

Mariners Cove at Lighthouse Bay Owner's Association

Board of Directors Meeting Minutes

January 30, 2025 at 6:30 PM - Held via Zoom

I. Call to Order and Board Member Quorum Verification – Quorum Met

- BOD Members present:
Jim Jansen, Rose Yaroch, Jon Chistensen, Marsha Monroe, Kim Seiner
- Owners present:
John Juonie, Mike O'Mara, Colleen Kopp, Jeff Prebish, Steve Simer, Shaun Gorman, Dan Gorman, Karen Coleman, Paul Coleman, Brian Durst, Pedar Waller, Bill Hofeldt, Patrick Lohry, Mike Sheehy, Kathy Sheehy, Micky Hill

II. Financial Matters:

Treasurer's Report: Jon Christensen

- As of December 31, 2024, our account balances are as follows: reserve \$538K; operating \$9K; special assessment \$28K.
- One owner is 3 (approximately \$1800) months in arrears in HOA payments. We will need to follow-up on this.
- At year end, we are only 1% over budget.

Special Assessment Account Creation: Jim Jansen

- The special account for assessment has been set up for ease of tracking payments. The account is currently holding deposits of \$28K, primarily from recent sales of condo units where sellers have agreed to pay some portion of the special assessments at the time of closing. Sheila and Jim have developed a spreadsheet that allows detailed tracking of paid amounts by owners.
- The current balance of 28k also includes full, early payment of one owner and does not yet include the deposit related to the sale of Unit 314, which will be added in the coming week.

December CD Maturity: Jim Jansen

- One CD at Summit matured. It was deposited into the reserve account instead of rolling it over. It will be used to meet the Wintrust loan requirement of maintaining a deposit of 10% of the maximum loan amount in a Wintrust bank account. This serves as additional security for the Bank and is their standard practice.

Wintrust Line of Credit: Jim Jansen

- This loan was arranged to establish a line of credit to pay roofing and painting costs as they occur. We will draw upon this only when our special assessment account is not adequate to cover the costs incurred.
- There was a delay in the final closing of the loan due to the departure of a loan officer who had handled our application through December of last year. We are working with a different loan officer and are making progress toward a closing within about 30 days. Our line of credit will be available following the closing.

III. Ratification of Interim Actions

- Often the BOD meets briefly to make decisions between meetings or makes decisions through email communications. We will document those decisions & actions during BOD monthly meetings through a ratification process. Below are items for update and ratification:

New Website Development: Marsha Monroe (ratification)

- BOD discussed need to explore a secure website. We met with a local website designer on December 13, 2024.
- The BOD approved the proposal & subsequent contract to create a secure website with 3 levels of access: Public only, Owners only, BOD only.
- The BOD access will allow us to store all HOA documents, current & historical.
- Next step is preview of the designer's mockup with a possible launch in early March.

Pool and Spa Repair and Preventative Maintenance: Jim Jansen (ratification)

- There are a number of pool and spa maintenance issues coming up. The BOD met with New Wave to better understand and plan for pool projects.
- The BOD authorized New Wave to purchase stockpile of pool and spa pumps and parts for future needs as both are getting harder to replace. They will wrap these parts in protective material to ensure protection against chemical deterioration that can occur in the chemical storage room.
- The BOD approved the changing of sand in the sand filters in the coming months. The change is overdue and can result in cloudy pool water and increased stress on the pumps when changes are overdue. The work will be done in the spring, and the BOD will work with New Wave to schedule specific dates. If possible, the sand replacement for the outdoor pool and spa could occur after the roof replacement on the pool building or even after all roofing is done. (Kim's expressed this concern)

- The pool will need to be shut down for a pool maintenance project for 2 days. It was decided to authorize this work for March or April when regular pool users could exercise outdoors. The BOD will authorize New Wave to schedule this work for March or April.

Elevator Vestibule Heaters & Other Buildings & Grounds Issues (ratification)

- Pedar Waller did an assessment of electrical rooms, elevator vestibule heaters and elevator pit heaters in buildings 1-5 to identify needed repairs. The assessment was completed in December, Hill electric provided a quote, and the BOD approved the quote. Hill Electric completed the work in December.
- Electrical transformer fell off building and hit 2 air conditioning compressors near Building 1. Hill Electric investigated and prepared a quote for repair. The BOD approved the quote. The work will be completed before the end of February. Hill Electric says there is no immediate danger with the unit on the ground.
- An elevator button was damaged in building 2 that prevented proper functioning of the elevator. Sheila secured quotes from Schindler Elevators who replaced the button and restored function. This might have been caused by remodeling contractors on site. As this cannot be proven---the bill has been paid.
- Jim made a motion to formally ratify the above decisions. Jon seconded. All in favor. Motion passed. Ratification complete.
- Following the ratification, an owner raised issue regarding remodeling projects and reported that there is often damage to hallways and clean up required. The owner asked if there is any way to use deposits to recover costs? It was determined it would be difficult to determine such a cost in advance and difficult if not impossible to collect. The Bylaws do state that if owner's contractor damages property, and it can be proven, the owner is responsible for payment. In this case, there is no concrete way to determine responsibility for the damage.

Other Buildings & Grounds Reports

- Elevator recertification is scheduled for February 28. There were several items to be remediated prior to the inspection. Jim reported that Sheila was leading the effort.
- Summit Fire Protection was on site to provide scheduled fire extinguisher service. Summit initiated work by contacting Sheila. They follow a rotating, multi-year schedule for refilling extinguishers making it challenging to anticipate annual costs at budget time.

- Paul Coleman volunteered to investigate possible solutions to modifying River Walk lights and report findings back to Board.

IV. Status Reports

Roofing and Painting Project: Jim Jansen

- Our roofer has confirmation from our shingle supplier that shingles will be available for early spring work on our project.
- The roofers would like approval to proceed with work on garages in early spring when there are only one or two days of workable weather.
- There was agreement that this is consistent with project plans.

Special Assessment Amount Confirmation: Jim Jansen

- In early January Jim sent an email to all owners with breakdowns on their special assessment costs. Owners confirmed those amounts with several clarifications on garage ownership that have been settled.

Miscellaneous Reports:

- We may be required to complete a process to comply with a new, federal government requirement called the “Corporate Transparency Act.” We began to comply with this process in January, but it has been legally put on hold for now.
- Jim reported that there are frequent inquiries from owners about what they can or can not do. Most people don’t take time to look up in our Bylaws or the Book of Rules. He plans to send out reminders about several items in the next few weeks.

V. Committee Reports

Hospitality: Karen Coleman, if available

- Light the Night is the next event scheduled for February 8. There are 22 people signed up for the event.

Marina: Mike O’Mara, if available

- Docks should be holding up well in ice. The pumps will be put in when the ice thaws in early spring.
- Mike has explored, with DNR, the possibility of removing vegetation - especially at the entry to A&B docks. His research to-date indicates that the DNR will allow residential removal of vegetation: at the rate of 35 square feet per year. We may

be able to get a variance in the number of square feet because we have more shoreline than a single residential property. Jim reminded of the importance of compliance with Dane County requirements also. Mike assured that both DNR and Dane County will be involved.

Landscape: Marsha Monroe

- No activity at this time of year.

VI. Owners Forum

- Several owners asked to bring issues to BOD only following adjournment for reasons of confidentiality. The Board agreed to take these issues after the formal meeting. See “Owners Post-Meeting Inquiries” below.

VII. Adjournment

- Jim made a motion to adjourn. Seconded by Jon. Motion approved. Adjourned.

Owners Post Meeting Inquiries:

- Ceiling issue in building 300. Jim will provide contact info for Nune.
- Owner update: Owner discussed interior garage and condo damage from roof leaks. The owner plans to hold off interior leak repairs until roof is completed on building and was requesting input from the BOD on this plan. The BOD agreed with the strategy.
- A BOD member reported complaints from several owners regarding an owner charging an electric vehicle in their garage. The decision was made to issue a reminder to all owners about rules and contact the owner of the EV who is changing in the garage.

Mariners Cove at Lighthouse Bay Owner's Association

Board of Directors Meeting Minutes

February 27, 2025, at 6:30 PM - Held in Library and via Zoom

I. Call to Order and Board Member Quorum Verification – Quorum Met ·

BOD Members present:

Jim Jansen, Rose Yaroach, Marsha Monroe, Kim Seiner

Owners present:

Colleen Kopp, Jeff Prebish, Shaun Gorman, Dan Gorman, Brian Durst, Pedar Waller, Bill Hofeldt, Paula Good, Jim Corman, Sara Kitchell, Charles Pycha, Trudi Delain, Steve Delain, Jim Harnet

II. Financial Matters:

Treasurer's Report: Jon Christensen

- As of January 28, 2025, our account balances are as follows: reserve \$553K; operating \$12K; special assessment \$56K.
- A few minor delinquencies due to homeowner's fee changing. Nothing significant.
- Special Assessment Account: Jim Jansen
- Approximately 12 or 14 assessment payments have come in since the end of January and they have been deposited into the assessment account. Sheila is keeping track of the payments in the special spreadsheet that was made specifically for the assessment payment tracking. The only disbursement that may come from the assessment account currently is to secure the painting contract which would be approximately 10% down now. Presumably, more payments will be made by March 15th and then we will have a better idea of how much we may need to borrow at some point or in the interim.

