

The Lakes of Woodbridge Condominium Association
Board of Director's Meeting
February 2, 2026

Present:

Anita Grivins	Aimee Glassman via Zoom	Diane Bornhorst
Larry Romyak	Rick Bossee via Zoom	Lindsay Flynn
Stephen Presdorf via Zoom	Absent: Barbara Murphy	
Absent: Brian Johnson		

- I. Call to order at 4:00 p.m
- II. The minutes from the November 24, 2025, meeting were reviewed by the board. Aimee made a motion to approve, seconded by Rick and approved by the board unanimously.
- III. The financials were reviewed by the board. Larry provided a 12-31-25 year-end report as follows:
- Ending 12/31/2025—Cash on hand of \$62k against prepaid fees of \$15k leaving a balance of \$47k to start 2026. Member Fees of \$893k met 2025 budgeted expectations with no co-owners in the collection process. Operating Expenses: Lawn, Flower and Shrub Maintenance of \$112 was \$2k over budget. Tree trimming of \$9700 was \$5300 under budget. Maintenance supplies, Lawn and Lake Chemicals of \$11359 were \$7441 under budget. Spring and Fall Cleanup of \$19903 was \$2908 under budget. Sprinkler, Aerator and Well Repair of \$13560 was \$22,295 under budget. Contractors, Services and Building Repairs of \$77773 was \$24874 under budget. Snow Removal of \$26301 was under budget of \$24840. However, we will see additional billing in January for the end of December. Utilities of \$47645 was \$13545 under budget due to irrigation system repairs. Accounting and Consulting and Office Supplies of \$3917 was \$6251 under budget. Insurance expense of \$86737 was over budget \$25737. Management Fee of \$62k was on budget as was transfer to the Reserve Account of \$334800. Other Misc expenses of \$4790 were \$5146 under budget.
- Reserve Expenditures: The Reserve Account began the year with a calculated balance of \$663k an additional \$335k was transferred from the Operating Account and \$41k in dividend and initial fees were credited to the account. We also received \$22k grant from the City of Portage for the tornado damage. It should be noted that the Roof Repair that occurred in 2025 was covered by our insurance carrier which allowed us to update areas of the Community that had not been scheduled for repair. Key 2025 reserve expenditures were Window Replacement of \$356k, replacement exterior light fixtures of \$47k, asphalt seal coat and repair \$38k, landscape and plant replacement of \$37k, dumpster area and parking upgrades \$13k, exterior door and chase covers \$11k, street light replacement \$5k, storm damage repair \$19k, other miscellaneous expenditures \$5k. The Year end calculated reserve fund balance of \$615k will be allocated into various sub-categories, 2026 funds transfers added and a finalized 2026 reserve expenditure plan developed and distributed.

Aimee made a motion to approve the financials, seconded by Rick and approved by the board unanimously.

The delinquent list was reviewed. Lindsay indicated that all account credits and balances have been updated on each owners' ledgers. All residents with balances due have been contacted.

After the capital budget is completed and approved, the board will decide if they want to invest the Reserve Account funds.

- IV. Property Management – Transition Updates:
1. The original website domain has been transferred along with all of the information
 2. The Facebook page is now Live. Aimee indicated that she would like owners to be able to post on the page and she would like to be an administrator. Lindsay will make this change.
 3. We are working to get all of the physical files scanned into our system but it will take a while as there are 17 boxes from 633 Group.
 4. We are working to obtain quotes for lawn care and snow removal.
 5. The board agreed that Lindsay will do the spring walk around in May and provide a report of her findings at the June board meeting.

6. Lindsay will do a draft of the Resident Manual and all forms and will provide to the board for discussion and approval at the next board meeting.
7. We have changed phone systems and are waiting to hear from IT if there are options for mass text messaging.
8. The buy-in-fee was increased at the November meeting to 1% of the sale price and was included in the November newsletter sent to owners but three sales that were already in process will be grandfathered at 4 times the monthly rate. This includes 7563 Woodbridge Lane, 3653 Tartan Circle and 3702 Tartan Circle.
9. The board was provided a draft copy of the Energy Efficiency Enhancement Policy which must be finalized by April of 2026. The board would like to review and discuss further at the March meeting.
10. The board is considering whether to add a drop box onsite for owners to drop off their association fees. This will be considered when the new signs are being installed.

V. Maintenance:

1. The maintenance log was reviewed by the board.
2. The board discussed broken window glass and agreed it is the owners' responsibility to replace window glass if it is broken.
3. Front doors are only replaced if they fail. If an owner damages their door, it is their responsibility to repair or replace it.
4. It was noted that S & T indicated there is a salt shortage which is one of the reasons that salt is no longer provided to owners.
5. Window Replacements:
 - Lindsay will be meeting with Blackberry to go over their list and compare it with the information we have on file.
 - The current window evaluations from Blackberry include:
 1. 3655 Tartan Circle – 2 class A – Living Room (\$2,130) and Dining Room (\$2,111)
 2. 3753 Tartan Circle – 3 class A – 2 Living Room (\$2,751) and 1 Bedroom (\$2,606)
 3. 3766 Tartan Circle – 2 class A – 2 Living Room (\$3,706)
 4. 3531 Woodbridge – 2 class A – Living Room & Basement (\$4,533)
 5. 7521 Woodbridge – 1 class A – Kitchen (\$2,392)
 6. 3740 Tartan Circle – 2 class A – 2 Living Room (\$3,009)
 - Aimee made a motion to approve the above window replacements, seconded by Larry and approved by the board unanimously.

VI. New Business:

1. Vice President Nomination - Aimee nominates Rick Bosse for the Vice President position on the board, seconded by Anita and approved by the board unanimously.
2. Lindsay received notice that the deadline for submitting the permit application for Canadian goose nest and egg destruction is approaching and the board agreed they want Lindsay to file the application.
3. The board reviewed an insurance quote from Maris Brown and a general summary of differences with the current policy. The board will review this quote with the current policy and will discuss at next meeting.
4. The next board meeting is scheduled for March 24 at 4:00 p.m.
5. The annual meeting will be scheduled as soon as Lindsay hears back from The Grille Room.

There being no further business to come before the board, the meeting was adjourned at 6:16 p.m.

Minutes prepared and submitted by Diane Bornhorst on behalf of the board.

Minutes Approved 3/24/26