

Daggett Brook Villa
Owners Meeting Sept. 7, 2019 at 9 am; Final
Held at Daggett Brook Party Room

- 1) Attendance and Quorum determination:
 - a) Proxy: None received
 - b) In Attendance:
 - i) Chad Erpelding unit 110
 - ii) Bill Haukoos unit 101
 - iii) Kevin & Mary Anderson unit 201
 - iv) Sandy Schulz & Donna. unit 102
 - v) Gary & Alice Schrad unit 202
 - vi) Rob Kniefel unit 103
 - vii) Mel & Diane Schlichting unit 203
 - viii) Jake Gjoraas unit 104
 - ix) Todd Gjerdingen unit 204
 - x) Colleen Johnson & David unit 105
 - xi) Paul & Cheryl Reynolds unit 206
 - xii) Paul Sawatzke unit 107
 - xiii) Greg & Maxine Riches unit 207
 - c) Not represented by attendance or proxy:
 - i) Keith & Kathy Lind unit 205
 - ii) Jay Steffens & Jean unit 106
 - d) Quorum determination: Paul Sawatzke informed President Bill Haukoos that 13 of 15 voting units were represented by attendance. Meeting called to order by President Bill Haukoos
- 2) Introductions and welcome to new owners.
- 3) Thank you to Connie Krivich. She has done a fantastic job.
- 4) Approval of Minutes from Sept 2018 Owners meeting. Distributed previously by email to all owners. Motion by Jake Gjoraas to approve and second by Mary Anderson. All approved
- 5) Materials distributed to all owners of Daggett Brook Condo Association:
 - a) Agenda for Sept 7, 2019 Owner Meeting
 - b) Financial Statements Year ending June 2019 (Compilation Review).
 - c) Balance Sheet as of June 2019
 - d) Profit & Loss Statement for year ending June 2019
 - e) Reserve spending detail for year ending June 2019
 - f) Financial Accounting Report thru June 2019
 - g) Operating Budget for year July 2019 to June 2020
 - h) Insurance notes prepared by Board

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- 6) Financial review for the year ending June 30, 2019. Paul Sawatzke & Bill Haukoos overviewed the financials for the year. Highlights are:
 - a) Due balances are current with all owners at the end of June 2019
 - b) Expenses were slightly higher relative to budget.
 - c) Expenses exceeded Revenues on a cash basis by \$3,077
 - d) Operating Cash decreased by \$4,634 to \$21,858 (June 2019)
 - e) Reserve Cash (slight increase) \$70,387 (June 2019).
 - f) Reserve spending \$42,842 vs assessment of \$30,000.
- 7) Approval of Operating Budget and Reserve for July 1, 2019 to June 30, 2020
 - a) Reviewed the Operating Budget. Motion by Jake Gjoraas to approve with a second by Mary Anderson. All approved.
 - b) Reserve Assessment of \$2,000 per condo for 2019/2020 year. Unchanged from prior year.
- 8) Project update:
 - a) Board has a facility reserve projection for projects thru 2039. Presented to owners. Copies are available to all owners upon request. Some major costs were highlighted: Boilers, flooring and interior decoration.
 - b) Water System: Well, softener, heaters
 - i) Water softeners were checked out by Culligan. Good shape.
 - ii) Water heater filters plug up. Cleaned frequently and is ongoing issue. Water hot temp set at 125 to reduce issues. Will continue to monitor.
 - iii) Well flushed and treated this year and is tested periodically in accordance with State requirements.
 - c) Parking lot coating: Will need to wait for the multiple layers of coating to wear off before further sealing. Major overlay several years out.
 - d) Decks and Patios (limited common element). Board specifies the look and materials. Repairs or replacement cost at owner's expense. Board inspects decks each year. Cedar (painted), treated lumber, composites have been tried to date. Also looking at improving sight lines with a stainless steel cables or other option. Give thoughts to the board.
 - e) Middle stairway to docks were replaced in August 2019.
 - f) East Boardwalk will need to be repaired. Cannot replace due to DNR code and must retain what is in place. Board to explore repair options.
 - g) Carpet and Paint: Three phases
 - i) Center of building flooring replaced year ending June 2019. Removed glass display cases.
 - ii) West end is the next phase. Should wallpaper be removed yes or no? Need input and volunteers. Get ideas on hallway flooring, lighting and paint to Todd Gjerdingen, Colleen Johnson volunteered to assist.

