



BOARD MEETING

Organization Name: WELCA

Date: 11.5.25

Time: 6p

Meeting Type: Regular

I. Call to Order

- Colleen @ 5:59p, Amy second.
- Attendance: Colleen Crean Wolf, Amy Loasching, Michelle Graf, Mark Holat, Rebecca Waters-Monzingo, Chris Grebe (temporary)

I. Approval of Previous Meeting Minutes

- Rebecca summarized previous minutes.
- Amy motioned, Michelle Graf seconded

II. Management Company Report

- Chris Grebe (Managing Partner, WEL LLC) joined at 6:09p to discuss Pending Projects & Emergent Issues related to the management company:

Pending Projects and Updates

General / Administrative

- Chris asked if additional support is needed, particularly for the Treasurer or Secretary roles.
- Michelle noted she will likely have questions as she settles into her role. She has completed the access form, and the team is waiting on Heidi for setup.
- Colleen will also be added as a signer on the account.
- Chris confirmed that online banking will be established; Michelle stated this is preferred.
- Colleen mentioned two other components need to be completed as part of this process.
- Rebecca and Sarah are continuing work on the Gmail transition.
- Colleen asked if all relevant documents have been uploaded to the shared drive. Chris explained that there have been multiple versions and iterations of documents.

Restaurant

- Dennis and Sarah provided documents related to the restaurant.
- The board agreed to pause progress until the team can review the documents, lease, and liquor license to determine any additional needs.
- Colleen requested that the board receive final copies of all contracts.

Pool Project

- Chris Grebe noted that Bruno has additional documents to send.
- The project remains fluid with several key decisions outstanding, particularly regarding plumbing scope.
- All equipment in the mechanical room will need to be removed. The plumber explained that due to the existing building structure, defining scope is challenging.
- Partner: Superior Plumbing (Jeremy, owner), also assisting with the maintenance building.
- Additional items under review include ceiling and wall painting (budgeted) and wood wainscoting replacement or repair. No mold found behind panels.
- Plumbing remains the largest open issue.



- Superior Plumbing continues to be highly recommended and has completed other owner work.

Maintenance Building

- Ongoing project; Bri shared photos for review.
- There are two insurance claims: one from the Condo Association (structure) and one from WEL LLC (contents).
- Chris will share both contracts with Colleen.
- Association is responsible for the structure; WEL LLC is responsible for interior materials.
- Precedent established by previous board members (Tim Wolfe and Chris Tabat).
- Michelle raised a question regarding an undefined \$48,000 item, possibly from Penny.
- Chris clarified that Penny (field claims representative, Secura Insurance) referenced “betterments and improvements” totaling \$32,000; he will confirm details.
- Estimated construction completion: three weeks, though timeline may shift due to out-of-town contractors.
- Chris confirmed that WELCA owns the building structure; WEL LLC owns the interior.
- Chris recommended paying Pinno promptly to avoid project delays.

Financial and Process Discussion

- Michelle asked about payment procedures. Chris described the historical process where invoices were reviewed by the GM and remote accountant, with payments issued by Bri after board verification.
- In the past, the Treasurer’s role was limited primarily to signing tax documents.
- The board discussed updating and clarifying payment approval procedures to avoid delays.
- Chris, Bri, and Michelle will connect to review the process and QuickBooks access. Michelle will be added as an authorized QuickBooks user.

Management Agreement and Documentation

- Colleen asked if Chris had reviewed the management document Q&A that Rebecca provided.
- Chris stated that the management agreement is vague and open to interpretation.
- Colleen asked Chris to provide the documents requested and answer the questions asked on the spreadsheet. Chris agreed to do so.

Website

- Rebecca asked about posting information to the website.
- Historically, the LLC has maintained the site. Ownership is unclear.
- Chris will connect Rebecca and Bri to review website management and access.

Action Items

- **Chris / Michelle / Bri:** Establish and document process for check writing and payment approvals.
- **Chris / Rebecca / Bri:** Review and confirm website ownership and management.
- **Chris:** Prioritize pool project and add updates to the shared project spreadsheet.
- **Chris:** Ensure all prior board documents are moved to the shared drive.
- **Rebecca:** Continue Gmail transition work with Sarah.

Chris Grebe exited the call at 6:54p.

III. Follow-Up Decisions and Management Company Project Updates

Pool Project

- Colleen noted that Brent and Jeff Wildt are available to assist with the pool project.
- Mark will coordinate efforts with them.

Restaurant



- The lease has not been executed, and the LOI is not binding, pursuant to all documents that the board has made available so far.
- Michelle will verify whether any payments have been made to the tenant for cleaning, as provided in the LOI.
- Rebecca will contact Greg to confirm what cleaning work has been completed.
- The board agreed to pause any decisions regarding the restaurant at this time.
- Colleen proposed a motion to formally pause the current restaurant lease. Motion made by Colleen, seconded by Amy, and carried.

Maintenance Building

- Colleen asked if Michelle would be comfortable managing the financial aspects of the maintenance building project.
- Mark offered to assist with construction and contract coordination.

IV. Old Business

- Discussion regarding the transition of responsibilities from the previous board to the current board. Efforts are underway to obtain appropriate access to organizational resources, including email accounts, bank accounts, and contracts.
 1. We also need clarity on current check-signing authorization and account access.

V. Future Business

- Process for budget meeting/voting etc.

VI. New Business

- DNR | Email from Bri
 1. The DNR has asked to use our site for a survey.
 2. 5/0, vote approved.
- Establish Committees
 1. Suggestions for types of committees
 - a) Colleen has suggested that Amy (MAL) can help to organize and put together.

VII. President's Report

- Waived

VIII. Treasurer's Report

- Waived

IX. Next Meeting Date

- Monday, November 10th @ 6p

X. Adjourn

- 7:25p Colleen, Amy second.