

THE CASTLE COUNCIL BUDGET MEETING MINUTES

December 04,2023

Call to order

The 2024 budget meeting was called to order at 6:36 P.M. on December 04, 2023 in the Castle Council Meeting area by Anita Reich, President/Chairperson and Jody Pavlak, Secretary recorded the minutes. A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.

Certify Quorum of the Board and membership

Anita, President/Chairman conducted a roll call. The following people were present.

- Anita Reich – President
- Jon Snyder - Vice President (via Zoom)
- Jody Pavlak – Secretary (via Zoom)
- Christine Mailloux – Treasurer
- Ken Anderson – Director at large

quorum was met (64 of the 53 people required to hold the annual meeting)

- **Vote to Roll over Excess Funds**
61 yes votes, 1 no votes, 2 abstain
- **Vote to Waive Financial Reporting**
54 yes votes, 9 no votes, 1 abstain

Open discussion of 2024 Annual Budget

- **Board Approval of 2024 Annual Budget**
A motion to accept the 2024 Annual Budget was made by Ken Anderson, seconded by Jon Snyder. Unanimously approved.
- **Adjournment of Budget Meeting**
There being no further business to come before the meeting, a motion to adjourn was made by Ken Anderson, seconded by Christine Mailloux. Unanimously approved. Anita, President/Chairman adjourned the meeting at 7:23

THE CASTLE COUNCIL ANNUAL MEETING MINUTES

December 04,2023

Call to order

The annual meeting was called to order at 7:23 P.M. on December 04, 2023 in the Castle Council Meeting area by Anita Reich, President/Chairperson and Jody Pavlak, Secretary recorded the minutes. A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.

Appoint Chairperson of the meeting - Anita Reich was appointed

Proof of Notice of the meeting – both notices were sent by Ameritech, and notification was hung in Sea Castle as required.

Certifying of proxies and establish Quorum

58 quorum of the 53 people required to hold the annual meeting

Read or waive minutes of the last members meeting

A motion was made by Ken Anderson and seconded by Jon Snyder to waive the minutes from the previous board meeting. Unanimous

Candidates have read and agree to abide by association documents

Election of Directors (5)

The following non candidate members have been selected to count ballots

1. Celeste Kindler
2. Eric Kopp
3. Robin Danko

Reports

a) Treasurer report was given by Anita as Christine has not prepared one

1. Bank account balances as of 12/4/2023_

Operating funds	\$ 116,559.99
Reserve funds	<u>\$ 319,194.11</u>
Total funds	\$ 435,754.10

2. Delinquencies as of

Maintenance Fees	\$ 3,875.83
2023 Special Assessment	\$ 14,703.06
Insurance Special Assessment	<u>\$ 23,597.70</u>
Total delinquencies	\$ 42,176.59

Please note : From our rules & regulations page 7

17. Maintenance payments

Monthly maintenance fees are due and payable on the first of the month. Delinquent fees will incur a late fee and interest in the amount of 10% per year, after 10 days past due. Failure to pay assessments within 30 days of the due date will result in legal action as provided in the Governing Documents and the State Law.

3. Actual vs Budget as of 12/4/23

Revenue (excluding 2023 Special Assessments)	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
	\$ 741,978.13	\$ 732,589.99	\$ 9,388.14
Expenses			
Operating Expenses	\$ 767,732.09	\$ 688,916.03	\$ (78,816.06)
Non-Operating Expenses	\$ 43,673.63	\$ 43,673.63	\$ 0.00

A motion was made by Christine Mailloux and seconded by Ken Anderson to accept the report as read. Unanimous

b) Boat Committee

Reminder that the annual fee has been increased to \$500 per slip, due March 2024.

Sid will add additional hooks to hold electrical & water lines

Sid will investigate the cost of removing the barnacles from the floats and report to dock owners.

c) Events Committee

Rachael reported that the committee would like ideas from residents

A Christmas tree decorating party and boat parade viewing was scheduled for 12/9/23 at 6:00 in the gazebo.

d) Grounds and Maintenance Committee

As Eric was busy counting votes, Craig reported that volunteers performed the following improvements

1. Ground off existing paint and old carpet glue outside the elevators
2. Repainted light fixtures on walkways, dock knee wall and exterior lighting. Estimate savings over \$15,000
3. Replaced kick stops on all laundry rooms

Old Business

Old business information was given by Anita, President/Chairman.

