



Regency House Condominium Association, Ltd.

929 North Astor Street  
Milwaukee, WI 53202

**REGENCY HOUSE CONDOMINIUM ASSOCIATION, LTD.**

**MINUTES OF BOARD OF DIRECTORS MEETING**

**Monday September 6, 2023 | 5:00 PM**

**Regency Clubroom**

**In Person and Zoom**

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**1. Call to Order:** President Keith Lester called the meeting to order at 5:01 p.m.

Present: Keith Lester, President, Treasurer  
Ralph Harast, Vice President  
Mark Smith, Secretary  
Kent Brown, Director  
Sarah Thompson, Director  
Diane Duhig, General Manager

Not Present: Karl Barth, Director

**2. Formal Approval of June 5, 2023 Meeting Minutes**

- a. Approved unanimously

**3. President's Remarks – Keith Lester**

- a. August 27<sup>th</sup> BBQ picnic a well-attended success, summer pool use popular and Regency House landscape improvements noted.
- b. New GM Diane Duhig continues to lower costs through competitive bidding and improve operational efficiencies through improved policies and procedures.
- c. Tri-Tech was hired as new IT vendor. Many improvements made in a short amount of time.

**4. Safety & Security Assessment Project Update- Mark Smith**

- a. Centec has completed the installation of all security equipment
- b. Equipment is all state of the art and has the capacity to add new features as security technology improves.
- c. New control panel with audio and visual features added to surface parking lot entrance.
- d. Options and hours for securing front entrance door discussed with members.
- e. Removal of front entrance bench to deter long conversations with front desk personnel was discussed with members.
- f. Hours to lock all six stair tower doors was discussed with members.



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- g. Unit owners were reminded of the importance to make sure garage door is completely down before advancing to valet station.
- h. Maintenance room outside overhead door should remain closed as it is a security threat. Air quality and fruit flies in maintenance room are an issue due to commercial garbage bin. Options to introduce fresh air and exhaust stale air to the maintenance room were discussed with members.
- i. Centec suggested a thin fob that could be adhered to a resident's cell phone to open their unit and all common area doors as an alternative to a phone app that can only open a resident's door. Thin fobs could be available in the next month or two.
- j. Centec recommended that the computer in the valet office be hard wired to the internet so valets can have clear views of the security cameras. Diane will obtain a bid for that work.
- k. Centec bid RH fire monitoring alarms and elevator emergency phone and will save Regency House \$1,140.00 per year.
- l. Emergency Operations Plan (EOP) to be implemented now that RH has the new security equipment installed.
- m. RH Board will investigate the installation of "panic button" to further safeguard front desk and valet personnel.
- n. Advisory votes were evenly split on whether to secure front door 24/7 or during dark hours only. Unit owners overwhelmingly supported that stair tower doors should be locked full time and that resident's conversations with front desk employees to be discouraged (other than brief exchanges) to keep employees focused on their jobs.
- o. RH Board will poll all unit owners for their opinion on front door security, keeping the stair tower doors locked and limiting conversations with front desk personnel.

### 5. Capital Improvement Projects Update- Keith Lester

- a. WJE, a longstanding consultant to the Regency House, wrote the bid specifications and will supervise the ongoing repairs for North & South brick facades contracted to Holton Brothers for \$300,000.00 out of the RH reserve fund. Holton Brothers recommended starting the project in Spring to limit time spent setting up and tearing down their scaffolding.
- b. WJE also wrote the bid specifications and will supervise the repair of twenty-three leaking patio doors contracted to Absolute Quality Glass for \$175,000.00 out of the RH reserve fund. Diane Duhig negotiated a cost savings of \$11,000.00 from Absolute's original bid. Work to begin approximately September 15<sup>th</sup>, 2023 and be completed in approximately two months.

### 6. Social Life- Sarah Thompson

- a. Club Room has been reserved for RH residents to watch & enjoy all Packer season 2023/2024 away games. Attendees are encouraged to bring food and drink.
- b. Ryan Miller is hosting a chili cook-off for anyone interested during the Packer's 10/22/23 away game against the Denver Broncos.





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- c. Dog swim "Yappy Hour" will return this Fall.
- d. Residents are encouraged to use the RH suggestion box for any social event ideas or sponsorships they may have.

**7. Adjournment at 5:43**