Wintrust Line of Credit: Jim Jansen

- This loan was arranged to establish a line of credit to pay roofing and painting costs as they occur. We will draw upon this only when our special assessment account is not adequate to cover the costs incurred.
- It was about 2 days short of a month ago since Jim talked to Wintrust, and he is hoping to hear from Wintrust soon. Jim said he would reach out to Wintrust in the middle of next week to talk to them if he has not heard anything back. No problems foreseen.

III. Ratification of Interim Actions

- Often the BOD meets briefly to make decisions between meetings or through email communications. We will document those decisions/actions and review them at the next BOD monthly meeting. No homeowner approvals are needed. This process is documented in our Bylaws and was created so the BOD can make decisions more quickly and do not have to wait for the next BOD meeting. Below are items that were ratified by BOD since the last meeting.

New Wave Pool and Spa Maintenance Projects: Jim Jansen (ratification)

- The indoor pool and spa need several maintenance upgrades including a pump rebuild, replacement of the sand in the filters and replacement of the chemical tubing. We also are behind schedule in draining and refilling the pools to allow for an acid wash of the surfaces. The BOD approved New Wave to go forward with this maintenance and it was completed by Wednesday, February 26th.

Replacement of fabric on outdoor chairs: Jim Jansen (ratification)

- Outdoor chairs are 7 or 8 years old. Some of the chairs were ripping already. The BOD made the decision to go forward and replace all the fabric on the chairs. The fabric will be ordered by Chalet and a person recommended by Chalet will do the installation of the fabric. This is approximately a \$9,300 expense.

New Website Development: Marsha Monroe (ratification)

- Most of the new Mariner's Cove website has been completed.
- Testing, and a second preview of the website need to be completed. Training for homeowners will be provided prior to the official launch. Dates will be provided for the training at a later date.

Neighborhood Link termination: Jim Jansen (ratification)

- Neighborhood link is a nationwide host of websites. No responses are being received from Neighborhood link about security issues. BOD decided once the new website is developed and launched, the Mariner's Cove Neighborhood Link will be terminated. We paid the annual fee for Neighborhood Link which goes to April 2025.

Reaffirmation of plan to proceed with roofing and painting projects: Jim Jansen (ratification)

- Emails were sent asking the BOD to pause the roofing and painting projects. Community voted on October 3rd, 2024; to go forward with the projects and some people had acted in reliance already. BOD met and agreed that the decision had been made by owners at October 3rd, 2024 Special Assessment Meeting was a final decision, reflecting months of communication & deliberation. All appropriate governing documents were followed before, during and after this meeting. As both projects are critical to protecting our structures, the BOD saw no reason to override the decision of the Community.

Long Term Guest approval in Unit 305: Jim Jansen (ratification)

- Request from Cameron Lewis who owns unit 305 to allow his grandparents to live in his condominium as guests. They are moving to Madison due to health reasons for a year or more. BOD was unanimous in approving this request. Jim made a motion that the BOD formally approves the above ratifications. Marsha seconded the motion. All was in favor. Shawn Gorman recognized the BOD for all decision making.

Action Item Status: Jim Jansen

- New Wave: Projections for Pool Maintenance Needs
 - New Wave found a controlling panel that manages the flow of chemicals to the indoor spa was failing. New Wave has been manually managing chemicals. New Wave sent us a proposal to replace the kit to install the panel which includes the probes that we have just replaced. New Wave has agreed to

credit us for the cost of the new probes if we approve going forward with the kit to replace the new panel.

- A pump that pumps the chemicals is failing. The bearings are failing, and it is very loud. New Wave proposes that we replace it before replacing the pump and Jim has already sent an email to BOD for approval. Cost approximately \$5,200. Rose, Kim, and Marsha approve going forward. Jim motioned to approve going forward with replacing the pump. All BOD members approved.
- BOD approved that New Wave start acquiring replacement parts for the pumps so that going forward we will have parts to rebuild them as they fail.
- New Wave is proposing May 7th as a pool opening date. Rose asked if there was any maintenance that needed to be completed prior to the pool opening. New Wave had suggested doing a pressure test of the pipe going to the Spa to see if there is a leak. The pressure test can be done in the winter. Action Item: Pedar: contact Neuman pools on what repairs they have done on the spa for us previously. Repairs from the pipe to the spa may need to be completed at the same time as the stairs being replaced, especially if we need to remove concrete to get to the pipe. When repairing the stairs we need to consider creating a separate room under the new stairs for the pool chemicals to be stored. It was also proposed that we look into moving the pipes to go in the ground instead of under the concrete. The fence would also need to be taken down so this would need to be completed when the outdoor pool and spa are not open. This would be a big project that could possibly be looked into at the end of the 2025 budget or for the 2026 budget.
- **Elevator vestibule heater repairs**
 - Pedar Waller evaluated and coordinated repair of elevator vestibule heaters with Hill Electric. Action item removed.
- **Elevator certification**
 - Repairs needed were identified and all have been addressed. Elevators have all been recertified. New postings for elevators will be posted soon.
- **Building 500 elevator vestibule door repair**
 - There is a broken pivot on the bottom of the door causing the door not to close. Apex tried to adjust but was not able to fix it. Apex has been authorized to contact LaForce to fix it.
 - Marsha said that our past process has been to go directly to our vendor list for a number of specified services. The vestibule doors are an example of this. Over time, we have found that these are specialized, commercial doors that LaForce is best equipped to handle. AI: Marsha: Vendor list needs to be updated to reflect going directly to specified vendors to avoid the cost of Apex is coming out to try to repair it. Sheila will also be updated.
- **Roofing & Painting Projects: Paramount/Five Star**
 - Painting project bid dated May of 2024, and Five Star has agreed to hold to the price in the bid. The Contract is signed and downpayment of 10% will be sent.
 - There is still a great deal of siding to replace/repair that needs to be completed prior to painting. Five Star has recommended a person that can do this.

- Paramount: The first shingles are at the suppliers, and Paramount is ready to proceed when the weather allows them to do it. BOD did approve Paramount to start siding on unattached garages when weather permits it. Kim asked if garages that are adjacent to the pool would be completed prior to the pool opening. Jim has agreed to tell Paramount to do this.
- There is a list of the condominiums that have leaks and this will be addressed with the roofing project. The issue of standing water on the floor of garages is a separate problem and this will need to be evaluated more to develop a solution to extending gutters, so the water drainage is further away from the garages. Some homeowners are using a downspout tray, but it was cautioned that this would be a concern for snow plowing. Pedar completed some work on the drainage behind the 100 buildings this past summer, but he cautioned that one solution does not fit all. Following the roofing project the evaluation of the water drainage will need to be completed. In the meantime, homeowners can work on their own solution. AI: Garage draining concerns should be reported to the Landscaping committee.

New Business: Jim Jansen

- Painting project planning. What colors do we want to paint our buildings? Keep the same colors or change colors. Concerns were mentioned that if we change the color of our buildings our pool furniture, signage, etc. will not match. Current colors are light grey, dark grey and blue. We have a lot of the current color on hand. If we go with the current colors Five Star painting can do a color match. Attendees voiced they would like to keep the same colors with the understanding that the paint maybe darker because what we have now is faded. AI: Pedar- Identify colors and the manufacture (Paul and Lindsey?) of the colors are buildings are now. AI: Marsha/Rose: Once colors are determined they should be added to an informational or to the Board Only section on the new Mariner's Cove website.

Mariner's Inn Sale: Jim Jansen

- Jack Von Rutenberg has an accepted offer for the property. Mariner's Inn is scheduled to be closed sometime around Labor Day weekend. It is a different developer than Nau-ti-Gal. The town has expressed that there should be a restaurant aspect. Jack and the developer expressed that they want to do things differently than Nau-ti-Gal and scheduled a meeting with some of the Board members from the three condominium communities in this area for March 8th. Marsha Monroe, Kim Seiner, Sean Gorman, and Rose Yaroch will be attending the meeting. The goal is to get input from people in the neighborhood.

Corporate Transparency Act: Jim Jansen

- Everyone who is a beneficial owner of a corporation, LLC, etc. has to register with the Federal Government. This is an attempt for the Federal Government to know who is involved in a corporation or LLC because of concerns about money laundering, terrorism, etc. A new deadline has been established for March 25th, 2025. Board members who have a special interest in the financial aspects of Mariner's Cove Condominiums are required to register. AI: Board Members: Send Jim your name, address, and some type of identification (driver's license or passport).

Committee Reports

- Landscape: No update.
- Marina: No update.
- Hospitality: Rose on behalf of Karen
 - Recognition to Karen for improvements to our library. Organizing and cleaning cushions.
 - Recognition to Hospitality Committee: Excellent Light the Night event. Jim mentioned that the Hospitality Committee is already a success.
 - We will have 3 initial Card/Game Days to see if there is interest in supporting a Card/Game Club. The dates are:
 - Wednesday, March 12
 - Wednesday, March 19
 - Wednesday, March 26
 - Two card/games sessions would be held each day:
 - 2:00 PM – 5:00 PM and 7:00 PM – 10:00 PM
 - The library will be used for those who cannot use the stairs. If we only have a small group, the library will work well for all. The Club House will be used for larger groups as it can accommodate about 30 people.
 - We hope that many will join in the fun. If you know how to play a certain card game, we could use your help in teaching others. If you have a board game that you would like to play, please bring it with you so others can join in with you.
 - The Hospitality Committee is new at organizing these events and we are seeking your help, ideas, and suggestions to make it a success.
 - Please complete the survey that was sent out.
 - AI: Rose to ask Karen to add Paula Good to the email directory and send Paula the survey out.