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- iii) East end will be the 3rd phase (next year).
- h) Pool: Comments from Sandy S. Improve shower rods, update signs.
- i) One sign in main entrance for Fed Ex and UPS. Colleen Johnson to design a professional type sign and replace current signage.
- j) Windows:
 - i) Each unit owner to send window issues to the Board.
 - ii) Windows and Doors: Replace doors and windows on an as needed basis.
- 9) Caretaker: Amy & Seth Wannebo are new caretakers. Building issues:
 - 1) Do not open sliding pool doors to outside.
 - 2) Cover on spa should be replaced when done with spa.
 - 3) Owners must not prop open doors.
 - 4) Any issues with care of property should be sent to Board.
- 10) Heat is turned on at the end of September.
 - a) Radiator bleeder caps in each unit. Each owner to check and send email to Board as to whether it is a new bleeder cap or old. Kevin A. to send pictures of old & new bleeder cap. Owner to reply by Saturday Sept 14th.
- 11) Owner Insurance requirements & associated liability. Bill Haukoos distributed a summary of what owners are responsible for. All owners must communicate with their insurance agent their liability requirements and carry insurance in accordance with the Condominium Declaration and Bylaws.
- 12) Rental policy review: If you want to rent there is a \$5,000 annual fee for the right to rent. Outdoor signage: Colleen Johnson to update roadside sign.
- 13) Dock out: Will communicate a dock out date. Probably mid-October. Two week notice. Have lifts up, canopies off (or you will be charged by dock service for cleaning / storage), batteries removed, solar panel removed, mark where the lifts will be placed. Discussed retaining a new dock service.
- 14) Back docks: Need to be leveled. Eventually will replace docks to back bay.
- 15) Exercise room: Colleen Johnson comments. Either an exercise room or something else? Heating and A/C would need to be addressed. Committee of Colleen Johnson, Cheryl Reynolds, Mary Anderson and Alice Schrad formed to develop plan for alternative use of room and submit to the Board for approval. Motion by Jake Gjoraas to remove Exercise room functioning as an exercise room. Second by Paul Reynolds. All approved.
- 16) Glass replacement. Send notice to board. Place note on which panel to replace. Condo windows are LCE and repair / replacement will be facilitated by the Association. Cost will be assessed to the owner.
- 17) Review of rules, concerns and other topics:
 - a) If something needs to be cleaned or picked up, go ahead and do it. Take an active role in helping to maintain the facility.
 - b) Also continue the tradition of clean up day in May as means to save cost.

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- c) Everyone to monitor their pets and clean up after them. Ensure your guests also monitor their pets.
 - d) Parking on heavy holiday weekends. Multiple cars per condo should use discretion and park some cars on the street. Be courteous with the lot, maintain access to building / unit entryway and park as tight as possible.
 - e) Thank you to all owners for the Cleanup day participation and the Pot-luck social. Much was accomplished and many hands make light work. Hundreds of dollars were saved in annual maintenance costs. The social was fun and a great way to meet the new neighbors.
 - f) Thank you to Bill Haukoos for his leadership all that he has done.
 - g) Thank you to the Board for all the work and decision making they put into this role. Well done.
- 18) Election of Board: Nominations taken for two open board positions. Positions that expire in 2019 are Gary Schrad (10 yr) & Todd Gjerdingen (1 yr). Positions that expire in 2020 are Bill Haukoos (3), Kevin Anderson (5), and Paul Sawatzke (4).
- a) Bill Haukoos announced that his unit was sold, and closing will occur by end of September. Accordingly, his term (remaining) will be vacated.
 - b) Gary Schrad volunteered to serve one more year and fulfil the final year of the Bill Haukoos term. All owners approved.
 - c) Rob Kneifel nominated Chad Erpelding.
 - d) Colleen Johnson nominated Todd Gjerdingen.
 - e) Motion by Gary Schrad to approve both nominees. Second by Mel Schlichting. No other nominations. All approved.
- 19) Next year's owner meeting is the weekend after Labor Day or Sept 12, 2020.
- 20) Next Cleanup day will be Saturday of Memorial Day weekend, May 23, 2020.
- 21) Adjournment: Motion to adjourn by Jake Gjoraas and second by Colleen Johnson. All approved. Meeting adjourned
- 22) Board meeting followed the Owners meeting:
- a) Officers: President Gary Schrad, Vice President Chad Erpelding, Treasurer & Secretary Paul Sawatzke. Motion to approve these officers. All approved.
 - b) Property Management / Facilities: Kevin Anderson, Todd Gjerdingen. All approved.
 - c) Discussed maintenance concerns and ongoing issues with basement mechanical room intermittent leakage. Continue to monitor the situation.
 - d) Reviewed service contacts with vendors and caretakers.
 - e) Board members recognized Bill Haukoos for his service, many accomplishments and leadership as President. All wished him well.
 - f) Board meeting adjourned.