



**2020 Harbor House Condominiums Annual Association Meeting Minutes - Official  
Zoom Meeting:**

<https://us02web.zoom.us/j/2053235861>

Meeting ID: 205 323 5861

**10/21/2020 6:00PM-6:45PM**

6:00PM Meeting called to order. Board members present: Philip Freeburg, Tyler Heinzmann, Ron Fleckman, Matt Stemrich, David Brown. Max Peternell – agent for Bruner Realty & Management, Inc. was present. Max ran the meeting as Host of the Zoom with Board input during the Board Meeting on 9/14/2020. Multiple Board Members responded to chat inquiries from residents during the Zoom Meeting.

6:04PM Proof of Notice of Meeting was established. Sent by mail to all owners on 9/17/2020. All in attendance confirmed receipt. Notice was also emailed to all email addresses on file.

6:05PM Proof of Quorum was established. 140 physical evidence and proxies were counted for the total unit owners represented. 121 owners of the 240 owners are required to constitute an official meeting. Since that number was reached, quorum was obtained, and an official meeting was held. Meeting protocol was read.

6:06PM A motion was made to waive the reading of the 2019 Meeting Minutes and 2019 Special Meeting Minutes, a second Owner 2<sup>nd</sup> the motion, all in attendance were in favor, zero opposed. The Minutes of the meeting were made available for anyone after the meeting to read. Also, available electronically or by mail by contact the Bruner Realty & Management, Inc. office at (608) 273-9390.

6:07PM Please submit all maintenance requests to [MaxP@BrunerRealtyInc.com](mailto:MaxP@BrunerRealtyInc.com) or by calling (608) 273-9390. The After-Hours emergency is (608) 273-9576. Please use for emergencies only and hold off until next business day if not an emergency. Emergencies could be items such as lock outs, water leaks, no heat, or garage door stuck open.

6:08PM Max Peternell, Agent for Bruner Realty & Management, Inc., gave an explanation of the annual expenses. 7202 Flagship Rock wall: \$27,637.25, Water main break at 922-921: \$8,246.00, Garage cleaning: \$3,700.00, Pull station testing: \$3,581.22, New garage exhaust fan- 921 & 701: \$1,650.00 each, Tree removed at 7205: \$1,900.00, Tree removed at 9 Captains: \$1,582.50, Gutter cleaning: \$1,565.00, Whirlpool Leak: \$921.99, 914 hallway carpet: \$1,464.10

- \$57,612.00 has been transferred to the Reserve Account this year. We anticipate \$21,000.00 of the remaining amount transferring by the end of this year. We did spend \$39,462.18 for Capital Expenditures otherwise we would have made the contribution to the Reserve already this year.

Balance sheet as of 8/31/20 showed \$30,654.02 in the Operating account, \$20,066.48 in the Reserve Money Market account, and \$224,201.85 in the Reserve CD. This amount was up \$9,251.57 from 8/31/2019. The Profit & Loss Income was \$528,489.26 and expense was \$439,425.88 for a total net income of \$57,063.38. That included making the Reserve Fund Contribution of \$32,000.00 during the financial dates retrieved. The Reserve contribution would have been made if not for the amount of work that was completed between 9/1/19-8/31/20.



largely due to the above items paid from the Operating for the Capital Expenditures which is why the full Reserve Fund contribution was not made. Due to the condo fee increase in 2020, the Board and Bruner Realty elected to keep condo fees the same in 2021 and therefore the budget remained the same. Some expense categories were raised or lowered based on the 2019-2020 profit and loss statement, but the overall amount remained the same. Repairs & Maintenance was increased, but the maintenance supplies we decreased to reflect properly. We saved money on Snow removal due to less snow needed to be removed from the sidewalks. The snow contract for the driveway is a fixed rate, but the sidewalks are hourly. Gas and Electric was less due to the LED replacements in the hallways as well as the exterior lamps. We attribute the water/sewer rising cost to be from COVID-19 and more residents working from home as well as spending more time at home in addition to rising City costs. Management fees remained the same.

The condominium dues remain:

- i. 1 Bedroom owns 0.0037% = \$146.00 per unit per month plus \$5.00 per parking stall owned.
- ii. 2 Bedroom owns 0.0043% = \$170.00 per unit per month plus \$5.00 per parking stall owned.
- iii. 2 Bedroom plus Loft owns 0.0046% = \$182.00 per unit per month plus \$5.00 per parking stall owned.

