

CAPITOL POINT CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS VIRTUAL MEETING

MINUTES

January 11, 2021 7:00 pm

1. Call to Order

Present: President Paul Moriarty, Secretary Gil Hillman, Property Manager Heather Finnegan, Ilene Kelfer, Paul Reeter, Bonnie Orvick, Sue Bauman, James Olsen

Absent: Martha Hausmann

Guests, Don Ross, Tony Koblinski

2. Review and Approval of Minutes of the November 16, 2020 Meeting

1 change: change Madison Child to Madison Childrens' Museum

3. President's Report

- New Residents in Unit 803

Allison and Doug Disabato are leasing their unit (#803) to Lucas Pasek and William Coleman. The board reviewed the 18 month lease and on November 28th approved the lease via e-mail. The new residents plan to move in February 1st.

- Sign for the 3 garage carts.

The Board has asked Heather to have signs made for the inside edge of the front of each cart with the cart's name followed by the following wording "Cart is NOT for use by Movers, Contractors, or Service Companies."

- New Garage Doors

A couple of issues with the new garage doors

- Electric eye is now near the floor so rags are dropped on the floor after use. If a corner of the rag covers even a part of the electric eye beam, the door remains open. The STOP will stop the door but not hold it open. Perhaps installing a hook next to the door to hang the piece of cloth would be a solution.
- The doors are slower than the old ones and they stay open for approximately 20 seconds. Heather will follow up with Northland Door Systems.

4. Property Manager's Report (submitted separately)

5. Treasurer's Report

- Review of Proposed 2021 Operating Budget

11/17 version budget was received

Operating budget has 3% increase

- Funding the 2020 Reserve Study

Plan discussed for increasing monthly contributions. New plan has larger adjustment in first year, less adjustment in subsequent four years.

The proposed revised budget was also sent to the board members during the meeting.

Sue moves adopting model of "5-year alternate phased increase," for the reserve fund and that residents be informed of the proposed budget with actual amount per unit, determined by square footage, with explanation of increased needs, with 2021 budget, and stating that no increases will go into effect until there has been a general meeting. Bonnie seconds the motion. Paul Reeter opposed, others in favor.

6. Old Business

- Electrical Infrastructure Project for Supporting Electric Vehicle Charging

Chargepoint is the preferred system. Quote is \$12,900 to install panels on each parking level. Must determine where a charger can be installed and its connection postponed. Sue asked for a quote from the other Chargepoint certified electrician. There was also concern about not having the distribution panels located centrally in each garage.

7. New Business

- Selection of a New Treasurer

Paul Reeter was elected Treasurer. Unanimous vote.

8. Adjourn to an Executive Session of the Board of Directors at 8:31

Next Scheduled Meeting: Monday February 15th at 7:00 p.m.

CAPITOL POINT CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS VIRTUAL MEETING ONLINE
MINUTES

February 15, 2021 at 7:15 p.m.

1. Call to Order at 7:17

Present: President Paul Moriarty, Secretary Gil Hillman, Property Manager Heather Finnegan, Jim Olson, Vice President Ilene Kelfer, Paul Reeter, Bonnie Orvick, Sue Bauman, Martha Hausmann, Concierge Jason Hanneman

Guests: Don Ross and Jerry Lowrie

2. Review and Approval of Minutes of the January 11, 2021 Meeting

Approved with corrections

Executive session minutes approved

3. President's Report

Garage Doors – The president reported that the new garage doors take almost 12 seconds to open, stay open 15 seconds and take almost 12 seconds to close. There is a need to determine how long should they stay open before closing make the appropriate changes. There is also a need to remind residents on entering the garage to pause, and make sure no unauthorized person is following them in.

The board agreed to have Webster and Mifflin doors be in the open position for 3 seconds and Hamilton door in open position for 5 seconds. It was also agreed to move the electric eye back to the original position on the wall.

Garage Cart Signs – A temporary sign has been attached to the garage carts reminding everyone they are not for use by movers, contractors, or service companies. Caribou is arranging to have permanent signs made and installed.

Construction Projects – Heather and Paul have been talking about how to better communicate the association's Repairs and Remodeling guidelines to contractors and residents. They will be recommending that the building manager and concierge initially review a checklist with the resident and the contractor well before the project starts so everyone is clear on the expectations.

4. Property Manager's Report

Concern about ice management around the building. Caribou is ordering additional cones with signs.

