



**REGENCY HOUSE CONDOMINIUM ASSOCIATION, LTD**  
**ASSOCIATION MEETING**  
**APRIL 15, 2024, 5:00 PM**  
**CLUBROOM & PHONE ACCESS: Dial 262 370-3134 (No Zoom access)**

1. Call to Order – President Keith Lester called the meeting to order at 5:02 PM

Present:

- Keith Lester- President
- Ralph Harast- Vice President
- Mark Smith-Secretary
- Kent Brown- Director
- Michael Steinle- Director
- Diane Duhig- General Manager
- Excused: Sara Thompson- Treasurer

Formal Approval of September 6<sup>th</sup>, 2023 Minutes

- a. Approved Unanimously

2. Status Updates – Building Projects – General Manager and Board

- a. Exterior Façade –Diane, Holton Bros. has encountered fairly mild weather, and they are expected to complete façade repair and waterproofing by late June or July 2024
- b. Balcony Door Repairs- Diane, Absolute Quality Glass is scheduled to continue flashing repairs on identified patio doors by the end of the first week in May. The contractor expects to get two patio doors done per week until the job is completed.
- c. Refinish Wood Flooring – Diane, Lobby, mailroom, elevators and first floor common area parquet floors to be refinished by Schmidt Custom Floors. Schedule of work to be announced.
- d. New Surface Lot Entry Gate- Diane, Trifecta Access Controls has been selected to install new Autogate entry gate for the surface parking lot. Gate has six-month lead time and will be installed Fall of 2024. Specifications of gate will be sent to owners.
- e. Domestic Cold Water Pump Installation- Mark Smith, Mared Mechanical has received new domestic water booster pumps and is currently doing pre-fab work at their shop to expedite installation. Installation should be

completed in early May; water should only be turned off a few hours during the installation.

- f. Fitness Room/Laundry Room Upgrades- Kent Brown, New stainless steel folding tables have been provided in the laundry room and new vinyl plank flooring to be installed. Residents will be notified when work is scheduled, and the laundry room will be out of commission for a few days.
- g. Spring Landscaping- Ralph Harast, Otter Creek is scheduled to do Spring plantings in the next couple of weeks as weather and temperatures allow. Residents should see a significant increase in foliage and blooming as the perennials that were installed last year have filled in. Back patio improvements include synthetic turf to cover unsightly concrete patio and the addition of new stone edging. Several new plantings will be added to the beds adjacent to the back patio.
- h. Pool Opening- Diane Duhig, Pool is scheduled to open May 15, 2024, contingent upon weather and temperature. A new part-time maintenance person will be hired to ensure proper pool maintenance over the summer.
- i. Rules Changes – Mike Steinle, As stated in the bylaws, no short-term rentals are allowed at Regency House. Owners were reminded that there is no exception to this rule during this summer's Republican National Convention being held in Milwaukee from July 14<sup>th</sup> -20<sup>th</sup>. Any violation of this rule is subject to a fine of \$1,000 per occurrence.
- j. No food deliveries are allowed to a resident's unit. All food deliveries must be picked up at the front desk by the resident. Exceptions are grocery deliveries and newspaper deliveries that are made by employees of the company (unlike food delivery drivers).
- k. New fines for violations to Condo Declarations, Bylaws and Rules & Regulations have been changed from \$50.00, \$100.00, and \$150.00 to \$250.00, \$500.00 and \$1,000.00 respectively for the first, second, third and subsequent violations respectively.
- l. Residents were reminded that marijuana is still not legal to smoke in WI or The Regency House. There have been several recent and ongoing complaints that the smell of marijuana smoke is permeating through some of the common hallways and is quite a nuisance. Please be aware that smoking marijuana anywhere inside Regency House is a violation of our rules and is subject to a fine.
- m. Communications- Mark Smith, Diane, Kelly and Mark Smith are undergoing training for myHOASt which is a module that Regency House added to its CINC management software. myHOASt is software that will allow owners to vote securely online for the Annual Meeting, changes to our bylaws or other non-binding surveys as needed. Paper voting will still be allowed once myHOASt is implemented. Owners will receive an email in the upcoming weeks asking them to register for myHOASt. Once registration is completed, the Board intends to do a non-binding vote to help familiarize owners with the myHOASt process.



- n. Proposed Bylaws Changes- Keith Lester,  
**Change #1:**  
**Article X, Budget, and Assessment**

10.02 Proposed: At least seven (7) days prior to the beginning of each fiscal year, the Board, after determining the anticipated common expenses for the Association for the coming fiscal year, shall prepare and adopt an annual operating budget for the Association and shall send or deliver a copy of such budget to each Unit designee. ***This gives the Treasurer an extra three weeks to work on the budget, rather than be required to complete it by July 1 then wait for 30 days for owners to respond. Budget becomes effective August 1<sup>st</sup>.***

**Change #2:**  
**Article III, Meetings of Members**

3.02 Proposed: In addition to the Annual Meeting, the Board shall call not less than three informational meetings of the Members in each fiscal year for the purpose of answering questions as to the activities and condition of the Association. The change would reduce the number of required meetings from five to four, other meetings can be called as needed.

Current timetable under bylaws:

- Budget emailed to owners: July 1
- Review and comment period: July 1-30
- Budget Meeting: July 25-30
- Budget Implemented: August 1

Proposed timetable upon owners approving changes in bylaws:

- Budget emailed to owners: July 15
- Budget comment period: July 15-21 No budget meeting held; comments by email (none received in 2023).
- Budget effective: August 1

It is the Board's intent to vote on the above bylaw changes using the my-HOAs electronic voting platform.

3. Treasurer's Report- Keith Lester (Sara Thompson absent),

As said in the recent President's report, Regency House is in a healthy financial position.

Our budget is based on just over \$2million in revenue (primarily HOA fees and parking).

We planned to spend roughly \$1.3 of that on daily/monthly operations.

About 1/2 of that for staffing the building 24/7 with high levels of service

About 1/2 for administration and maintenance (internet, banking, insurance, pool, HVAC and garage repairs, landscaping, housekeeping services just to name a few).

Expenses were higher than the budgeted amount primarily because when planning the budget, we had overestimated some savings from a reduction in staff overtime, and underestimated overall wages - - as we are now thankfully fully staffed. We'll account for those differences when we plan next year's budget.

The rest of Regency House's total revenues go to ongoing projects (the substantial number of structural and aesthetic projects described earlier) and to maintain a healthy reserve so that future projects are planned and funded (minimizing any need for assessments if possible).

Our overall goals are simple. To:

1. Ensure a safe, beautiful, welcoming, and well-managed environment,
2. And to keep property values up and HOA fees down.

4. Q&A

5. Adjournment at 5:54

***Social Hour with Refreshments***