



Board of Directors Meeting Minutes

January 28, 2026 at 6:30 PM

Location: Library

Zoom Meeting ID: 896 8396 0750 **Passcode:** 173577

Board Present: Jim Jansen, President (library)
Steve Clark, Vice President (Zoom)
Jon Christensen, Treasurer (Zoom)
Karen Coleman, Secretary (library)
Kim Seiner, Member at Large (Zoom)

Owners: Charles Pycha (Zoom)
Chris Antonetti (Zoom)
Eileen & Fred Plagge (library)

I. **Call to Order and Board Member Quorum Verification:** Jim Jansen @ 6:30 PM

II. **Approval of December 15, 2025 Meeting Minutes:** Board

Jim Jansen reviewed the minutes of the meeting for accuracy. With no comments or corrections offered, a motion was made to approve the minutes of the December 15, 2025 Board Meeting. Although the bylaws specify that Annual Meeting minutes are approved at the following Annual Meeting, the bylaws also require that once board members are elected by the community, the Board must convene to designate officer positions. This designation occurred at the December 15, 2025 meeting, and the Board members and their respective titles are listed above.

The motion to approve the minutes passed unanimously at 6:40 PM.

III. **Financial Matters:**

- a. **Treasurer's Report:** Jon Christensen
- i. \$636,000 in reserve account
 - ii. \$ 26,000 in our operating budget
 - iii. \$177,000 in special assessment account

Delay in receiving reports: Jim Jansen

Apex experienced delays receiving the December financials because Barrington Bank had an incorrect address on file. Statements were being mailed one digit off, ending up at the hockey rink across from Sheila's office. The address has now been corrected, and Sheila is receiving the statements properly. Once the documents arrived, there were no concerns about the account balances.

b. Special Assessment Account: Jim Jansen

The special assessment account at Lake Ridge Bank remains open to fund the spring painting project. We will likely need to add a small amount to that account because some siding expenses were paid from the special assessment fund rather than the reserve fund. Despite that, the overall financial position remains solid.

Interest statements from each bank should arrive soon, and Apex will use them to complete the tax filing for interest earned.

IV. **Ratification of Interim Actions** – December 15, 2025 Zoom Conference

a. Officer Position Assignments: Jim Jansen

- i. Interim actions from December 15 have been ratified and officer positions have already been reported.

b. Insurance Option Investigation: Kim Seiner

- i. Kim has been looking into our insurance options. As everyone may recall, Sheila let us know that State Farm is planning significant premium increases this year. We have stayed with them because their rates have historically been much lower than other carriers.
- ii. Kim is waiting to hear back from our agent. She has not followed up further yet because we are expecting State Farm to send our renewal information soon. Our policy renews April 1, and they typically provide updated premiums about 60 days in advance, so we should hear from them any time now. Once we have their number, it makes sense to compare it with other options. If State Farm surprises us with a reasonable increase, great; if not, we will adjust. The insurance companies will also want to do a property inspection. The weather has not been ideal for that, so Kim has held off, but she will move it forward once we know the new premium from State Farm.

c. Elevator Modernization Information Gathering: Jim Jansen

We have also discussed elevator modernization as one of the major long-term expenses we will eventually face. While there is no specific timeline, we know the elevators are aging, parts are harder to source, and breakdowns are becoming more challenging to address. I met with Schindler's modernization specialist, but I am still waiting for a proposal. This is simply exploratory at this stage.

To help us plan ahead, Bob Glebs has agreed to check the temperatures in the elevator equipment rooms every few weeks throughout the year. If those rooms run too hot or too cold, we may need to add climate control, and having accurate temperature data will help us make an informed decision.

This is all part of looking ahead. At some point, modernization will be a significant expense, and gathering information now will help us prepare for that future cost.

V. Action Item Status

a. Roof, Siding Repair and Painting Projects: Jim Jansen

The roof, siding, and painting projects were moving along well, but the weather turned sooner than expected. The siding crew has paused work for now. They have finished the garages and most of the 100 building. The 200 building will be next

They held off on the highest sections because those require lifts, and they prefer to bring the lifts in when they can complete all the high work at once—ideally while the ground is still frozen to avoid lawn damage. They will return as soon as we get a stretch of decent weather, possibly as early as February.

i. Roofing Project final steps-punch list:

The roofing project also has a few remaining items to address, but given the season, that work is on hold as well.

ii. Painting Projects Planning: spacers, trimming, dryer vent covers:

For the painting project, Pedar arranged for spacers to be fabricated for the 100 and 200 buildings so the rails can be moved out slightly. Those spacers are finished and stored in the garage, ready for the painters when work begins.