Owner's Forum

- Pedar identified that another clip board (will have a total of two) for New Waves to note what they have done for indoor and outdoor pools.
- Expiration dates on pool grates (safety devices) need to be verified with Newman Pools. AI: Pedar with check with Newman Pools when contacting them about what work was done to fix the spa leak. Jim also requested Pedar to ask Newman Pools about the history of what they have done to our pools. Rose suggested these items should be tracked by the creation of our yearly budget.

Adjournment

Jim made a motion for adjournment.

Marsha seconded the motion.

All in agreement.

Mariners Cove at Lighthouse Bay Owner's Association

Board of Directors Meeting Agenda

March 27, 2025, at 6:30PM

Held in the Library and via Zoom

Zoom Meeting ID: 830 7629 4370 **Passcode:** 459321

I. Call to Order and Board Member Quorum Verification – **Quorum Met**

- BOD Members present: Jim Jansen, Rose Yaroch, Jon Christensen, Marsha Monroe, Kim Seiner
- Owners present: Bill Hofeldt, Pedar Waller, Micki Hill, Mike Sheehy, Jim Corman, Shaun Gorman, Dan Gorman, Karen Coleman, Paula Good, and call in # 442869.

II. Approval of February 27, 2025, Meeting Minutes:

- Motion was made and seconded . February 27, 2025, minutes were unanimously approved.

III. Financial Matters:

Treasurer's Report: Jon Christensen

- As of the end of February, our account balances are as follows: reserve \$566K; operating \$17K; special assessment \$198K. There has been an enthusiastic response to our special assessment collections.
- Five owners are in arrears on HOA payments. None is over 30 days. The total is less than \$1300. Sheila will be following up.
- At the end of February, we have spent only 14% of our projected 16% of our budget for the year. Good start.

Special Assessment: Jim Jansen

- By the end of February there has been a very favorable response from owners with 64 * of 75 owners having paid their special assessment in full. Several draws have been made in payment to Paramount, following verification by GED, Paramount & Jim, for work completed according to contract specifications. The feedback from owners is that Paramount crews are dedicated, thorough, excellent with clean-up and that the roofs look very nice! The BOD has found scheduling interactions to be smooth.

* Corrected from 65 with BOD approval @ April 24 meeting.

Wintrust Line of Credit: Jim Jansen

- We were originally pre-approved us for \$1.5 million for 12 months from closing. Has not closed at this time. Jim is exploring alternatives, based on the reduced need for such a large loan. A line of credit for a much smaller amount will be discussed further with Wintrust.

IV. Ratification of Interim Decisions & Actions Taken: Jim Jansen

Outdoor Spa Leak Investigation

- At the end of last summer, New Wave reported their concern about a leak in the outdoor spa. They did pressure testing in March and feel certain there is an ongoing leak in the spa system. Jim and Kim will contact 2 companies capable of assessment & repair of outdoor spas. Will report at next meeting.

Wintrust Evaluation of Line of Credit: See above section.

Boat Registration

- We've fallen behind on boat registrations and will need to catch up this spring. The new website will allow owners to complete these forms electronically. The Board will send out a request for owners to completes these forms in April using the website.

Owner Related Items:

- An owner's insurance company contacted Jim regarding water damage in a garage and was provided information. Their appeared to be no issues.
- An owner's contractor had removed the blue safety rails to repair 2nd & 3rd floor windows. The owner requested that the rails be left off in anticipation of the rail painting project. The Board decided they were not comfortable with the safety rails off for this indefinite length of time.

Ratification of Above Interim Decisions & Actions:

- Jim moved and Marsha seconded that we ratify the above interim decisions & actions. Unanimously approved.

V. Action Item Status

Website Development: Marsha Monroe

- Rollout is starting: The "Coming Soon" explanation is coming out Saturday, followed by invitation to owners to register in the first week of April, followed by training for Karen, Rose and Marsha in the editing processes in early April.

Neighborhood Link: Masha Monroe & Jim Jansen

We will let our registration on Neighborhood Lin expire on May 10 when we stop payment. All content will be removed from the site upon successful launch of the new website in April. The BOD will work with Sheila in discussing the question of ongoing maintenance of Apex Apfolio folders and files.

Outdoor furniture fabric replacement: Jim Jansen

- The fabric for outdoor furniture was ordered from Chalet Patio in January. And delivered in March. The subcontractor picked up both fabric and chairs and began replacement of the 7–8-year-old fabric. About 10 chairs had already torn and all chairs were showing signs of weakening. Safety was a concern as the tears occur when in use. Most chairs were repaired and returned as of this meeting. The remaining chairs will be completed in several days. Very positive experiences with reported with both Chalet Patio and Jeff Loomis, independent repair technician out of Deforest.

Building 500 elevator door repair: Jim Jansen

- Been completed by special door contractor – La Force.

Roofing & Painting Projects: Paramount/Five Star: Jim Jansen

- OSB replacement has varied between 20% and 75% on garage roofs done so far depending on the slope of the roofs. Average OSB replacement rate to-date is 38% overall. Paramount predicts that OSB replacement rate will be lower for the residential buildings due to the steep slopes. Hopefully this will lower the projected overall replacement rate for entire project.
- Good News: Paramount is doing the siding / fascia repairs at lower ends of garages. They consider it part of the work specified in their contract. This is great news, as we were anticipating a separate contract with another provider to address these damaged areas! So maybe over some on OSB, but substantial savings on need for separate siding repair contract.

VI. New Business

Book of Rules Update: Rose Yaroch --- Changes Include:

- Updated garden policies approved in July 2024. Section C5 of the Book of rules now describes the four types of gardens on Mariners Cove grounds and the clarifies the rights and responsibilities of each garden type.
- Updated forms titles to match new website forms title and included web site locations.
- Forms are no longer in the book of rules, but on the new website to use for requests.
- H2 Upper Deck reservations: no longer requiring deposit in advance, but reserve right to recover cost of any damages and to request a deposit if deemed necessary.

Painting Project planning: colors, siding work, rail attachment:

- Not covered at this meeting. Will be discussed at April meeting.

Mariners Inn sale: meeting with new owners: Rose Yaroch

- Introduction of Lakestone Developers to surrounding condo board members.
- Apartments are planned, a combination of studios to 2 bedrooms. The plans are for a 3-4 story building with a mixed-use main floor including a restaurant.
- Jack Van Rutenberg emphasized the desire to have this development fit in with the neighborhood and to maintain the nautical theme. There will be no amenities. Underground parking will be included. The Marina will be continued.
- Next meeting is April 2 or April 4 which is open to any community member.
- The developers will meet with the Westport Plan Commission on April 14.

Dryer Vent Cleaning: Jim Jansen

- Cleaning is scheduled for June 19 and 20. This cleaning will involve entry into condos and be a more complete cleaning of the interior ducts. The costs are built into the budget.

VII. Committee Reports

Landscape: Marsha Monroe

- Two owners confirmed that Alts completed deadheading of the large hydrangea trees.
- Marsha will ask Alts to remediate / reseed the grass where the stump was removed by the lighthouse.
- Micki Hill offered to remove the Christmas tree by Building 500.
- People should hold putting patio furniture out until their unit is roofed.
- We'll need to wait to determine the impact of roofing the clubhouse in relation to the outdoor pool use and or/protection of the pool.

Marina: Pedar Waller for Mike O'Mara

- The low water will prevent putting pumps under piers from going in as early as usual and may require that owners delay putting their boats in the water until that lake level rises. Hoping for rain.

Hospitality: Karen Coleman

- Games Days are scheduled for Wednesdays from 2:00-5:00 PM and Thursdays from 7:00 – 10:00 PM.
- A Pool Party & Furniture moving party is tentatively scheduled for Saturday, June 10th beginning at 4:00 PM. The committee may need to reassess the timing and location of the party based on roofing activity.

VIII. Owner's Forum:

- In trash room—the service provider is putting back large dumpsters so lids face inward and can't be closed. Karen talked with garbage guy. Karen will take a photo and send to Sheila for further follow-up.
- Shaun Gorman offered information and/or assistance regarding voting in the April election.

IX. Adjournment: Jon moved to adjourn. Rose seconded. Unanimous.

Mariners Cove at Lighthouse Bay Owner's Association

Board of Directors Meeting Agenda

April 24, 2025, at 6:30PM

Held in the Library and via Zoom

Zoom Meeting ID: 821 9608 5191 Passcode: 694923

I. Call to Order and Board Member Quorum Verification – Quorum Met

- BOD Members present: Jim Jansen, Rose Yaroach, Jon Christensen, Kim Seiner
- Owners present: Bill Hofeldt, Pat Christensen, Shaun Gorman, Karen Coleman, Paul Coleman, Collen Kopp, Jeff Prebish, Steve Clark

II. Approval of March 27, 2025, Meeting Minutes

- Jim made the motion to approve; Jon seconded. Minutes unanimously approved.

