

Bishop's Grove Condo Association Board Meeting Minutes



Date: April 23, 2025

Location: Virtual Meeting

Time: Meeting commenced at 6:13 p.m.

Participants

- Marla Eichmann (Board President)
- Bill Hogan (Board Treasurer)
- Patty Neuswanger (Board Secretary)
- Amber Otto (Otto Consulting)

Approval of Prior Minutes

- Minutes from the previous meeting were approved via email on February 20, 2025.

Homeowner Concerns

- **105D Chimney Inspection:**
The association's attorney confirmed the chimney repair is the owner's responsibility. There's no record of an approved contractor, although the chimney cap appears new. Amber will investigate further.
- **175D Guideline Compliance:**
Garbage cans must be brought in per condo guidelines. Amber has contacted the resident.
- **Construction Zone Trash (235D):**
Resident contacted Alderman Eric Fugleberg, who engaged Justin Drew from the city. The Bishop's Woods site project manager has committed to addressing the issue. Monitoring will continue.
- **Driveway Ruts:**
Delivery vehicles are creating ruts along the driveway. The board will consider adding large rocks or boulders to prevent further erosion.

- **Building Painting and Repairs:**
Painting is scheduled; repairs will precede painting. Amber is coordinating with the vendor.
- **Evergreen at 235E:**
A resident has suggested a more colorful replacement. The request will be reviewed during the next landscaping review.

Financials

Account Balances

Account Type	Balance	Account # Ending In
Operating	\$23,344.71	9777
Reserve	\$127,975.20	1384
Insurance Fund*	\$25,149.34	9179
Pending EFTs	\$1,188.00	
Total Assets	\$177,657.25	

*Insurance funds are committed and not available for general operating expenses. We continue to build reserves in anticipation of major expenditures (roofing, painting, and driveway replacement).

- **January & February Financials:** Approved via email on February 20, 2025
- **March Financials:** Not approved due to insufficient review time.

Delinquencies

- Two owners are delinquent, totaling **\$1,271.00**.
- Amber will review the current late fee structure and compare it to best practices.

Old Business

- **Nature Preserve/Greenway:**
Historical documentation shows responsibility lies with the Bishop's Woods Corporation. Amber will confirm with the city and advocate for removal of fallen trees.
- **Reserve Study:**
Scheduled for late June or early July. Superior Reserve selected (\$4,250). A sample report will be presented at the Annual Meeting.
- **South Side Sign:**
Otto Consulting repaired the sign, saving replacement costs.

- **Pond Proposal:**

Cleanup will begin in late summer or early fall with vendor Lakeland. Cattails and debris will be addressed. Dead/fallen tree removal will be considered in 2026.

New Business

- **Annual Meeting:**

June 4, 2025, at 6:00 p.m. | Location: Brookfield Library

- **Insurance Rate Increase:**

Insurance cost increased by **\$12,332.10** from the prior year, now totaling **\$41,000** (due June 24). An increase in dues and/or a special assessment is inevitable. **For the immediate need to cover the deficit, a motion was made and seconded for a \$412 per unit assessment that will be due July 1. A dues increase is inevitable to cover next year's insurance increase so that will be calculated and shared with residents.** Amber continues to seek lower premiums by contacting additional providers and explore options to pay in incremental payment (though this will cost the association more money.) Rates are NOT going down and these costs are out of the association's control. There will be an update at the Annual Meeting on June 4.

- **Roof Replacement Planning:**

Amber will obtain updated estimates. A previous (October 2023) assessment by WeatherPro indicates the following roof lifespans:

Unit Estimated Remaining Life

115 1–3 years

235 3–5 years

105 2–4 years

295 3–5 years

175 2–4 years

345 2–4 years

- **Landscape Walkaround:**

Amber and the Landscape Committee will conduct the spring walkaround. Vendor: Trees on the Move has begun spring cleanup.

Property Changes

- **2025 Unit for Sale:**
 - 235C (under contract)
- **2024 Units Sold:**
 - 115D
 - 175A
 - 235B
 - 235C
 - 345D
 - 105D

Meeting Adjourned: April 23, 2025, at 8:04 p.m.

Next Meeting: Annual Meeting on June 4, 2025, at 6:00 p.m., Brookfield Library