley reviewed the following:

a. **Financial Report for 2024-25, as of December 31, 2024.** See attached Exhibit #1. Vickie pointed out that we always have a deficit at this point of the year due to timing of payments to finish out the lawn and tree service annual contracts and the beginning deposit for snow removal. Our cash position will improve quickly. Bea noted that we may need some permanent Reserved Parking signs in the parking areas for the units facing Fond Du Lac Avenue. She will get information for the Board.

b. **Special Assessment Report – 7/1/2022 to 12/31/2024.** Vickie also noted that she has added the financial information about the Special Assessment begun in 2023 for the removal of dead/dying trees on the perimeter of the development. The Cumulative Report shows that as of December 31, 2024, we had a net balance of over $5,000 in the fund and there will be receipts of owner payments from both the Quarterly Dues paid in early January and April.

c. **Welcome Committee status/process.** This Committee has not met yet. Vickie will follow-through with this.

6. **Secretary's Report.** Bea thanked Laura Arvold for her work on the recently distributed **Resident Directory.** Laura was also asked to determine the current capacity of our Google Drive account and steps to take if we need more room.

7. **Vice President Report.** Doug Smith stated that he had nothing new to report.

8. **Vice President Report.** Bea Pamperin reported on behalf of Robin Kwaterski about a meeting with our snowplowing services provider due to complaints and concerns over the snow removal for the first snowfall of the year in December. They had a very good meeting, established new markers for when the plowing would begin both at the end of a storm and during a continuous storm. (2" at the end of a storm and when 4" reached during a continuous storm and they will continue to plow until the storm is over.) They will also return to remove snow from the end of driveways if the City of Menomonee Falls has plowed them shut. They promised to provide better services in the future.

9. **Design Review Committee.** Tom Jacobi reported on the following:
   - **a.** Review of 2024-2025 YTD Report. Tom first reported that the DRC has approved 2 more APAs than reported. It has also received 4 new APAs.
   - **b.** Inspection Reports. Tom noted that the Annual Inspection Reports will be completed in the Spring. They will be handed out at the Annual Meeting to those owners in attendance. The remainder will be mailed. (Bea noted that Tom would be helping with Power Point Presentations at the Annual Meeting.)
   - **c.** Drainage Issues. Tom reported that there are 3 areas concern regarding drainage and collection of water that impact 6 units. Sump pump discharges are creating a problem. Tom will be getting bids for the installation of "French Drains" between several units. He will report back to the Board on this issue.

10. **Landscape Review Committee.** Bea gave the report of the LEC.
   - **a.** Spraying of many of the evergreen trees has slowed down the ultimate dying of many trees. Several Blue Spruce trees may have a disease which will cause them to need to be removed in the near future.
   - **b.** Report Regarding Berms. The LEC has received quotes from 3 vendors regarding berms that the LEC deems to be in urgent need of repair or replacement. Some of the impacted berms contain trees initially planted by the developer and thus are the responsibility of the Association to remedy. The Board noted that plants and trees in the berms planted by current owners are not necessarily the responsibility of the Association. The Board asked that the LEC use the information gathered in the proposals to refine their recommendations. In some cases, contacting the owners of the units involved might be helpful. We will be addressing the inclusion of berm projects in the budgeting for FY 25-26 and hope to be able to fund several.

11. **Adjournment. There being no further business, the meeting was adjourned at 8:45 PM.**

**Respectfully Submitted, Laura Arvold, Board Secretary**
Next Meeting: March 12, 2025 at the Waukesha State Bank beginning at 7:30 PM.