III. Financial Matters

Treasurers Report: Jon Christensen

- As of the end of March, our account balances are as follows: reserve \$564K; operating \$50K; special assessment \$770K. Special assessment balance is after two draws of \$55K and \$46K.
- Four owners are in arrears on HOA payments. One is over 30 days. The total is less than \$1430. Sheila will be following up.
- At the end of March, we have spent only 23% of our projected 25% of our budget for this time of year.

Special Assessment Update: Jim Jansen

- As mentioned earlier, special assessment fund balance is \$770K. We expect more draws soon. 64 Of 75 owners have paid in full, lifting any urgency about borrowing to cover the project.
- Wintrust Line of Credit: Jim Jansen
Wintrust has not been easy to deal with in this process. They did not respond well to reduced borrowing amount or establishing a revolving line of credit. Their original assumption was that we would deposit \$150K with bank. As our need for the loan amount went down due to owners paying early, we are questioning our need to proceed with these terms and encumber the property. The Board is just beginning to evaluate other possible approaches and will keep owners informed as progress is made.

IV. Ratification of Interim Actions (None)

- Only one decision made in interim discussions: routine renewal of maturing CD.

V. Action Item Status

Outdoor Spa Leak Investigation: Jim Jansen

- Three years ago, the outdoor spa was leaking. Neuman pools made a repair that they indicated was a temporary fix that might last up to 3 years. New Wave reported that the spa was leaking badly throughout 2024. The Board decided to seek proposals from our 2 regular vendors: Badger Pools and Neuman Pools. We have received the Badger bid and are waiting for the Neuman Pool bid. It's clear that we will be unable to open the outdoor spa on in mid-May when the outdoor pool opens. We hope to have both bids soon and will update owners as we know more.

Website Development: Jim for Marsha Monroe (absent)

- The roll out to owners was affected by a challenging login set up process, but the committee members are working through these issues with the vendor and individual owners. Feedback from owners on the site is very positive with comments on ease of use. The final step ahead is to for the committee members to receive training from the vendor is for site update and maintenance.
- Outdoor furniture fabric replacement: Jim Jansen
The fabric has been replaced on all the outdoor pool furniture. We are waiting for the manufacturer to send replacement feet for the 24 dining chairs. Bob Glebs offered to replace these feet when they arrive.

Neighborhood Link termination: Jim Jansen

- Can't reach anyone to cancel service, but lack of payment due in May will likely cause it to die on the vine. All content on that site will be deleted by our website committee at the end of May.

Roofing & Painting Projects: Jim Jansen

- Everything is going well with Paramount. Owners are happy with both the results and the process. We remain at 30 % of underlayment replacement as projected. The clean-up has been very satisfactory with very minor issues. Where walls meet the roofs, the company is replacing siding as they go.
- Bob Glebs will serve as liaison with roofers in Jim's upcoming 2-week absence. Roofers say they will replace skylights from above. No need to get into units.

Mariners' Inn sale status: Shaun Gorman

- Several owners were present at the Waunakee Village Center meeting with the Lakestone properties and the Von Rutenbergs. The proposal had been modified to reflect feedback received to date. Meeting notes were distributed to all owners. The developer plans to present to Town of Westport at some point in May or June.

- Several owners had questions regarding infrastructure and were concerned about these issues being addressed adequately in the process. Water access and pressure? Road conditions? Bridge adequacy? Utility load in general? There is an assumption that these have been raised and addressed in the planning process, but Mariner's Cove representatives will raise these questions at the next meeting to confirm that the planning has been done. It has been stated that Westport Road will be expanded and resurfaced in 2026 with completion in 2027.

VI. New Business – Painting Project: Jim Jansen

- We'll need to communicate exact color formulas for painters. Decision was made at previous meeting to duplicate current colors. Pedar Waller is researching the original colors with Hallman-Lindsay, our past paint suppliers.
- We'll also need to specify the hardware needs for the window spacers for the railing project before the end of May.
- Painters would like siding issues to be identified ahead of their work. Need to work on in May

VII. Committee Reports

Landscape: Jim Jansen for Marsha Monroe (absent)

- Alt's will begin trimming and Special Projects work in May and June.
- We will need to coordinate with roofing activities. Also, we'll need to understand roofers access to back and sides of buildings. Is garden protection needed?
- An owner inquired about delaying patio furniture placement. If owners place patio furniture prior to their roofs being completed, they will need to remove patio furniture when roofing occurs on building. Owners will be notified as soon as the roofer schedule identifies next priorities.

Marina: Rose Yaroch for Mike O'Mara (absent)

- Water level is up. Boats are going in. Kayak launch looks good.

Hospitality: Karen Coleman & Shaun Gorman

- Events planned, waiting for dates and will communicate via email and place on website.
- Patio furniture move and evening cookout by the pool is tentatively planned for May 10, if roofing doesn't interfere.

VIII. Owner's Forum

- Karen Coleman reported that the trash containers are placed correctly in 500 and 400 now. Likely the rest have been corrected also. Thanks to Sheila for following up on this issue.
- Steve Clark: If Wintrust is a problem, there may be other internal options that we could consider. The Board will begin to discuss some of these options.

IX. Adjournment: Jim made a motion to adjourn, Kim seconded. Motion passed.

Mariners Cove at Lighthouse Bay Owner's Association

Board of Directors Meeting Agenda

May 29, 2025, at 6:30PM

Held in the Library and via Zoom

Zoom Meeting ID: 865 4578 9000 Passcode: 036858

I. Call to Order and Board Member Quorum Verification – **Quorum Met**

- BOD Members present: Jim Jansen, Rose Yaroch, Jon Christensen, Marsha Monroe, Kim Seiner
- Owners present: Bill Hofeldt, Mike O'Mara, Patti Sutton, Cameron Lewis, Chuck Pycha, Jim Corman, Karen Coleman, Dan Gorman, Shaun Gorman, Collette Wallner, Jon Juonie, Micki Hill

II. Approval of April 24, 2025, Meeting Minutes:

- Motion was made and seconded to approved April 24, 2025. Minutes were unanimously approved.

III. Financial Matters:

Treasurer's Report: Jon Christensen

- As of the end of April our account balances are as follows: reserve \$574K; operating \$44K; special assessment \$627K after paying 3rd and 4th draw for contractors.
- Three owners are delinquent at the end of the month. One by more than \$1200—overdue over 30 days. Total overdue is \$3,100.
- At the end of April, only 33% of the year has passed and we have spent only 32% of our budget.
- Jim will work with owner on becoming more regular in payments.

Special Assessment: Jim Jansen

- 66 of 75 owners already paid. Several units are for sale and assessment is built into sale process. Only 8 owners are outstanding for payment in August.

Wintrust Line of Credit: Jim Jansen

- A line of credit for a much smaller amount will be discussed further with Wintrust.

IV. Ratification of Interim Decisions & Actions Taken: Jim Jansen

Irrigation System Start Up: **Completed. Only 3 sprinkler heads needed replacement.**

Shrub Line along Boardwalk: **Approved but waiting for Building 500 roof completion.**

Patios Compliance Issue: **Resolved**

Seating Areas on Campus:

- In response to an owner's request to establish seating areas around campus we discussed these issues: the need to install pads of some sort under the furniture; the requirements of the landscaping service provider; the problem of location & privacy; issues related to county regulations of lakeside property; cost; and level of priority.
- The Board concluded that implementation would involve more time and resources than the Board is prepared to undertake at this time. No action identified at this time.

Clubhouse Planters

- The Board approved the purchase and set-up of two planters at the clubhouse walk. Kim Seiner will work with Mike O'Mara on setting up hoses and will purchase plants, planters and soil.

Ratification of Interim Decisions & Actions:

- Jim moved and Rose seconded that we ratify the above interim decisions & actions. Unanimously approved.

V. Action Item Status

Outdoor Spa:

- The BOD sought proposal from regular pool contractors for repair. Badger Pool submitted an expensive proposal. We discussed the alternative of getting 2 separate estimates from each contractor: one for diagnostic services to determine the exact scope of the needed repairs and one for the repairs identified in the diagnostic phase. Jim will meet with Neuman Pools.

Shoreline Planting

- We discussed how to maintain the waterfront plantings. They contain dead plants from the previous years. Owners and the Board would like to be certain of what practices are recommended for ongoing maintenance and consistent with County Guidelines that may still apply to us. Jim and Marsha met with Field & Stream and are waiting for a proposal for summer and fall maintenance.

Roofing Project

- Plan is to finish 500 Building and garages before moving on to Building 400. Large equipment will be placed in the alley way, not on the lawns at the sides and backs of the buildings. Tear off shingles will be carried up and over the roof to the shoot, which will face the alleyways. It's inevitable that some debris will fall to the ground at the back and sides of the buildings. Workers have been doing a good job of cleaning up.
- Patio furniture will need to be moved from patios. Building 400 may be next, but weather and roofer's schedules will determine what is started and when. We'll need to remain flexible throughout this summer as this project progresses. Jim will communicate schedule updates to the community. Rose suggested expanding building notices to entire community.

Painting Project

- Painters want to delay painting until roofers are done due to congestion on site and dust and debris affecting paint quality. They are happy with our choice of Hallman Lindsay paints.
- The paint company suggested that we might use a color consultant if we plan to tweak the building colors. The consultant works with Hallman Lindsay paints and is very reliable. There was agreement that we should do this and that cost falls under the special assessment fund. Jim and Marsha will meet the color consultant next week.
- Discussed need to clarify the painting process for the blue railings. Remove? Sand? Paint type and process?
- Identified next steps in completing the spacers prior to painting: determine both the number of spacers needed, determine the length of spacers and identify a company that can produce and paint the spacers. Jim Jansen and Pedar Waller to take next steps.