As we get closer to painting, we will need to trim back bushes and trees near the buildings to ensure proper access. We will coordinate with Alts on how best to handle.

We had all the dryer vents cleaned this year, but the results were disappointing. We did not get the level of service we expected this year. We understood that they went into the utility rooms and did a full cleaning. It mostly amounted to asking residents to turn their dryers on. He did not go into the utility rooms or do the hands-on work we were told to expect. Part of the issue may be that his wife, who normally assists him, broke her ankle two weeks before the job. As a result, our own volunteers ended up opening doors and asking residents to start their dryers. Overall, we were unimpressed.

Several outside dryer vent covers were not reattached properly and ended up on the ground, leaving things in disarray. Many of the existing covers are also worn and likely need replacement. It would make sense to include new covers as part of the painting project. The only challenge is that replacements typically come in white or black, so we may need to choose white and have them painted to match or leave them white (if you paint them, the paint may chip and peel off making things look worse). The dryer vent cleaning should be done every other year. The next time this is needed we should give another company a chance.

b. Chimney Cap and Surround Repairs: Jim Jansen

The community is addressing two chimney-related maintenance issues: a missing cap on the 100 Building and a broken surround on the 500 Building. A chimney cap prevents rain intrusion, animal entry, and potential interior damage. An initial proposal from a chimney contractor was significantly higher than expected, prompting exploration of more cost-effective alternatives. The goal is to complete the work safely, efficiently, and at a reasonable cost.

The contractor's proposed approach and pricing appear disproportionate to the scope of work. Installing a chimney cap is a straightforward task, yet the required scaffolding dramatically increases cost and delays resolution. This creates unnecessary financial and logistical burdens.

Leverage the siding crew, who will already be on-site for ongoing building projects, to perform the chimney cap installation and assess the surround repair. Their presence eliminates the need for separate mobilization, and their experience working at height suggests the job can be completed safely without excessive equipment.

c. Shoreline Plantings: Jim Jansen

The shoreline plantings continue to be an ongoing concern, especially in the spring when last year's growth is still visible and the new plants are just starting to emerge. Some owners have asked whether the old growth can be cut down at the end of the season to improve the appearance.

Field and Stream—the contractor the county required us to use after our earlier compliance issues—suggested mowing the plantings down to two to three feet. While that sounds reasonable, the settlement agreement that Mariners Cove signed with the county, states that any cutting or disturbance may violate that agreement. Because of that, I emailed the county representative last week to ask whether trimming is allowed. She responded that she would review the documents and get back to me, but I have not heard anything further yet.

I understand the aesthetic concerns. It would certainly look cleaner in the spring if the old growth were cut back instead of having new plants push through it. However, the shoreline authorities strongly prefer that the area be left completely natural. Given that we are still on their "naughty list," the last thing we want is to violate the agreement or take any action without explicit permission. As I read the settlement, we may not even be allowed to remove fallen branches—everything is supposed to remain where it lands.

Field and Stream also mentioned that a controlled burn could promote growth, but that is not something we would consider. Ultimately, if the county prohibits cutting, we will not do it. In that case, I will need to notify all owners not to trim anything on their own, as the rules are extremely strict. Anything within 300 feet of the ordinary high-water mark falls under Dane County shoreline jurisdiction.

d. Boardwalk Upgrade: Jim Jansen

We need to determine whether the work is above ground, within a shoreline setback, or in regulated wetland buffer zones. We should consult with Dane County - Shoreline Division Offices before major replacements; minor surface repairs may be exempt but verify in writing. If the work is clearly off-ground and outside regulated zones, make sure these statements are included in a written report from Dane County - Shoreline Division to reduce future misunderstanding.

e. Riverwalk Seating Information Gathering: Jim Jansen

One item we should discuss is the idea of adding seating along the riverwalk. Before we do anything, we need to remember that even clearing a small area for a bench and pouring a concrete pad requires a permit. Any disturbance of soil within 300 feet of the ordinary high-water mark falls under Dane County shoreline regulations, and they are extremely strict. I expect the county would allow seating if we handle it properly, but we need to be cautious. This is not a Westport issue—it is entirely Dane County. Their shoreline division has four full-time staff assigned geographically, and the same representative who handled our settlement agreement is still there. She has been pleasant by email, but we will see what guidance she gives. Ideally, she could come out, look at the area, and advise us on how to proceed. As always, if we tell them what we are planning, they tend to work with us. If we act without telling them, we create problems.

VI. **New Business**: Jim Jansen

a. Rule Amendments and Adoption: Jim Jansen

1. Section D6 Sidewalks and Walkways: Second paragraph added:

JIM: If we add seating along the riverwalk, it makes sense to ensure the area is safe and comfortable for everyone, including owners who may not be as mobile as they once were. E-bikes and motorized scooters coming up behind slower walkers create a real safety concern. The rules say bikes must yield to pedestrians, but many do not, and e-bikes are the worst offenders.

