

Silver Queen West Condominium Association

Board Meeting – Basic Property Office & Zoom

The meeting was called to order at 1:02pm on May 21st, 2026 by Joanne Gipple.

Directors Present:

- Larry Funk
- Joanne Gipple
- Marsha Hennesey
- Angelique Justich
- Chelsea Martin
- Jake Metz

Directors Absent:

- Paul Gottler

Board Representatives Present:

- Chris Trettel, Property Manager
- Karen Breckheimer, Assistant Property Manager

Homeowner Forum:

Homeowner Barb J. (Unit 7012) expressed concerns regarding the performance of the current property manager and requested that homeowner input be considered in the upcoming performance review. Management acknowledged the concern and invited her to submit written feedback or call to discuss it directly.

Homeowner Cody Bunch (Unit 7011) inquired about the status of exterior light box repairs around the property. Management confirmed that light box inspections and repairs are included on the summer maintenance agenda.

Homeowner Mike Green (Unit 7014) noted that the bent bear bar on the A and B building dumpster is caused by the garbage truck during emptying and advised that the hinges periodically need to be bent back. Management thanked him and confirmed the issue would be addressed.

Approval of Prior Minutes:

The minutes from the February 26, 2026 Board Meeting were presented for approval. A motion was made by Joanne Gipple to approve the February 26th minutes. The motion was seconded by Angelique Justich. The motion was unanimously approved.

Manager's Report:

- Water Valve Inspection:
 - All units have been inspected except one, belonging to an owner currently out of the country. A full report will be distributed to all homeowners by Larry Funk.
- Vehicles and Equipment:
 - Truck: Snow tires removed; snowplow performed well this winter with no issues following prior welding repairs.
 - Backhoe: In the shop for an estimate. Issues include hydraulic and fuel leaks, need for a new scraper blade, and a transmission service. Front tires are dry rotted. A diesel mechanic has provided a repair assessment. Management will consult with the mechanic and present findings to the board for approval to proceed with repairs or replacement. The board discussed the option of purchasing a used replacement machine but noted the current machine can likely be repaired. Funds are available for either option.
- Plumbing:
 - Building D: Storage tank replaced, check valve replaced, bypass installed.
 - Building C: New circulating pump installed.
 - Summer project: Check valves in boiler rooms to be replaced.
- Grounds:
 - Sand cleanup from driveways completed. Areas damaged by snowplow addressed. Leaves cleaned up near unit gravel areas. Snow fence removed. Heat tapes unplugged.
 - Tree trimming and removal ongoing; will continue through summer. Gravel area by upper dumpster to be seal coated approximately July when greenhouse is removed.
- Painting:
 - Completed: shed, laundry room doors and electrical doors, shelves in laundry rooms, upper concrete pan at upper entrance (painted red for safety and car protection), posts around property.
- Other Completed Items:
 - Fire extinguisher inspection completed. Dryer vents and laundry rooms cleaned.
- Summer Projects (Upcoming):
 - Stain timbers in front of units (primarily C and D buildings), stain railings at metal step areas leading to parking lot, trim around unit doors, repair concrete pans (primarily C building), paint/touch-up garage door trim, touch-up lower dumpster enclosure, stain timbers at lower entrance, paint storage closets, install property flowers, address exterior light boxes from snowplow damage, remove and trim dead trees, touch up sand barrels.

Treasurer's Report:

Treasurer Marsha Hennesey was unable to join the meeting. Joanne Gipple presented a summary of the financial report in her place.

- Reserves: Total bank and CD balances stand at \$803,000. Funds are invested in laddered CDs with maturities generally no further than 24 months; a recently matured CD was reinvested in a 7-month CD. Year-to-date interest income is \$7,100.

- Year-to-Date Revenue (January–April): \$198,380 against budget of \$198,141 – on budget.
- April Expenses: Year-to-date expenses are \$191,567 against a budget of \$209,000 – under budget, primarily in employment and utilities (electricity approximately \$2,000 under). Assistant manager and labor expenses are approximately \$6,000 under, expected to increase as summer staffing ramps up.
- Working Capital Reserve: Year-to-date balance is \$3,660, reflecting unit sales this spring (funded by three months of dues collected at time of sale).

Old Business:

- Water Valve & Supply Line Inspection – Status Update:
 - Larry Funk and Chris Trettel completed inspections of nearly all units in April. Of 101 total units: 55 have either replaced their valves or had valves operating satisfactorily; 46 units require some form of repair (supply tube or valve replacement). Valve counts per unit range from 1 to 6 replacements needed. One unit requires dishwasher removal to access valves. A SharkBite valve incapable of shutting off was identified in one unit and owners will be asked to replace it.
 - Valve replacements are the responsibility of individual unit owners. Owners may select their own licensed plumber and obtain multiple estimates. Priority will be given to third-floor units, as those pose the greatest risk of damage to units below. No firm deadline has been set at this time given the complexity and scale of the work.
- Electrical Panels (Zinsco) – Status Update:
 - During valve inspections, the inventory of existing Zinsco panels and replacement panels was updated. The board confirmed that replacement is not currently required, as the association's insurance carrier has not mandated it. Many owners have voluntarily replaced their panels, particularly during remodels. The existing rule requiring replacement upon unit sale remains in effect.
- Lock Compliance – Status Update:
 - Lock checks were completed during the spring inspections. Two non-compliant locks were identified; one has already been corrected. The second is being addressed.
- Rules & Regulations Revision – Status Update:
 - Angelique Justich reported that personal matters have delayed progress, but the goal is to complete a draft before the next board meeting, with sufficient time for board review. The objective is to reduce duplication and improve clarity, so that the document can be reviewed and approved by association attorneys with minimal revisions, rather than requiring a full attorney rewrite.

New Business:

- Insurance Renewal:
 - The property and casualty insurance policy renews July 1, 2026. The insurance agent has not yet provided a renewal proposal; this is typical as insurers often

wait until just before the renewal date. A 15% premium increase was budgeted for 2026. Management is in contact with the agent and will present the proposal to the board once received.

Executive session:

The Board went into an executive session to discuss personnel issues.

Next Meeting and Adjournment:

The next meeting was scheduled for September 24 at 1pm in the Basic Property Management offices. The meeting was adjourned.

Respectfully submitted,

Jake Metz, Secretary