Website Project

- Karen, Rose, Marsha completed comprehensive training in May with each updating different sections of the site.
- 64 of 75 Households registered now.
- Karen is creating training manuals for the administrators which will be posted on website.

Dyer Vent Cleaning June 19 and 20

- Plan is to clean every active drier on site. Only section is ventless drier in one unit.
- This is mandatory. Owners will need to make units available.
- Communications will come out near the time.

Mariners Inn Development Status

- Next meeting is July 14 with the Planning Commission. Communications will be sent out as new information becomes available.
-

VI. New Business

Elevator Part Acquisition?

- Schindler raised the question of whether we should start stockpiling some elevator parts especially computer boards. After discussion, it was decided to put this on hold for now. Marsha agreed to check another condo unit that is having similar concerns to see what we can learn.

Boardwalk Repair

- Temporary repair was made. There was discussion about painting the dock again. Mike agreed to investigate possible alternatives to the current Boardwalk.

Weed Spraying

- After discussion, it was decided that Alt's would be asked to spray up to 10 times during the season. It was decided it was preferable to our have commercial vendor making the decisions about spraying areas rather than supplement with our own volunteers. Jim will follow up with our volunteer.

Spider/Wasp Spraying

- There was discussion about mud-dauber wasps and bird's building homes in furnace vents. Jim will talk with Badger Pest Control vendor about spraying for wasps.

Insurance Subrogation in Progress

- We have an insurance abrogation against us due to damage from roof leakage.
- Updates will be given when available

VII. Committee Reports

Landscape: Marsha Monroe

- We discussed the need for water sponsor / volunteer to water new line of shrubs along the Boardwalk. Hoses will need to be purchased and set up. Idea of soaker timers on soaker hoses was raised and will be investigated.
- The Board agreed to review and send out communication regarding landscape activities challenges this year due to roofing and painting.

Marina: Mike O'Mara

- Mike has done initial research with DNR and learned that we can pull a certain area of weeds in the lake. A local company can provide weed pulling service in accordance with DNR policy. Mike is looking into pricing and scheduling details and will plan to get Board approval for a trial.
- Docks are in good shape, water turned on at the docks and the hoses are set up.

Hospitality: Karen Coleman

- Next event June 27 Friday night Happy Hour. Blanket, lawn chair meal snack instrument lawn games sunset. Posted on calendar
- Pool party was a success.
- Boat registration forms are working well. Emails come directly to Karen who is keeping an excel spreadsheet of all registration information. Karen will send another reminder. If more reminders are necessary, the Board will send out.

VIII. Owner's Forum:

- An owner reminded pickle-ball players to turn off the court lights when finishing after dark.
- Jim will send out a reminder to turn lights off manually at court when leaving after dark.

IX. Adjournment: Jim moved to adjourn. Rose seconded. Unanimous.

Mariners Cove at Lighthouse Bay Owner's Association

Board of Directors Meeting Agenda

June 26, 2025, at 6:30PM

Held in the Library and via Zoom

Zoom Meeting ID: 875 5068 4072 Passcode: 352378

I. Call to Order and Board Member Quorum Verification – **Quorum Met**

- **BOD Members present: Jim Jansen, Rose Yaroch, Jon Christensen, Marsha Monroe, Kim Seiner (Later)**
- **Owners present: Paul Dingee, Sheila Yunker, Bill Hofeldt, Mike O'Mara, Sally O'Mara, Chuck Pycha, Dan Gorman, Shaun Gorman, Collette Wallner, Bob Wallner.**

II. Approval of April 24, 2025, Meeting Minutes:

- **Motion was made and seconded to approved April 24, 2025. Minutes were approved. No discussion.**

III. Financial Matters:

Treasurer's Report: Jon Christensen

- **May 31 our account balances are as follows: reserve \$538K; operating \$34K; special assessment \$690K.**
- **Four owners were delinquent at the end of May. Sheila worked with owners to reduce. Now all paid in full.**
- **At the end of April, only 42% of the year has passed and we have spent only 38% of our budget.**

IV. Ratification of Interim Decisions & Actions: Jim Jansen

- **Wintrust – Line of credit for \$500K has been established and \$50K deposit account has been established as required.**
- **Outdoor Jacuzzi – The BOD voted to authorize Neumann Pools to proceed with a diagnostic approach: Initially, they will replace air intakes for jets & test lines. (\$14K instead of \$60K to tear up concrete & replace all lines. w/o diagnostic work first.) Work includes replacing some tile and regrouting all. Starting tomorrow. [Jim to follow progress for updates.](#)**

- Shoreline Planting – Met with representative and expecting contract soon for 2 weeding sessions yet this summer. Will contract separately for fall cut down. The Board authorized the decision to proceed. Jim and Marsha to follow up.
- Painting Color – Board approved using the services of a color consultant, Laurie Lundgren, who was highly recommended by Hallman Lindsay, our paint supplier. Recommendations have been received and approved by the Board. Our paint supplier also recommends using latex vs. opaque stain, due having a mix on our buildings currently. The rail paint type needs to be clarified yet.
- Boardwalk Lighting –The Board approved the new lights that will be installed on the boardwalk to replace lights that were failing. The lights have already been installed at the time of this meeting. It was suggested that we purchase additional replacement lights. Marsha to purchase and place in back room of clubhouse.
- Clubhouse Planters – Planters purchased and planted and adds to the attractiveness of the front entry. Thanks Kim and Jennifer Cox. Special thanks to Joan and Bruce for work they've done maintain Roses and keeping the front looking good. Kim and Jen Cox to maintain.
- Ratification of Interim Decisions & Actions:
Jim moved and Kim seconded that we ratify the above interim decisions & actions. Unanimously approved.

V. Action Item Status -

- Dyer Vent Cleaning – The project was completed effectively in less time than anticipated. Service technician recommends every 2 years with attention to replacing vent covers at that time. Board to consider replacing during painting project. Thanks to all volunteers!
- Roofing Project – 400 Building had some leakage problems around a chimney due to the roofing work. Restoration company was called in to mitigate. Carpet will need to be replaced on porch of unit. Roofing contractor acknowledges responsibility and will be pay for costs of remediation and carpet replacement. Jim to follow up with Unit Owner on next steps and Paramount regarding payment.
- Painting Project - Five Star painting siding repair contractor will get in touch with us next week. The painting company assured us that even if they start in August, they will complete the job this fall. The clarified that they will paint the pool fence rails in place after wire brushing. Window rails will be removed, steel brushed and painted. They confirm that painted spacers and bolts must be provided by us. A contractor has been contacted for making and painting the spacers. An estimate should be available soon. Jim and Pedar will follow up to confirm numbers and length of spacers. Board to review estimate when available.

- Boardwalk Long Term Plan – The Board agreed to defer reworking of boardwalk with new material to a future time. Marsha to place on “Project Hold” list.
- Website Project – Karen, Rose and Marsha met with website designer for final training. Redesign of the Board Only Page was required to allow our independent entry of files. This completed her contracted obligation for design with this training. As contracted, we will have an annual charge for use of server and ongoing support. Ongoing: Karen to register new owners, Rose to handle special requests, Marsha to build central repository.
- Building 100 & Clubhouse Spigot – A decision was made to not repair the water spigot on building 100 under the proposal made by the plumbing company due to cost and lack of use. Pedar checked out since & repaired at cost of \$10 for repair kit.
- Wasp/Bird Nesting – Birds and wasps tend to build in furnace vents. Blocking with screens is concerning because owners need to be responsible for removing the screens in the fall to avoid blocking furnace vents. The decision was made to communicate possible solutions with homeowners but not to implement as HOA. Jim to send communication.
- Mariners Inn Development Status – There is a 66 foot right of way, owned by the Town of Westport, that exits between our Mariners Cove property line and the property lines for Mariner’s Inn and Yahara Place. There is also right of way between Mariners Cove property line and the Twings & John’s property line on Brickson Parkway.

The Town of Westport wants to vacate the land encompassed in both these right of ways—to be divided by the five surrounding landowners. This is being driven by several circumstances: First, the developer for Mariner’s Inn is being required to include more parking for their plan. They would like to have a division of that right-of-way that favors their ability to create more parking. Second is that the Twings have requested a slight variance that allows them to consider future building plans. Third, the Town of Westport no longer wants to “own” this right-of-way.

This discussion has greater urgency for the Mariner’s Inn developers for the other parties as they want to have their building plans approved as soon as possible. They have presented some drawings to the other parties and to the Town of Westport for review. Mariners Cove Board has concerns and has provided feedback to address those concerns. We are in a listening and information gather stage. No decisions have been made at this time. There is a Town of Westport Plan Commission meeting on July 14. A number of Board members will attend to represent our interests.