## Exhibit 1 – Income Statement and Balance Sheet

Danell Heights Condominium Association, Inc - December 2024 Income Statement

| RECEIPTS | December YTD Actual 24-25 | BUDGET 24-25 For whole year | | Variance - Remaining |
|---|---|---|---|---|
| Operating Deposits | $ 128,617 | $259,306 | | $130,689 |
| Late and Other Fees | $ --- | $ --- | | $ --- |
| Interest Earned | $ 2,135 | $ 30 | | $ (2,105) |
| **Total Operating Receipts** | **$ 130,752** | **$259,336** | | **$128,583** |
| Insurance | $ 22,276 | $ 44,831 | | $ 22,555 |
| **Total Receipts** | **$ 153,028** | **$304,167** | | **$151,138** |
| | | | | |
| **OPERATING EXPENSES** | | | | |
| General Maintenance | $ 1,050 | $ 15,000 | | $ 13,950 |
| Mailbox Repair/Replacement | $ --- | $ --- | | $ --- |
| Snow Plowing | $ 43,650 | $ 77,000 | | $ 33,350 |
| Lawn Maintenance | $ 58,020 | $ 100,098 | | $ 42,078 |
| Tree/Shrub Service | $ 48,137 | $ 54,114 | | $ 5,977 |
| Landscape Committee | $ 137 | $ 350 | | $ 213 |
| Entrance | $ 345 | $ 350 | | $ 5 |
| Office Supplies | $ 565 | $ 375 | | $ (190) |
| Accounting Fees | $ 1,846 | $ 3,000 | | $ 1,154 |
| Legal Fees | $ 5,944 | $ 5,000 | | $ (944) |
| Utilities | $ 422 | $ 860 | | $ 438 |
| Meetings/Activities | $ (63) | $ 750 | | $ 813 |
| Taxes | $ --- | $ 50 | | $ 50 |
| Miscellaneous Services | $ --- | $ 300 | | $ 300 |
| Bank Charges | $ 92 | $ 960 | | $ 868 |
| Newsletter Including postage | $ --- | $ --- | | $ --- |
| Printing – mailings, annl mtg | $ --- | $ 500 | | $ 500 |
| Postage | $ 275 | $ 599 | | $ 324 |
| **Total Operating Expenses** | **$160,420** | **$259,306** | | **$ 98,886** |
| **Insurance** – (based only on pro rata share of insurance projection) | $ 21,033 | $ 44,831 | | $ 23,798 |
| **TOTAL EXPENSES** | **$181,453** | **$304,137** | | **$122,684** |
| **SURPLUS / DEFICIT** | **$(28,425)** | **$ 30** | | **$ 28,425** |
| | | | | |
| YTD Assessment Receipts | $ 8,960 | $ 17,920 | | |
| YTD Assessment Expenses | $ 18,543 | $ 17,920 | | |
| **Total Assessment Funds** | $ (9,583) | $ --- | | |
| | | | | |
| Cumulative Assess Receipts | $ 44,450 | | | |
| Cumulative Assess Expenses | $ 39,147 | | | |
| Total Cumulative Assess | $ 5,303 | | | |

| Balance Sheet - Period Ending 12/31/24 | | |
|---|---|---|
| | | |
| **ASSETS** | **12/31/24** | **5/31/24** |
| | | |
| **Checking Account**<br>*Operating Funds*<br>*Assessment Funds* | $ 73,335<br>68,031<br>5,393 | $109,812<br>$ 94,855<br>$ 14,957 |
| **Money Market** | $ 91,852 | $ 90,528 |
| **Certificates of Deposit** | $ 76,339 | $ 75,520 |
| **TOTAL CASH** | $ 241,526 | $275,860 |
| | | |
| **TOTAL ASSETS** | **$ 241,526** | **$275,860** |
| | | |
| **LIABILITIES** | | |
| Owner Reserves | $ 145,257 | $159,066 |
| Insurance Reserves | $ 40,000 | $ 40,000 |
| Assessment Reserves | $ 5,303 | $ 14,957 |
| **Total Reserves** | $ 190,560 | $214,023 |
| **Prepaid/(Owed) Dues** | $ 5,830 | $ 1,399 |
| **TOTAL LIABILITIES** | **$ 196,390** | **$215,422** |
| | | |
| **EQUITY** | | |
| Condo Reserves | $ 73,560 | $ 52,880 |
| Surplus (Deficit) | $ (28,425) | $ 7,559 |
| **TOTAL EQUITY** | **$ 45,136** | **$ 60,439** |
| | | |
| **Total Liabilities & Condo Equity** | **$ 241,526** | **$275,860** |
| | | |
| **Reserve Disbursements** | | |
| Siding Reimbursement | $ 1,736 | $ 4,951 |
| Painting/Staining Reimbursement | $ 8,073 | $ 4,159 |
| Driveway Reimbursement | $ 2,936 | $ 2,809 |
| Roof Reimbursement | $ 761 | $ 1,700 |
| Misc Reimbursement | $ 13,470 | $ 11,850 |
| **Total Reserve Disbursements** | **$ 26,976** | **$ 25,469** |