



The Cove of Lake Geneva Condominium Association

Board of Directors' Meeting Minutes February 17, 2026

Location: The Cove of Lake Geneva

Room: Map

Time: 5:00 pm

BOARD OF DIRECTORS

Mark Stelter	President
Donna Wallner	Vice President
Mark Mallerdino	Treasurer
Jane Finkenbine	Secretary
Janet Letto	Member, Special Projects

COVE STAFF

Sam Kelly – General Manager

1. CALL TO ORDER Meeting called to order at 5:01 pm.
2. ROLL CALL All Board members are present (Mark Mallerdino is a virtual attendee)
3. APPROVAL OF MINUTES Minutes from the December 16, 2025 Board meeting are approved unanimously. Motion to approve by Donna Wallner. Second by Janet Letto
4. BOARD PRESIDENT REPORT:
Report deferred to New Business agenda items
5. BOARD TREASURER REPORT:
Received our September and October financial statements from CLA.
The January statements are completed. CLA will have completed the November and December financial statements in the next two or three weeks.
Account balances as of February 17, 2026:
 - \$32,279 in checking
 - \$264,000 in money market account
 - \$210,000 in FF&E account
6. GENERAL MANAGER REPORT:
Sam Kelly, General Manager, gave the following report:

- Current and future bookings for 2026 and trending up over 2024 and 2025. Currently at \$1.8 million for 2026
- Marketing and sales staff have been working to increase bookings for events. We have new corporate business contracts, and an increase in bus tour groups staying at the Cove
- Sam is now a member of the board for the Business Improvement District (BID)
- Staff is working on guest service improvements for Summer 2026
- The promotion for the Valentine Day weddings went well. Four couples were selected by an independent committee from 32 contest entrants
- Duncan is waiting for CLA to finish the 2025 monthly statements to complete our conversion to QuickBooks
- We are waiting for updates from the City and County concerning the downtown road construction. It is set to begin in Fall 2026. We do not yet know which end of Highway 50 will be in phase 1
- Owners are reminded to please follow Board policy for condo maintenance and renovation. Cove staff need at least 48-hour notice for water shut-off. New appliances should match. Cove staff need a key to owner closets, as well

7. BOARD MEMBER REPORTS:

No reports

8. OLD BUSINESS:

- A. We signed the contract with Agilysys in December. Staff is attending training to learn the new systems. We will use Versa software for front desk/reservation management, InfoGenesis for point of sale (POS) for the gift shop, outdoor bar, and events, and Residence Management for the owners' portal. We anticipate going "live" the first week of April, though this could change depending on training
- B. The Board authorized opening a line of credit account with WinTrust in the amount of \$400,000. There are no plans to use this account in the near future, but rather have it for any emergencies or major repairs that come up

9. NEW BUSINESS

- A. Thermostats: A unit owner expressed concern over the settings when a unit is not occupied. Current recommendation is 65/75 in winter/summer. Contact Board, if there are concerns
- B. Admiral & loft unit classifications: After an additional inspection, requested by the Board, these units are cleared to be in the rental program, as before
- C. Sprinkler water damage: After a sprinkler head broke off on the third floor, we had significant damage to the hallway and common area. 3 units had minor water damage. One unit had more significant water damage. The maintenance team is working with these unit owners to ensure repair. Cost of restoration for the common areas is \$65,000.
- D. Laundry area sprinkler head: After a fire department inspection, we were informed that all units with laundry hook-up (whether they have washer/dryer or not) *must* have a sprinkler head in this area. 72 units are affected. The Board is getting quotes on this installation

- E. Rental Agreement: *Motion to approve the Rental Agreement, subject to clarification of FF&E minimum and maximum balances, and send Rental Agreement to owners for signature. Motion made by Janet Letto. Second by Donna Wallner. Approved by voice vote 5-0*
- F. Paint colors and mattress recommendations for rental units: Janet and Donna are working on this. Owners who are updating their units will be asked to use the approved paint colors
- G. Policy for realtor's access and requests to hold open houses for Cove units that are for sale: Board members agree that we want to accommodate those owners who have listed their units for sale, but there is concern that non-guests be in the hallways during open houses. Owners & their selling agents are asked to work with Sam and his team on this
- H: Policy for updating units in the rental program: There are a number of units that are outdated and are often mentioned in negative reviews on travel sites. The Board will notify these unit owners and work with them on a timeline for updates. Negative reviews impact all unit owners, and we all benefit when outdated units are remodeled
- I. 2026 Owners Meeting & Voting Processes: Board and Cove staff are working on the plan for this. The Board proposes amending our by-laws to allow electronic voting. The language for this amendment was written by our lawyer and is attached.
- J. Timeline for contracts: Sam and his team have been reviewing all contracts and continue to look for ways to save money
- K. Long-term stays and rotation: We continue to receive requests for long-term stays. Owners who wish to have their units considered for a long-term stay (two or more weeks) should tell Barb. Note that these stays do affect a unit's place in rotation
- L. 2026 Board meetings: The Board is aware of requests for more weekend meetings. We plan to discuss and set future meeting dates through the end of the year
- M. Fireplace upgrades: Board members received a few requests for information on replacing/upgrading the fireplaces in their units. Janet reached out to two local companies, Burlington and Lakeside, for quotes. She received a quote of \$6800 for a total replacement. Note that our maintenance team says that parts are available online for repairs

10. OWNER COMMENTS & QUESTIONS

- What is the revenue prediction? *2025 actual was \$6.1 million. \$6.2 million is budget projection for 2026, though we are likely to exceed this*
- Are we being required to update/replace our fireplaces? *No, Janet researched and got the quote for owners who had asked about upgrade options. There is currently no requirement, as long as your fireplace is in working order*

11. ADJOURNMENT

The Board of Directors meeting adjourned at 7:28 pm
Respectfully submitted,

Jane Finkenbine
Secretary, Cove of Lake Geneva Board of Directors

In order to implement electronic voting for the Cove of Lake Geneva Owners Association, we must amend the bylaws to allow such action. The Board approved in a vote of 5-0 to send the following amendment to all owners for consideration:

**THE COVE CONDOMINIUM ASSOCIATION, INC.
RESOLUTION OF THE MEMBERS
APPROVING AN AMENDMENT TO THE BYLAWS OF THE ASSOCIATION**

WHEREAS, the Members of the Cove Condominium Association, Inc. (“Association”) have been asked to consider an amendment to the Bylaws by adopting Section 4.10 whereby virtual or video meetings of the Members shall be authorized; and

WHEREAS, the Members of the Association do intend by this Resolution to approve said proposed amendment to the Bylaws.

NOW, THEREFORE, be it resolved by the Members of the Association as follows:

1. Recitals Incorporated By Reference. The recitals set forth above are incorporated herein by reference.

2. The Bylaws are hereby amended to create Section 4.10, Meetings of the Members by Other Communication Technology, to read as follows:

“Notwithstanding anything contained in these Bylaws to the contrary, any and all Members may participate in an Annual or Special Meeting of the Members by, or through the use of telephone, videoconference, or any other means of simultaneous communication for the purpose of conducting annual board member elections and/or amending governing documents so long as the meeting is noticed to all Members to include information on the selected means of communication and voting to be utilized. The board shall select in advance the means of simultaneous communication and electronic voting to be used for each noticed meeting. A Member participating in a meeting by any means utilized pursuant to this Section 4.10 is deemed to be present in-person for purposes of a quorum and electronic voting.”

YES – PASS THE AMENDMENT _____

NO – DO NOT PASS THE AMENDMENT _____

PLEASE SIGN OR INITIAL: _____

DATE: _____