VI. New Business

- Elevator Part Acquisition – At this time, there is no way to predict which elevator parts will fail or when they will fail. Absent any logic for which parts to stockpile---the Board decided not to act at this time.
- Long Term Guest Request – To be handled with several other issues following meeting.
- Alarm Testing – Scheduled for Wednesday, July 2. Jim will arrange unit access during the fire alarm testing.
- Water Issue Building 100 – Water under wood floors in unit. Owner’s insurance company is handling the claim. Jim to follow up if necessary.
- Venting in Trash Rooms – Owner suggested the need for ventilation of trash rooms. Some organizations contract with Facility Pros to wash down trash rooms. Some HOAs switch out bins. Decision was made to hold on fan idea while Sheila checks out costs for washing and/or swithing out the bins.
- Brick Work - There are bricks that need replacing around campus. There is difficulty in getting someone to work on this type of job. Decision was made to investigate next spring following completion of roofing and painting projects. Secretary to establish a “Project Hold” list.
- Mailbox Issues – There is an ongoing issue with rain in mailboxes during certain types of conditions. It was decided to put this on hold through the end of the roofing and painting projects. Secretary to place on “Project Hold” list.
- Gutter Cleaning Building 300 – When preparing the budget for 2025, we made the decision to clean as needed in summer 2025. Roofers are cleaning the gutters as they go. We decided to wait until Building 3 is roofed. Jim to confirm with roofing supervisor.

Building 500 owner identified downspout problem on 500: “bent downspout.” Jim to check out and follow up with roofing supervisors on site.

VII. Committee Reports

- Landscape: Marsha Monroe - Regular trimming is schedules for week of July 7. This usually takes 2 days. Special projects work is scheduled for the week of July 14. Alts will be on campus for 2 days thus week also. The possible replacement of rubber garden edging was discussed and decided that we should delay until next year to avoid damage from the painting and roofing work. Marsha to create Special Projects list for Alts and guide on-site work for both services.

- Marina: Mike O'Mara – Talked with decking contractor who may or may not have time to take a look this year. It was decided that the decking issue could be deferred to next spring. Docks are holding well. Mobile pump has been moved around to keep water moving. Secretary to add to "Project Hold" list.
- Hospitality: Shaun Gorman - Happy Hour on the River Walk on June 27 at 5:30. One new owner in Building 100 and one closed today, so 2 new owners. Sheila to send new owner information to Karen.

VIII. Owner's Forum: See gutter cleaning and venting trash rooms topics above.

IX. Adjournment: Jim moved to adjourn. Rose seconded. Unanimous.

Additional Board Topics

- Litigation regarding our suit to recover legal cost is progressing slowly. Next step is next week. Jim to attend and provide updates as available.
- An owner request for an extended stay for a non-primary family member was discussed in the context of the governing documents, rules and other such requests over time. Decision pending more discussion.
- Landscape Committee discussed owners expanding use of common garden elements. Also discussed concerns about enforcing patio and walkway rules, which have not typically been the responsibility of the Landscape Committee. Marsha will manage with separate owners until spring, at which time---we may need to take additional steps. Secretary to add to "Project Hold" list.



Board of Directors Meeting Agenda / Minutes

July 31, 2025, at 6:30PM - Held in the Library and via Zoom

Zoom Meeting ID: 897 0925 7073 **Passcode:** 224568

- I. Call to Order and Board Member Quorum Verification – **Quorum Met**
 - **BOD Members present: Jim Jansen, Rose Yaroch, Marsha Monroe, Kim Seiner**
 - **Owners present: Paul Dingee, Mike O'Mara, Chuck Pycha, Collette Wallner, Bob Wallner, Steve Simer, Melodi Bunting**
- II. Approval of June 26, 2025, Meeting Minutes:
 - **A motion was made and seconded to approve June 26, 2025, minutes. No discussion. Minutes Approved.**
- III. Financial Matters: Treasurer's Report - Jim Jansen
 - **June 30 our account balances are as follows: reserve \$602K; operating account \$33,900; special assessment \$691K.**
 - **One owner delinquent one month at the end of June.**
 - **At the end of June, 50% of the year has passed and we have spent only 48% of our budget.**
- III. Ratification of Interim Decisions & Actions: Jim Jansen
 - **Outdoor Jacuzzi – Back up and running. Decision was made to delay the repair of the skimmer until October to allow owner usage for the remainder of the summer. The outdoor pool will be closed for the season at that time. Jim will schedule with Neuman.**
 - **Shoreline Planting – Removal of weeds completed. Decision was made to also contract with Field & Stream to cut plantings down to several feet in height in late fall, early spring. Jim will follow up with F&S to contract and schedule.**
 - **Irrigation System Repair – Decision was made to delay approved work to after roofing is completed on Building 200. Water Wizard will make a 1-foot x 20 feet cut through the blacktop between building 200 and the tennis court to make the repair and Midwest Sealcoat will resurface the repair area. The project is likely to require 2-3 days to complete and will have traffic restrictions for that time. Marsha will schedule with Water Wizard on dates.**

- Remediation of Water from Roofing Mishaps – Several unsealed areas leaked during rainstorms and caused flooding in Blooms unit in 300 building unit. Remediation and restoration of unit is underway. Bills will be paid by the Paramount. Jim following progress.
- Long Term Guest Exception Request – Board decline long-term guest request that was submitted for decision.
- Paint Stain Removal – Carpet and elevator paint stains from building 400 contractor work have been cleaned up.
- Mariners Inn Development Update – Current plan does not affect us greatly. A preliminary parking plan by developers had cars parking toward the 300 building. That plan has been replaced by one that removes parking slots facing toward the 300 building. Waiting to hear next steps from developer and/or Westport Town Board.
- Ratification of Interim Decisions & Actions:
Jim moved and Marsha seconded that we ratify the above interim decisions & actions. Unanimously approved.

IV. Action Item Status –

- Dyer Vent Cleaning Follow Up – Some vent covers have fallen off and birds are nesting in pipes. Shiela will contact contractor to reschedule clean out of all vents with missing cover and to replace existing covers more securely.
- Boardwalk Long-Term Planning – Jim contacted the vendor identified to replace boardwalk boards with long last deck planks. No reply. Plan is to wait until spring and try again. Any remediation work is suspended until that time. Marsha will move to pending project list.
- Painting Project – Pedar & Marsha have done more research on possible spacers for windows. Jim & Pedar will set a time to review additional information and conduct tests on removal of screens in all buildings.
- Alarm Testing – Testing was completed. Ahern does once a year testing and Martin doing monitoring. Sheila was questioning why not same company. In fall, should we consider changing contracts to one or the other? Jim will check into with Sheila. Jim will follow-up with Martin System to fix strobe lights damaged by leaking water.
- Trash Room Odor Abatement – Dumpster deodorizer placed in dumpsters. Replacement (swapping out) of dumpsters has long waiting list. Owners report odor improved.

- Catwalk Doors on 500 (fire doors) and Exterior Entry Door on 200 – Apex checked 500 fire door and was unable to address. La Force Service Vendor was contacted for repair. Sheila to explore further issue with exterior entry door on west end 200 building (stairway).
- Soap Dispensers – Pedar addressed issue with soap dispenser in bathroom. Women's bathroom soap dispenser needs batteries replaced. Pedar will change battery.
- Painting Project: Siding Replacement – Carpenter came on site to take an initial look. He will need to return to review the buildings more carefully. Jim will follow-up to schedule appointment.

VI. New Business

- Policies on Planting, Flowerpots and Yard Décor in Common Areas, Patios & Walkways – In the fall, let everyone know that rules will be followed in 2026. However, rule changes will be entertained throughout the winter. Owners will be able to suggest changes to the rules that will be taken into consideration by the BOD. Jim will draft communication.
- Window Washing – Clear Vision was expecting to do window washing in August. Decision was made to delay window washing until spring after painting. Jim to send communication to owners. Marsha to move pending projects list.

VII. Committee Reports

- Landscape: Marsha Monroe – Alts completed 31 special landscape projects in mid-July. We used a new system of numbering photos and superimposing corresponding numbers to a site map. This has streamlined the process of working with Alts team. Up next is special trimming in preparation for painting. 35 hours of special project time remaining of the original 64 hours. Marsha to set up special trimming when painting schedule is settled.
- Light House Roof Replacement – Work will require use of large equipment. Paramount will place protective pads in lawn. Irrigation will be shut off. Pedar and Marsha to turn off sprinkler timers and test water flow to piers. Water Wizard wants to be informed when large equipment will be used. They will mark all sprinkler heads and underground valves prior to work.
- Marina Committee – C, D and E docks are in good shape regarding weeds. In A & B docks, Mike has been pulling lotus weeds by the roots. Mike requested we refresh the stone around the pond. Marsha will have Alts provide an estimate.
- Hospitality: Ice Cream Social is coming in late August. Owners need to use website for RSVP function.

VIII. Owner's Forum:

- Lights on catwalks – Bob Wallner: Are all supposed to be on? Are they replaceable? Steve Simer cleaned and replaced 100 lights several years ago. He is knowledgeable about type of lights also. Next steps are unclear. Steve can advise on process but is not using ladders. Can BOD recruit a group to evaluate and possibly do this? Marsha move to pending action list in interim.
- Carpets on Catwalks - Dan Marsh: Catwalk carpets seem to be dustier and dirtier than in past. Are the cleaning people continuing with vacuuming as usual. Possibly black dust & debris from roofing project have added to problem? Carpet cleaning was discussed as it has been done in the past. Next steps are unclear. When roofing dust is done—should we get estimates for commercial, high, powered vacuum or carpet cleaning? Marsha move to pending action list in interim.