The Ballots to approve the 2021 Budget were mailed out with the meeting notice and were due by 6:00pm on 10/20/2020. 134 ballots received approved the 2021 Annual Budget, 1 abstained, and no ballots were collected that disapproved the 2021 proposed budget. The 2021 Annual Budget was approved.

6:14PM Board Member Status: Tyler Heinzmann, President, has one year remaining on the Board and will be up for re-election in 2021. Philip Freeburg, Vice President, has two years remaining. Matt Stemrich, Treasurer, has 2 years remaining. David Brown, Secretary, has 2 years remaining. Ron Fleckman, Member at Large, has 1 year remaining.

6:15PM Old and Unfinished business was discussed.

Emerald Ash Borer trees treated. 12 trees injected with Treeage in 2020 (Every 2 years). Rock retaining wall built at 7202 Flagship Drive: \$27,637.25. Trees removed at 7205 Flagship and 9 Captains Court. Multiple trees were cut down either due to decay or damage from storms. Plan to replace the trees. Hallway carpets replaced at 914 Harbor House. Garage exhaust fan replaced at 701 & 921 Harbor House. Water main break at 922 Harbor House Drive; repaved. Hot tub leak repaired. COVID-19 Cleaning. Help prevent water overflow from washers by placing a tray under the machine. City of Madison Toilet Rebate program. \$100 rebate for new toilets. The Association to pay for the installation. The Owner is responsible for rebate details and the purchase of the new toilet. To dispose of the old toilet, Bruner Realty & Management charges \$25.00.

6:30PM New business was discussed. Wood Tie Wall at 7201/7211 Flagship Drive needs replacing and a bid will be sent to the Board. Hallway carpets to be cleaned and/or replaced—rotation already in place. Bid to paint all common hallways and clubhouse/pool doors will be obtained and we'd look to start the painting winter 2020/2021. The Exterior doors have been painted, but rust continues to show. We will re-paint. The stair railings were painted in 2020. Landscaper to bid adding more trees. ACH still available. Must be set up for payment on the 5<sup>th</sup> of each month. Keep pets on leash and pick up after them. Rules state 1 pet under 35 pounds. Any multiple pets or above the weight limit, must be granted a



variance by the Board of Directors on a case by case basis. Building/Car security. Lock car doors. Make sure building security doors are shut all the way. Make sure unknown people are not buzzed in or let in. Make sure garage door shuts without unknown person walking in. There are no security cameras besides the ones at the clubhouse/pool. Stickers were placed on buildings to help deter break-ins, but the Association cannot be held liable for break-in's and damage to personal property. Clean fresh air intake in garages and quote to upgrade garage exhaust fan to a carbon monoxide sensor. Contacting the Board of Directors: [harborhouseboard@googlegroups.com](mailto:harborhouseboard@googlegroups.com) . Quiet Hours between 11:00PM-8:00AM. Additional resident comments and questions: A resident asked about when painting of the hallways, entry doors to buildings due to rust, and hot tub doors will be done. We will be getting bids for painting and will look to start in the Winter 2020 or Spring 2021. A resident stated that whoever cleans the common halls needs to do the cobwebs. We will reach out to them to make sure they do a better job overall. The price we pay is very reasonable but can look at other cleaner in the future and determine if the cost is worth it depending on the quote received. A resident asked if the entry door locks can be lubricated. Maintenance does go through monthly or when the doors are sticking and lubricates them. A resident asked about removing the tape and paper that are stuck on windows and doors for notices and reminders. We can go through and remove the tape marks and look to laminating new signs and use other methods to attach the notices/reminders to common areas. Tape has been the most cost effective and quicker way but will look at other solutions. A resident asked about addressing COVID rules and restrictions and having the pool furniture out this coming season. We are working with local, State, and other government officials in the best way to open up and reduce any spread throughout our community. It's not an easy task and something we have never dealt with in the past so we do our best to make sure we follow all the guidelines. We hope that we can place furniture out in the 2021 season as we find out more information. We do ask that people continue to follow the local guidelines. Please wear face masks inside all common areas including the clubhouse, hot tub, sauna, and fitness center. A resident asked about clearing the bike stalls in the garages. We have been doing this on a rotation and will do more this winter. A notice will be left at the unit doors and a tag will be placed on each bike. Please remove the tag and after a certain amount of days, management will remove the bikes that have the tag still on them and donate abandoned bikes to a local charity. A resident asked if the post office could deliver packages inside the locked door. We try to allow deliveries to have access to the doors, but also try to maintain security in allowing non-residents keys to the entry. We ask that residents bring any packages they see in the mailroom inside the locked door and handle with care.