EV equipment: Paul suggests having a virtual meeting to inform residents about why Chargepoint is being considered. Consensus is that such a meeting be held only after bids have been obtained from other electrical contractors and all aspects of charges have been clarified.

Still not clear whether service can be continued/discontinued as needed. Add estimate for capability to charge electric bicycle.

5. Treasurer's Report

Don Ross commented on Reserve Fund Study. Emergency generator need not be replaced before 2040. Building boilers do not need replacement; could have replacement components on hand. Because of GoToMeeting connection issues, it was agreed Don should send the board his comments and concerns and Heather will follow up with John at Building Reserves.

6. Old Business

Reeter says Bradbury's says the snow clearance occurs too late in the day. City ordinance says snow must be cleared 12 hours after it stops snowing. We have provided a "falling ice" sign to Bradbury's.

7. New Business

There was no new business

8. Adjournment

9. Motion by Sue, second by Bonnie, adjourn at 8:10. Motion Passed.

Next Scheduled Meeting: Monday March 15th at 7:00 p.m.

CAPITOL POINT CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS VIRTUAL MEETING

MINUTES

March 15, 2021 7:00 pm

1. Call to Order at 7:00

Present: President Paul Moriarty, Secretary Gil Hillman, Property Manager Heather Finnegan (by audio), Jim Olson, Vice President Ilene Kelfer, Paul Reeter, Bonnie Orvick, Sue Bauman, Concierge Jason Haneman

Guests: Don Ross, Steven Cook, Jack Jensen, Aaron Friedman, Michael Bernard-Donal and Terri Young

2. Review and Approval of Minutes of the February 15th 2021 Meeting

Approved unanimously

3. President's Report

Owners of 805 have closed and will move in around April 1. Owners of 1002 have moved and new owners will move in soon.

Must repair trash room door, replace concierge's chair.

4. Property Manager's Report

(Submitted separately)

Discussion of electric vehicle charging facilities. Plan to determine actual comparative cost to owners from electrical contractors.

5. Treasurer's Report

Reports will include unexpected expenses. No new report since last document.

6. Old Business

No old business

7. New Business

- Proposed Early Review of Repair and Remodeling Projects
- Suggest more structured process for Property Manager, Concierge, reviewing proposed renovations or repairs with owners. Review issues of keys, elevators, etc. even before Board reviews proposed work.
- Should be clear that owners are responsible for actually cleaning up after work is done, not only for paying for cleaning.
- Contractors usually start workday at 7:00, not 8:00. Consider specifying that while contractors might arrive earlier, disturbing noise should not be made before 8:00 AM.
- Provide written explanation of practices for construction.
- Re comments from Don Ross and Tony Koblinsky: forward these to those who did Reserve Study. Heather states that the projection will not be followed automatically, but that regular inspections will guide decisions for repair or replacement.
- Consider adjusting fee schedule if appropriate. Must be aware of compromise between raising fees and having special assessment if repairs are needed sooner than expected.

8. Adjourn to executive session at 7:49 Motion by Bonnie, seconded by Sue

Next Scheduled Meeting: Monday April 12th at 7:00 p.m.

CAPITOL POINT CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS VIRTUAL MEETING

MINUTES

April 12, 2021 7:00 pm

1. Call to Order

Call to Order at 7:00

Present: President Paul Moriarty, Secretary Gil Hillman, Property Manager Heather Finnegan, Jim Olson, Vice President Ilene Kelfer, Treasurer Paul Reeter , Bonnie Orvick , Sue Bauman, and Michael Bernard-Donals

Guests: Steven Cook, Marilyn Martin

2. Review and Approval of the Minutes of the March 15th 2021 Meeting and the March 15th Executive Session Meeting

Regular minutes approved unanimously.

Executive committee minutes will be revised as suggested by board members.

3. President's Report

Peggy Sleeper and William Greer, who have purchased Unit 1002, are planning to move into Capitol Point this week. Barbara and John Allen, who have purchased Unit 805 are planning to move in sometime later this month.

Saturday, the Mifflin garage door would not operate and once Northland Doors was notified, the repair person on call who was driving to a service call in Portage indicated he would be at Capitol Point in a couple of hours to figure out the problem and hopefully have the parts for fixing it. After a trip to Prairie du Sac for parts, the door was fixed by 5 p.m.