IX. Adjournment: Jim moved to adjourn. Rose seconded. Unanimous.



Meeting Cancellation

Inbox



Jim Jansen <jansen.jamesr@gmail.com>

Thu, Aug
21,
10:09 AM

to Pam, Kathie, Daniel, Siraj, Mike, Ivanka, Carol, Ho, Rose, Zachary, Bruce, Carl, Todd, Randy, Marsha, Erik, Patrick, Paul, Eileen, Karen, Cameron, Robert, Eden, Bob, Oscar, Donna, Sally, Colleen, Susan, Keith, Robert, Kim, Mike, John, Mason, Eugene, Cathy, Hristo, Shaun, Brian, Tammy, Randy, Kathy, Joan, Greg, Brenda, Dennis, Lori, Robert, Diane, Kain, Denise, James, Ricky, Jennifer, Greg, Bill, Melodi, Daniel, Carlos, Todd, Matt, mickihill@Hotmail.com, Gayle, Mariela, Patricia, Bob, Lela, Sari, Eric, John, Michelle, Tami, Doug, Barbara, Steve, Betsy, Kent, Lori, Dorothy, John, Sara, me, Dave, Jim, Collette, Patti, Paula, Charles, Bob, Jim, Pat, Dianne, Paul, Mike, Trudi, Denise, Chris, Dave, Lois, Jon, Pedar, Sara, Guy, Chris, Fred, Matthew, Jim, Kristh, Jeff, Steve, Steven, Dana

Hello Everyone-

Ordinarily, the board meets on the last Thursday of the month. Because of a scheduling conflict, this month's meeting will not take place.

I do want to update you on a couple of things.

1. It is increasingly apparent that the pace of the roofing project and the extensive need for siding repairs on our buildings will delay the painting project into 2026. We may be able to get a start on it, but even if we do, we will run out of good weather. I doubt that this comes as a big surprise for those who have been watching the roof work, but we are approaching the end of August and still working on the roof of one of our largest buildings. We also need to complete the roofs on the lighthouses and the areas of each building that the roofers can't reach without moving the lift to the other side of each building. That will require careful movement and favorable weather.

2. The pest control contractor will be returning today to try and address the bees/wasps in the pool area. The wasps have been displaced from the cedar shake shingles they enjoyed all these years. Many of them seem to have found our elderly pool fence to be a good place for a new home. We will keep trying to discourage that.

3. There is a spot on the stairs of the indoor jacuzzi where the aging tile has exposed a sharp point. It is not a place where you would ordinarily make contact, but please be careful at the far edges and corners of the stairs. Unfortunately, there is a need for tile work in that jacuzzi that has not been scheduled and will not likely be done soon. We are reluctant to close the jacuzzi, so please be careful in the interim.

4. The Mariners Inn redevelopment has received a favorable recommendation from the Town's Plan Commission. Shortly, I will forward a separate email with as much detail as is available.

Jim Jansen
On behalf of the Board



Board of Directors Meeting Agenda / Minutes

September 25, 2025, at 6:30PM - Held in the Library and via Zoom

Zoom Meeting ID: 859 4526 2494 **Passcode:** 082980

- I. Call to Order and Board Member Quorum Verification – **Quorum Met**
 - **BOD Members present: Jim Jansen, Rose Yaroch, Marsha Monroe, Kim Seiner, Jon Christensen**
 - **Owners present: Pedar Waller, Dan Marsh, Connie Marsh, Jen Cox, Ann Cunningham, Charles Pycha, Fred Plagge, Shaun Gorman, Melodi Bunting**
- II. Approval of July 31, 2025 - Meeting Minutes:
 - **A motion was made and seconded to approve July 31, 2025, minutes. No discussion. Minutes Approved.**
- III. Financial Matters:

Treasurer Report – Jon Chistensen

 - **As of end August our account balances are as follows: reserve \$616K, operating account \$101K, special assessment \$331K.**
 - **One owner is delinquent one month at the end of August ---less than 30 days.**
 - **At the end of August 66% of the year has passed and we have spent only 63% of our budget.**

Special Assessment Report –Jim Jansen

 - **All owners have paid special assessments. (Some downward adjustment necessary on reserve & operating account when special assessment deposits are moved out of these accounts.)**
 - **We have saved about \$35K in roof underlayment cost and about \$15K in engineering costs which can be applied to the siding repair in preparation for painting project.**
- IV. Ratification of Interim Decisions & Actions:

Window Washing will occur on October 13 and take several days. We'll need to repeat in spring after power washing. **Jim will send an email with Rose will send a booster reminder on October 11 or 12.**

Siding Repair & Painting Project

 - **Work to start on garages in October and will continue into late fall on garages & early spring to start on Building 100.**

- Savings from roofing project will fund some of siding costs. Free standing garages will cost \$8,900. Buildings 100 & 200 will require the most repairs. Detailed estimates to follow for Buildings as contractor evaluates each building.
- Five Star Painting still honoring original contract. We've paid 25% down to hold the price.

Shingle Retainage & Storage

- Contract requires 1% of extra shingles. We'll settle on somewhat less and store in lighthouse. Enough for small repairs.

Remediation of Water Damage from Roofing

- Remediation from leaks almost finished.
- Kim to remind drywall contractor to submit invoice and request his services to replace trim in one remaining unit.
- Paramount has agreed to pay costs of damage & repair.

Mariner's Inn Development Update

- Emails sent with complete updates.
- Owner's meeting held September 13 to discuss updates. Several owners attended. Minimal concerns with most recently proposal approved by Westport Town Board.
- Our primary interest is in preserving Building 400 privacy by preserving line of trees & preventing parking facing building 400. Current approved plans reflect these interests.
- BOD will alert owners if changes are proposed to the Westport Town Board.
- Marsha to post relevant documents on Mariners Cove website.

Initiate Review of Rules & Policies

- Proliferation of plants and items place on limited common areas & common areas. This winter BOD will conduct a review, open to consider proposal for changes which much be submitted. Jim will send email providing homeowners with a heads up about this process. Marsha will review policies for any gaps.
- BOD will review policy regarding "owner occupancy" for clarity.
- BOD will continue to explore options for managing operational responsibilities that are currently covered by Board members. Board members will continue to research, discuss and evaluate as a part of long-term planning.
- Elevators are emerging as a concern with numerous HOAs in the city getting the same message: parts supply companies are warning of inability to continue to supply parts. The BOD will follow-up with Sheila / Schindler to ensure evaluation of current equipment and provide information about parts accessibility and replacement costs. BOD will also investigate all possibilities including other suppliers. Several owners offered to participate in research.

Ratification of Interim Decisions & Actions Above:

It was moved and seconded that we ratify the above interim decisions & actions. Unanimously approved.

V. Action Item Status –

Outdoor Pool Heater – Neuman will replace the skimmer in the outdoor hot tub in late October early November. Approved in previous meetings. New Wave will replace outdoor pool heater pending outcome of Jon’s research. Target is yet this year. Jon will research possible issues related to type of heater and communicate to Board.

Pool Related Issues – Two ongoing concerns were discussed again: Issue of separating chemical room from equipment room and issue of Fob/Camera system provided by Martin System. Marsha will place both on the “Projects on Hold” list. More research is needed.

Landscape Stone Refresh – Decision was made to go forward with Alt’s entire proposal after negotiating \$2,600 of credit from the remaining unused “special projects” hours. Hours were saved for trimming prior to painting and should be available as a credit on stone project. Proposal approved. Marsha to finalize credit and proceed with scheduling.

Boardwalk Long Term Planning – Project will be delayed until painters have finished work at end of 500 building. Determined to be safe until replacement occurs. Mike to continue to research options during winter and get bids.

Roofing Project Final Punch List – Jim meets with Paramount soon to review. One item is asphalt repair: The are potholes and the clubhouse path were seriously damaged. Jim will take photos & send to Marsha for Midwest Sealcoat estimate.

Painting Project : Spacers – Jim, Pedar & Marsha worked on getting final requirements for spacer contract with Wiedenbeck Manufacturing. A motion was made, seconded and approved to proceed with that contract for an approximate cost of \$2700. Pedar is authorized to proceed: finalize the contract and place the order.

Catwalk Carpet – Carpet has improved since more recent vacuuming. Marsha will call Shiela to determine how often catwalk carpets cleaned and by whom? Marsha to put on pending projects list.

Catwalk Lights – Issue has been discussed. For now, this will be placed on projects pending list for future consideration.

Chimney Cap & Surround Repair –Roofers are nearly done with chimney surround repairs. Will need to call chimney contractors. Two chimney caps need to be replaced yet. Roofers will not do. Jim to follow up with Shiela to get repair bids.

VI. New Business

Annual Meeting Scheduling & Board Membership – Annual Meeting will be held on December 7, 2025. The November monthly meeting will not be held. Rose will not be running for another term leaving a Board spot open. Jon’s term is up in December also, but he is willing to run for another 2 years. Rose’s involvement has been appreciated and will be greatly missed. Jim will begin working with Shiela to prepare for annual meeting and to will communicate open position as time is near.

Sewer Line Preventive Maintenance – There is agreement to plan for preventative maintenance for our sewer system. As a first step, Pedar has been asked to research the location of cleanouts on that would enable us to do preventative, periodic cleanings,

Security System Operation – We have two separate systems Ahern Alarm and Martin Monitoring System. We should explore combining services with one provider since both contracts are up. Jim will contact Shiela to explore options and estimates. Fire door issues were also discussed. Alarm system should trigger fire doors closing. There are problems with closer problems with one door. Marsha will place on “Pending Projects” list for more discussion.