#### **6:45PM Meeting Adjourned.**

#### **2018 Rules & Regulations Amendment: MUST BE PASSED ONTO YOUR INSURANCE PROVIDER**

- 4. Owner's Insurance.** The Association maintains property insurance on the common elements and Units pursuant to Article XI of the Declaration of Condominium. (the "Insurance Coverage"). The property Insurance Coverage shall be in coverage amounts and with deductibles determined by the Board of Directors. The Association shall be responsible for payment of the insurance premium for the Insurance Coverage, but not for payment of the deductible on any insurance claims attributable to a specific Unit or Unit Owner. Each Unit Owner shall be jointly and severally responsible for payment of the deductibles on any insurance claim payable under the Insurance Coverage attributable to the Unit Owner or his/her/its Unit. A claim is attributable to a Unit Owner if the Board of Directors of the Association determines it was caused by or arose from the actions or inactions (whether intentional, unintentional or negligent) of



the Unit Owner or his/her/its agents, tenants, guests, invitees or occupants. A claim is attributable to a Unit if the Board of Directors of the Association determines it was based upon or was related to damage to the interior of the Unit. The Association, by the Board of Directors, may upon its determination that a claim was attributable to a specific Unit or Unit Owner, assess the amount of the paid deductible to the Owner(s) of the affected Unit.

Each Unit Owner shall be responsible for insuring the personal property in his/her/its Unit(s) together with his/her/its personal property stored elsewhere on the property of the Association. Each Unit Owner is encouraged to obtain insurance coverage for the payment of the deductible on any claim on the Association's insurance attributable to the Unit Owner or his/her/its Unit. Pursuant to the Declaration of Condominium, the Association shall have no obligation to insure the personal property of the Unit Owners.

**Additional Reminders:**

- 1) During the winter and after each snowfall, please remove vehicles from outside stalls so that stalls can be cleared.
- 2) Vehicles cannot be parked in on the surface parking lot for longer than 24 hours.
- 3) If you are away from your home during the winter for an extended period of time, please make sure you have a stream of water running from your faucets in the width of a pencil to reduce the chance of frozen pipes and keep the thermostat at 50 degrees.
- 4) Locate all water shut offs to your unit in case of a leak. Most can be found in the utility closet. Turn the valves so that they are perpendicular with the pipe to shut them off. Call the after-hours emergency line at (608) 273-9576. Call your insurance.
- 5) Break down cardboard boxes before recycling. Make sure to dispose of recyclables and trash accordingly.
- 6) Large appliances including microwaves, televisions, and furniture must be tagged and put at the street curb either on Kottke Drive.
- 7) No smoking in the garage area or any indoor common areas. Please be respectful of your fellow neighbors when smoking inside your unit.
- 8) Pick up pet waste
- 9) Items are not allowed to be stored in your underground parking stall. For vehicle use only.
- 10) Only electrical grills are allowed to be used on Decks/Patios. All else must be used 10 feet away from the building. Cannot store grills on any decks.
- 11) Clubhouse rental available for \$100.00/day plus \$100.00 deposit.
- 12) Bruner Realty maintains a list of vendors for work done inside your unit. Contact Bruner Realty to obtain the list.
- 13) If you rent your unit, please send Bruner Realty a copy of the lease. Also, please provide the Rules & Regulations to your tenants.
- 14) Bruner Realty does not hold packages.
- 15) It is a good idea to replace your toilets wax ring every 7-10 years, change your furnace filter and smoke alarm/CO Detector batteries every 6 months (Unless it's a lithium Ion 10 year battery), to clean your dryer vent yearly, and continually check your utility closet for leaks.