I am proposing a rule stating that motorized vehicles are not allowed on sidewalks and walkways. Cyclists aren't giving up much by avoiding the riverwalk, especially with the new Westport Road bike lane coming. If someone uses an e-bike due to a disability and is a responsible rider, they could request an exemption from the board, and I think we would look at that favorably.

Hearing no comments, I move that we adopt the proposed rule and add the new paragraph to Section D6 regarding sidewalks and walkways.

RULE: Operation of motorized modes of transportation of any kind including electric bikes, scooters and hoverboards are prohibited on the sidewalks and walkways. This rule does not apply to assistive devices designed primarily for use by disabled persons such as motorized wheelchairs and scooters. Owners may ask the board for an exemption from this rule based on disability.

VOTE: All in favor: 5 Yes Opposed: 0 No

Amendment was approved by the Board at 6:58 PM

2. Section D1 Vehicle Parking: Second paragraph added:

JIM: The second agenda item addressed parking. We currently have no designated handicap spaces, though several people have asked about adding them. It may not be feasible this year, but when we resurface or reseal the asphalt next year, that will be the appropriate time to add striping and markings.

If we do create handicap spaces, they should be reserved for the individuals to whom the placards were issued; the placard holder should be present in the vehicle. I have represented many injured clients over the years, and it bothered me to see placards misused—for example, a spouse using a placard to park close to a store when the person with the disability was not present. That feels abusive, and we should consider a rule to prevent that misuse. We should confirm any requirements of handicap spaces before designating a handicap spot. The front of the clubhouse and/or the poolside back parking area are both reasonable locations.

We are not a public building, so various code provisions do not apply. That is why we removed the option to rent the upstairs for business meetings—doing so could have made the clubhouse public and required expensive upgrades. A rental office or business here would have the same effect. Voluntary accessibility parking areas does not change our status, but we should confirm requirements before designating a handicap spot. The front of the clubhouse or the poolside backside are both reasonable locations.

RULE: No vehicle shall be parked in a parking space designated as a handicapped space unless the vehicle displays a proper handicapped placard or plate issued to a disabled person who was in the vehicle when the vehicle was placed in the designated handicapped space. Owners may ask the board for permission to use such spaces without such a placard or plate based on their individual circumstances.

VOTE: All in favor: 5 Yes Opposed: 0 No

Amendment was approved by the Board at 6:59 PM

3. Section Q5 Collection Policy: Paragraph 12 added:

JIM: The third change addressed the collection policy. While reviewing it, I noticed the policy only references dues and special assessments, but owners can also owe the association for behavior fines, damage repairs, or claims that require reimbursement for attorney fees and other costs. For example, someone backed into the pool fence last summer; if we knew who did it, we would expect them to pay for the repairs. None of these liabilities are currently covered by the collection policy, which feels unfair: an owner 30 days behind on dues can be suspended from the clubhouse and other amenities, yet someone who owes for damage or legal costs faces no similar consequence.

I drafted a rule to include these other types of owner obligations in the collection policy and to soften the immediate suspension timeline. The bylaws allow suspension after 30 days, but I think we should be willing to work with owners who need time to pay. If there is no effort to resolve the debt by 90 days, however, the

board should have the authority to suspend amenity privileges. This addition would make the policy complete and equitable for all.

RULE: Owners of any unit where one or more of the unit's owners have been determined to be responsible under these rules to pay the Association for behavior fines or damages to the common areas or to reimburse the Association for attorney fees under Article X Section K of the bylaws shall be subject to having access to the Association's clubhouse and other facilities suspended if such debts to the Association go unpaid for 90 days or more.