On Friday, April 2nd when a couple of residents went to get their morning paper, they discovered a person sleeping in the vestibule. There was agreement that this was a rare situation and if it happens again, one can ask the person to leave. If the person won't leave, then the resident can call the police who will take care of the situation. There was also agreement that residents should be reminded to be careful not let strangers into the building. Marilyn Martin suggests that residents be fully informed about policies regarding allowing people to enter (has observed residents allowing people they do not know to enter).

4. Property Manager's Report

- Background and Current Status of Ongoing and Upcoming Condo Assoc. Projects

Will send estimates for all maintenance as it is received.

Testing of elevators/power will occur this coming Friday around 9:00, for about ½ hour.

Caulking will proceed, to be finished in about two weeks. Then power wash, then windows will be washed.

Garage cleaning is scheduled.

Stucco coatings (EIFS) will be repaired.

Heather is waiting for bid on painting canopies.

Gil suggested painting stairwells; consensus was that this was not necessary.

Marilyn raised concern about maintenance equipment left hanging outside windows. Heather says this work will be completed soon.

Paul M. suggests offering a virtual meeting of those interested in electric vehicles. It was also suggested in having a survey to judge current interest in electric vehicles. Paul M. and Heather will follow up on these suggestions.

5. Treasurer's Report

Continued Review and Discussion of Funding the Reserve Fund Study Recommendations

Treasurer recommended \$100,000 be moved from operating budget account to reserve fund account. Sue Bauman moved and Ilene Kelfer seconded the motion to move the \$100K from operating to reserve accounts. Motion was approved.

Finance committee will continue but will welcome someone else if they wish to join committee.

Might seasonalize budget items. Will work with Heather on this.

Suggest creating visuals to go with the tabular reports. Heather suggests adding comments to Excel sheet.

Ilene suggests that financial reports are not sufficiently clear to residents. Might find a way to present alternative scenarios for enhancing reserve fund. Sue suggests the Board consider options, present a choice to full meeting, explaining what options were considered.

It was agreed to cancel the May 17th board meeting and instead have a working meeting of the board on that date. Ilene, Heather and Paul R. will meet before that to prepare a summary of the reserve study and potential scenarios for the rest of the Board. A document must be distributed to Board members in advance of the May 17 meeting to clarify what will be discussed.

6. Old Business

Sue suggests new signs reminding people to wear masks.

7. New Business

Next Scheduled Board Meeting: Monday June 14th at 7:00 p.m.

Meeting adjourned by Paul Moriarty at 8:25.

CAPITOL POINT CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS VIRTUAL MEETING

MINUTES

August 16, 2021 7:00 pm

1. Call to Order

Present: President Paul Moriarty, Secretary Gil Hillman, Property Manager Heather Finnegan, Vice

President Ilene Kelfer, Bonnie Orvick, Sue Bauman, and Michael Bernard-Donal

Absent: Jim Olson, Treasurer Paul Reeter,

Guest: Steven Cook, Barb Allen, Concierge Jason Hanneman

2. Review and Approval of Minutes of the July 12th 2021 Meeting

Approved with two minor corrections. Moved, Sue, second, Gil.

3. President's Report

Three books of postage stamps was discovered in the association's files. The stamps have been given to Caribou for Capitol Point's postage needs.

Terrace reservations: users of terrace often do not put tables back in place. Will continue to remind those with reservations to follow the rules and, if needed, will follow up with a reminder after the event.

In regard to a question about a limit on the number of guests for a terrace reservation (outside of COVID-19 restrictions), it was agreed the only limit is the occupancy limit of 160 established by the Madison Fire Department.

4. Property Manager's Report

Resident asked about storm response. We can send out the page from the residents' manual about storms.

Will obtain and send out the report from GBR Roofing on roof. They will re-certify roof anchors.

Motion to approve \$1750 for roof inspection and anchor re-certification. Motion from Sue, seconded by Michael. Approved.

Trash room door and 704 door repair estimates provided. Sue suggests second estimate for trash room door. Heather will seek another estimate.

Sue moves approval of \$735 for 704 door, seconded by Michael, approved.

Floor for 904: consensus is that resident must pay for movers if needed to replace floor. Two estimates are very similar. Suggest we pay lower amount to the owner and owner may hire whomever they wish for the floors.

General Heating will be on site for the exhaust fan on Mifflin St. Repair to cooling equipment will be delayed until cooler weather.

Will research source of moisture in Ilene's unit. Moisture is not coming from the adjacent unit.