- Sea Castle 3rd floor concrete walkway replacement.
Punch list items have been completed 12/4/23
- The exterior paint project is approximately 80% complete. We anticipate completion by year end

- Summary of 2023 Special Assessment as of 12/4/23 – **Cost to date**
Anita reminded owners that when the assessment was calculated estimated cost was used to budget as contracts were not finalized
 1. **Third floor reconstruction** (including engineer fees, Munyan contract, Housing and contingency)
Actual \$361,615 Budget \$395,000 Variance \$33,385
 2. **Roof** Actual \$125,633 Budget \$105,000 Variance (\$20,633)
 3. **Other** (including 2022 shortfall and paint) Actual \$21,368 Budget \$100,000 Variance \$78,632

New Business

- Biannual stack cleaning was performed by Tom Shell on 11/15/23
- The 5 year Internal piping inspection of our fire system uncovered an issue of low water pressure to the pump. Piper feels that we have a leak in one of the underground water pipes. They are putting together a plan to run pipes above ground, eliminating the need to dig up the parking lot. Once received we will have a better idea of the cost and will develop an action plan to remedy the problem.
- The gas grill needs replacement. Projected cost with conversion kit is around \$600.
- Once the 3rd floor construction permit is closed, we will proceed to hire an engineering firm for the milestone inspection and reserve study.
- Let's all thank Light House Dental for donating our new Christmas tree, tree collar & storage bag.
- There is a rumor that the pool is leaking water. We have spoken to pool medic and an engineer in residence and they both feel that this is normal evaporation caused by heating the pool in the cooler weather, the extreme heat we had this summer as well as loose from splashing. Andrew also brought in a company to give their opinion when the pool might need resurfacing and what the cost would be for budgeting purposes. The representative felt we have between 3 – 5 years left, and the cost will be approximately \$30,000 for the middle grade material.
- A Christmas tree will be put up in the gazebo. A party to decorate the tree and watch the north channel boat parade will be scheduled for 12/9/23 at 6:00. Since we do not have Christmas balls, a suggestion was made to everyone to bring a ball to place on the tree.
- A few residents would like us to replace all 32 washer and dryers. The cost to do this is approximately \$40,000. We currently purchase a new machine if the cost to fix is greater than 50% or the machine has broken down often. Five machines have been replaced Year 2019 2W washer, 2020 9W & 6W washer, 2023 7E washer & 7W dryer.

Options:

1. Continue replacing as major repair is required – Average cost per machine is \$1250 for Whirlpool
2. Assess owners to replace all at once at a cost of \$40,000
3. Increase cost per load (wash & dry) from \$2.50 to \$4.00. Providing cost and usage are constant, this would allow us to replace 7.7 machines per year

A poll of the membership was taken, and the majority voted for option #1

- Welcome new Residents: New owners: Jamie Rens and Melanie Garner have purchased a second unit (#703) . New renters: Sophia Alesci & Jordon Kuchinski unit 305, and Justin Gibbons unit 310.
- Please note that it is the owner's responsibility to keep the office and Ameritech aware of all address changes (home & email). If you are a seasonal resident, please notify Ameritech when your primary mailing address changes. Example: When you want to receive mail at Sea Castle address vs home residence. If your tenant moves out, please notify the office so we can take their number off the Metro Gates entry system.
- Election Results in no specific order
 1. Jody Pavlak
 2. Jon Snyder
 3. Craig Theisen
 4. Ken Anderson
 5. Anita Reich

Adjournment

There being no further business to come before the meeting, a motion to adjourn was made by Ken Anderson, seconded by Christine Mailloux. Unanimously approved . Chairman adjourned the meeting at 8:12

THE CASTLE COUNCIL BOARD OF DIRECTORS ORGANIZATIONAL MEETING
MINUTES

December 04,2023

Call to order

The Board of Directors Organizational meeting was called to order at 8:13 P.M. on December 04, 2023 in the Castle Council Meeting area by Anita Reich, President/Chairperson and Jody Pavlak, Secretary recorded the minutes. A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.

Appoint Officer Positions

1. President

A motion was made by Jon Snyder and seconded by Ken Anderson to appoint Anita Reich as president.

In favor 5 Opposed 0

2. Vice President

A motion was made by Ken Anderson and seconded by Jody Pavlak to appoint Jon Snyder as vice president.

In favor 5 Opposed 0

3. Treasurer

A motion was made by Anita Reich and seconded by Ken Anderson to appoint Jody Pavlak as Treasurer.

In favor 5 Opposed 0

4. Secretary

A motion was made by Anita Reich and seconded by Jon Snyder to appoint Ken Anderson as Secretary.

In favor 5 Opposed 0

Craig Theisen will be Director at Large

Adjournment

There being no further business to come before the meeting, a motion to adjourn was made by Ken Anderson seconded by Jon Snyder. Unanimously approved .

The meeting was adjourned at 8:18

Minutes submitted by: Jody Pavlak