VOTE: All in favor: 5 Yes Opposed: 0 No

Amendment was approved by the Board at 7:05 PM

- b. Gutter Issues – Repair and Seam Sealing: Jim Jansen
Many owners have reported leaking/dripping at gutter seams on several buildings; likely caused or made visible by recent snowmelt. Existing gutters are seamed (not modern seamless type) and many seams appear to be failing. I spoke to the gentleman who was going to start the abatement for the 500 building. He offered to inspect and possibly repair the seams when temperatures allow, since the sealant product requires warmer conditions.
- c. Summit Credit Union – Signatures and Address – Jim Jansen
The Summit Credit Union account signatures need updating. We must add a second officer as a signer for the accounts at the Summit Credit Union on County M. Rose Yaroch, who served as vice president last year, is currently listed as a signer alongside Jim Jansen. With Steve Clark now elected vice president, he will replace Rose as the second signer. Jim will complete the necessary paperwork. Appointing someone who is on site most of the time makes the most sense.
- d. Elevator Equipment Room Heaters: Jim Jansen
The heater in Building 500's elevator equipment room appears to be malfunctioning. Jim will speak with Sheila on January 29, about arranging for Hill Electric to inspect or replace the unit. It likely requires only a repair, but I have added the issue to the maintenance list.
- e. Marina Pumps in Equipment Room – Leaks: Jim Jansen, Mike O'Mara
The marina pumps in the equipment room apparently leaked over the winter. Jim is not sure whether the fluid is oil, but the New Wave pool crew is concerned because the floor has become very slippery. Jim will put the pumps in plastic bins to catch any further leakage. In spring, before we reinstall them, we should test each pump to confirm it's working and find the source of the leak. That back room is unpleasant to spend time in, even when the floor is not slick.

VII. Committee Reports

a. Landscape: Open Position

We need to begin discussing the landscape committee. Marsha Monroe, who previously coordinated and reported for the committee, has retired. Trudy Delain and Judy Rauwerdink are willing to remain on the committee but do not want to engage with the board or make decisions with contractors. We should consider adding at least one member to serve as a liaison between the committee and the board, a role we had assumed would continue after Marsha's strong stewardship. Jim has not identified potential recruits or decided whether the board should assume liaison duties itself. There is ongoing coordination with Alts about scheduling landscape work. We have discussed upgrading the front of the property for the past year and a half, but Jim now believes we should postpone any work there if Westport Road will be torn up next year.

Kim Seiner: While on the subject of construction on Westport Road, does anyone know the schedule for the paintings at Mariner's Cove? Painters won't work while roofers or heavy construction are active because debris and traffic create problems. The road project will be done in three parts (bridge last), and the contractor will choose the order, so we need to confirm which section is first. Jim will check with the town and the painters to coordinate timing so we do not delay the work. Also, we should start planning the landscape committee's goals and coverage after Marsha's retirement.

b. Marina: Mike O'Mara

Mike O'Mara, the Marina Committee chair, was not at the meeting. Karen noted that she keeps a list of boat owners and their slip assignments and asks for updated insurance information. A reminder email will be sent out in April. The form is on the Mariner's Cove website under the Owners Section.

c. Hospitality: Eileen Plagge

Following the transition from Karen to Eileen's leadership, Eileen will be the primary contact moving forward.

- Please note "Light the Night" is scheduled for Friday, March 6 at 6:00 p.m. - attendees are asked to bring a dish to pass.
- Mariner's Cove University (MCU) launched its first session on January 12, where Patty Sutton conducted an excellent memoir-writing workshop attended by eight participants who shared personal items, developed story ideas, and read their work. The subsequent MCU offering, a watercolor and urban sketching class, is planned for March or April, with MCU aiming for a bi-monthly cadence. Additional planned MCU topics include stained glass demonstration, chocolate candy making, Yoga education, and a Kentucky bourbon tasting.
- Regular weekly programs continue: Tuesday craft club, Wednesday water aerobics, and Thursday morning games and card club; pickleball is

expected to resume in April, a book club will begin in May, and social events will coincide with the pool opening.

Kim Seiner shared with us that one of owners, Siraj Hull, is an artist and she does amazing watercolor paintings and has displayed them at UW. She actually teaches art classes, watercolor painting, and basket weaving.

VIII. Owner's Forum

A homeowner raised a safety concern about emergency access to the sauna. Currently, users unlock the sauna with their personal key, and the door locks behind them so no one can enter without that same key. This creates a risk: if someone inside suffers a medical emergency and the key is with them, others cannot gain entry to assist. The same issue applies to the exercise room, which also requires a key to enter from the corridor by the bathrooms. The locks were installed primarily to prevent children from entering these spaces unsupervised, since both the sauna and the exercise room are unsafe for unsupervised play. To address the emergency-access concern while maintaining child safety, the Board proposes a simple operational rule: **leave your key in the lock while using the sauna**. This ensures that the sauna remains locked to prevent unauthorized entry, signals that the sauna is occupied, and allows immediate access in an emergency without issuing additional keys or changing current procedures.

Resolution:

The following will be the policy to follow or safe sauna use:

While using the sauna, please **leave your key in the lock** so others can enter in case of an emergency. The door remains locked to prevent children from entering. Remember to take your key home when you leave.

The Board will send an email announcing the new policy and Karen will create a sign and post it by the sauna with the policy stated clearly.

IX. Adjournment:: 7

VOTE TO ADJOURN: Jim Jansen motioned to adjourn the meeting and Steve Clark seconded. Time: 7:25 PM

Recorded and reported by:

Karen Coleman, Secretary