Heather is approaching RCL about building structure certification.

Owner transfer fee changes will be addressed in the revised condominium documents.

Caulking continues, needs to be finished soon. Units will be asked if they need paint touchup for railings.

Sue moves approval of the landscaping contract. Ilene seconds. Approved.

5. Treasurer's Report

Michael suggests we provisionally accept the expenditures for the roof and the proposed fee increases. We would make a final plan in September for presentation at the November meeting.

Motion from Michael to accept proposal extending 30 years. Second by Sue. Approved.

Sue states new budget should be based on 2020 budget (not 2021 budget since it was never adopted) since that is the budget we are using now.

6. Old Business

- Bike Inventory – next steps: Bikes without tags will be gathered and a final warning issued that the bikes will be removed. An additional bike rack may be added by residents if needed.

7. New Business

- Energy Efficient Light Fixtures were suggested for Utility Rooms and Stairwells.
- Ask Heather to research replacing existing lights with LED lights. MGE may offer incentives. Sue moves to ask Heather to do research, Ilene seconds. Approved.

Adjourned at 8:08. Motion from Sue, second by Bonnie. Approved.

Next Scheduled Meeting: Monday September 13th at 7:00 p.m.

CAPITOL POINT CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS VIRTUAL MEETING
MINUTES

December 20, 2021 7:00pm

1. Call to Order

Present: Property Manager Heather Finnegan, President Sue Bauman, Vice President Jim Olson (taking notes), Treasurer Paul Reeter, Gil Hillman, and Bonnie Orvick

Absent: Secretary Michael Bernard-Donals and Ilene Kelfer

Guests: Marilyn Martin, Barbara Allen, and John Allen

2. Review and approval of minutes of the November 15th 2021 meeting. Approved.

3. President's Report (Sue Bauman)

Bonnie moved to approve Daphne Webb to the board. Gil seconded. Motion carried.

Sue and Bonnie will work on putting some loose, inexpensive greenery in the planters near the entrance.

Sue will email a reminder that moving activities and construction items must go through the Hamilton St. garage door, shoes shouldn't be in the hallway, and recycling instructions on the trash room door should be followed.

4. Property Manager's Report (Heather Finnegan)

Zerorez will do common area carpet cleaning on Jan. 12. Heather will email residents with contact and pricing info should they want personal rugs cleaned at that time.

Regarding roof repair, Heather will work with the independent engineer while gathering information from the roofing companies and providing information to the adjuster. The roofing companies have varying opinions, and she's looking to the engineer for assistance.

Ahern will be doing boiler holding tank repair. Heather will communicate the date and need to shut off water. They will be back another time to do the horizontal line for the 04 stack, as there was another backup after the annual meeting.

PGH completed the 5-year inspection of the sprinkler system. He is retiring, so Heather is looking for a replacement partner.

Website update: everything has been loaded, though it is not all visible yet on the new website. Sue, Paul, Jim, and Mike will be given admin rights.

Heather ordered a commercial grade dehumidifier for the mechanical room.

5. Treasurer's Report (Paul Reeter)

The contingency account went over budget due to unforeseen repairs: pump controller (\$36k) and roof wind damage repairs (\$13k). Paul and Heather do not recommend moving funds from the reserve account to cover this. Paul moved to absorb these costs in the operating account. Gil seconded. Motion approved.

Regarding the reserve account, Paul recommended keeping \$100k as a targeted minimum to help cover any unforeseen items. Heather suggested adopting the term "restricted funds" for reserve fund items that happen periodically but not every year (dryer vent cleaning, smoke alarms).

Paul said he and Heather had a discussion regarding three upcoming expense items: EV charging infrastructure (\$20k est), trash room and mechanical room LED lighting systems (\$2k est), and trash room doors replacement (\$7k est). The board discussed next steps with EV charging. Heather will email for an updated estimate. She will then ask Chargepoint for an educational Zoom session for residents. Sue suggested getting the estimate in January and the education session set up in February.

Paul said the LED lighting systems at \$2k for both rooms (trash and mechanical) will help save energy costs.

Paul made a motion to move forward on EV charging and trash room and mechanical room LED lighting. Bonnie seconded. Motion carried.

Paul moved to not replace trash doors and reassess after the roof claim comes through. Bonnie seconded. Motion carried.

6. Adjournment motioned at 7:46. Motion carried.

Next board meeting: January 17, 7:00pm.