VII. Committee Reports

Landscape:

- Lakeshore Planting - We need to contact Field & Stream to settle contract for 2026. Marsha will get contract with services including weed removal, trimming and annual cutdown and send to Board for approval.
- Irrigation System Check – The irrigation system check was checked for damage on September 23. No damage found. System remains on with one watering per week to determine any underground leaks. Marsha to schedule final shut down for fall.
- Potted Plant Disposal - Alt's unable to leave trailer this year. Will deliver 4 extra yard waste disposal bins and will empty as needed. Extra bins will remain through the end of October. Marsha will draft directions for owners. She and Judy will share process oversight. Jim will draft reminder about plant & lawn décor policy enforcement in spring.
- Cottonwood Tree Discussion – There was discussion about the neighbor's request to remove the Cottonwood trees. There was understanding that neighbors have the right to remove limbs that extend over their property line. There was not a consensus on removing the trees. It was stated that it might be helpful for the neighbors to check with county agencies overseeing shoreline activities. Jim will communicate with neighbors.

Marina Committee:

- Pumps – Pumps were removed from ponds and piers and stored for the winter. A number of volunteers helped with the effort.
- Water to Docks – Water will be left on until end of October to accommodate boat cleaning at the piers. Pedar will check with Paul regarding dock hose removal, draining & storage.

Hospitality:

- Ice Cream Social – Held in August. Great success with nearly 40 people attending.
- October 2 is next meeting. Ideas welcome.
- Pool furniture move is gathering volunteers.
- Game Club & Water Aerobics going well.
- All events are entered on the website calendar

VIII. Owner's Forum: Thanks to the Board from Shaun Gorman!

IX. Adjournment: Jim moved to adjourn. Jon seconded. Unanimous.



Board of Directors Meeting Agenda / Minutes

October 30, 2025, at 6:30PM - Held in the Library and via Zoom

Zoom Meeting ID: 816 7734 1606879938 **Passcode:** 879938

- I. Call to Order and Board Member Quorum Verification – **Quorum met.**
 - **BOD Members present: Jim Jansen, Rose Yaroch, Marsha Monroe, Kim Seiner, Jon Christensen**
 - **Owners present: Pedar Waller, Melodi Bunting, Sally O'Mara, Mike O'Mara, Trudi Delaine, James Corman, Brian Durst**

- II. Approval of September 25, 2025 - Meeting Minutes:
 - **A motion was made and seconded to approve the September 25, 2025, minutes. No discussion. Minutes Approved.**

- III. Financial Matters:

Treasurer Report – Jon Chistensen

 - **As of end September our account balances are as follows: reserve \$634K, operating account \$32K.**
 - **One owner is delinquent one month at the end of September ---less than 30 days.**
 - **At the end of September 75% of the year has passed and we have spent only 69% of our budget.**

Special Assessment Report –Jim Jansen

 - **Our final payment to Paramount is \$10K minus expenses for damages to our property.**
 - **Remaining money in Special Assessment is to cover painting costs in 2026.**
 - **Underayment savings plus Engineering company savings (approx. \$35K) will be applied to siding repair costs of garages in preparation for painting in spring.**

- IV. Ratification of Interim Decisions & Actions:
 - **Irrigation System Repair/Shutdown – Shutdown went fine. Ball valve in 300 Garage is deteriorating. Decision was made to delay until spring, unless leak escalates.**
 - **Pavement Repairs - Roofers will arrange for cement work to be done in spring also: lake path, mechanical room sidewalk, pool gate area.**
 - **Stone Refresh – Landscape Committee provided oversight. Project was completed.**

V. Action Item Status

- Outdoor Pool Heater – Discussion was regarding timing: this fall yet or spring? John addressed outstanding concerns from previous meetings. A motion was made and seconded to go forward with the project this fall / winter. Jim to contact New Wave.

Outdoor Jacuzzi repair was completed by Neumann pools.

- Roofing Project Final Steps Punch List:
 1. Roof complete except eyebrow on 200 due to bee attacks. Will be done after freeze.
 2. Roofers will arrange for cement work to be done in spring also: lake path, mechanical room sidewalk, pool gate area. (New Wave was consulted about navigating the sidewalk damage through winter: “No concerns.”) Jim will follow-up as needed.
- Siding Repair & Painting Project – Contractor finished free standing garages. Good progress on attached garages. Savings from roofing project (underlayment & engineering) will pay for the garage siding. Remaining siding repair costs will be estimated by building. Likely we’ll need to tap reserve fund for these costs. Jim will request building by building estimates.

Contractor proposed constructing small roof extensions with sides to address the wet mail situation. Agreement was to ask the contractor to construct a prototype on Building 100. Jim will contact contractor.

- Bat Colony Building 500 Attic – The bats are causing odor and damage in attic. Two Contractors were brought in. Only one contractor was willing to undertake cleaning up, closing points of entry and installing one-way valves. His estimate is \$23K. A motion was made and seconded to proceed with this contractor who will start the clean up this fall. Jim will contact contractor.
- Painting Project Planning: Spacers & Shrub Trimming – There is a final proposal with exact sizes and costs for cutting and powder coating of both the spacers & washers. Proposal was previously approved by BOD and financial changes are minor. Pedar will send Jim updated contract for signing. Jim will arrange payment.
- Outdoor Faucet Shut Off – Most owners have complied, but there are several stragglers. Marsha will follow-up with calls.
- Chimney Cap & Surround Repairs – Original contractor contacted is not following up with inquiries. Jim will contact the contractor named “T” to determine if he is able to handle this work.
- Yard Policy Regarding Pots and Yard Décor – Several policy comments have been sent in. No policy rewrite suggestions currently. Plans are to enforce current rules in spring if no changes are suggested.

- Discussion Item - There was discussion of the idea of developing someone like the contractor “T” as a “preferred handyman.” Question was raised about the handyman concept still requiring a BOD member to provide inspection and oversight on projects, which would not necessarily reduce BOD time spent. Working with “T” on contracted projects going forward gives an opportunity to observe his capabilities.
- Discussion Item – Schindler elevator modernization specialist will evaluate our elevators in support of our long-term planning. Jim will meet with Schindler.

VI. New Business

Annual Meeting Scheduling & Board Membership – Annual Meeting will be held on December 7, 2025. The November monthly meeting will not be held. Sheila will rough out a budget based on previous years and October 2025 actuals. Jim will work with Sheila to prepare a draft for review with the BOD. Jim will schedule meeting prior to Thanksgiving.

VII. Committee Reports

Landscape:

- Potted Plant Disposal – Last pick-up in a week. Going well and new service simplifies the process and serves owners well. Landscape Committee should initiate each year.
- Field & Stream – Three-year contract is now available for BOD Approval. Costs are reasonable & provide complete maintenance. (First year: \$2,663, second & third years \$1,600/year.) Jim will contact County representative for approval prior to signing the contract and returning to F&S.

Marina Committee:

- Dock Hoses – Unsure if hoses have been removed and stored. Pedar will check with Paul.
- Canopies – Question was raised about owners’ awareness of potential damages from wind exposure when canopies are left on. No action required.

Hospitality:

- Happy Hour on October 18 - Was a success with 14 owners attending. The next Happy Hour planned for May 26, 2026.
- Committee Events - All are posted on the website calendar.
- Book Club & Knitting/ Craft Club - Both are both starting soon.
- Water aerobics - Will continue in winter in the indoor pool.
- Card & Game Club - Membership is expanding.

VII. Owner's Forum: **No items raised.**

VIII. Adjournment: **Jim moved to adjourn. Two additional topics surfaced.**

- Regarding Board Positions – **We discussed process for electing new BOD members. Decision was made to include in owner packet, sent prior to Annual Meeting: a request that owners interested in running for open positions send brief bio info to Jim in advance of meeting. Jim and Sheila.**
- Spacer Project Vendor Payment – **Vendor requires payment in advance. Pedar to send final contract to Jim. Jim will arrange payment.**

Kim seconded motion for adjournment. Unanimous. Meeting adjourned.

For Ongoing Reference – Projects Pending or on Hold

Buildings & Grounds:

- Vent Flap Replacement
- Mailbox Replacement
- Boardwalk Replacement
- Pool Stairway Build
- Chemical Room Build
- Pool Fence Repair
- Damaged Brick Repair
- Lights Above Walkways Cleaning & Bulbs
- Catwalk Carpet Cleaning
- FOB Equipment Maintain/Replace & Move
- Camera Equipment Maintain/ Replace & Move
- Seating Areas on Campus Build
- Fire Doors Function & Repair
- Furniture Upper Deck Replacement
- Furniture Indoor Pool Replacement
- Library AC Installation

Research and/or Policy:

- Elevators Research
- Fire Alarm/Monitoring Systems Review
- Sewer Maintenance Research
- Patio, Walkway & Lawn Décor Guidelines Review/Revise
- Operations Management Options Explore
- Owner Occupancy Policy Updates Review/Clarify/Revise



The November 2025 meeting of the Mariner's Cove Board of Directors was not held due to the Annual Meeting being scheduled for the first week in December.



Minutes for the December 2025 Annual Owner's Meeting can be
Found in the Annual Meeting Section of the Website.