

September 20, 2021

To all unit owners,

Thank you for another wonderful season. We have just a few reminders for next year.

1. Per our Rulebook, we are all OBLIGATED to complete the **ACC form** when doing work on our units. **Permits** are to be displayed in your window.
2. **Password** to website membership tab is: *members2019*
3. We will be doing a thorough review of members in the **Willow Run Facebook page**. During the off-season, we may be removing non-owners. Family members may need to reapply to the page next Spring.
4. **Online dues payment** is now available through PayPal. Please send to [willowrunrvpayments@gmail.com](mailto:willowrunrvpayments@gmail.com). The comment section **NEEDS** to include the following information, or the payment will be rejected: **Lot Number, Unit owners name, and Month(s)** payment is for. Select sending to "Friends and Family". This allows for a non-business transfer and will not incur a fee. All payment due dates and late fees remain the same. Email [joeltempleman@yahoo.com](mailto:joeltempleman@yahoo.com) with any questions.
5. Willow Run does not advertise outside of our own website. If you see gift certificate for or other mentions of the park on other websites, please ignore.
6. The enclosed **activity schedule** is tentative as sometimes dates need to be changed often weather related. Additional activities can be added next season if date and time is available. Park activities take precedence over clubhouse rentals. Please utilize the new Activity Request Form, which will be available at the office.
7. Due to recent work on the septic fields, and the addition of new tanks and filters, **extra boat and utility trailer storage** will be limited. **Spots will not be available until 5/15/2022**. Assignments will be on a first come, first serve basis. Paperwork needs to be in the office before assignments are made. You will be contacted once assigned. Your lot# must be affixed to the tongue of the trailer. Anything parked in the lot without a #, will be hauled away. Remember to maintain your spot during the season.
8. Calling all crafters! Next season, we will be hosting a craft show/sale, on a date to be determined. If interested in participating, prepare your needles, hooks, glue guns, and supply shopping now! We know there's a lot of talent in the park. Give us a chance to see it!
9. The office is closed as of Oct 15 for the season. You can contact a board member (contact information in the packet) if you need to.
10. If you are selling a unit after the office closes October 15<sup>th</sup>, paperwork should be submitted to [joeltempleman@yahoo.com](mailto:joeltempleman@yahoo.com). Please remember that we require 14 days before closing for processing. Fees of \$50 for less than 14 days and \$100 for less than 7 days will be assessed and collected prior to signing the closing documents.

Have a safe and wonderful off season. Happy Holidays!!

Your Board of Directors  
Dan, Joel, Judy, Neil, and Robb

# HUSCH BLACKWELL

Lydia J. Chartre, Esq., CCAL  
Partner

511 N. Broadway, Suite 1100  
Milwaukee, WI 53202  
Direct: 414.978.5418  
Lydia.Chartre@huschblackwell.com

September 2, 2021

## VIA E-MAIL

Board of Directors  
Willow Run RV Condominium Association (the  
"Association")  
c/o Mr. Dan Christianson

Dear Board:

I write in follow up to a recent phone conference I had with your Board President, Dan Christianson. Dan called me about a number of issues facing the Association and questions posed to the Board that have legal implications. Dan asked that I write this letter so the Board has a record of my thoughts and advice on the matters.

### **Information on Unit Sales**

The first topic we discussed was whether the Board had any responsibility to maintain and/or provide information regarding unit sales at the Association. I understand that some owners have recently suggested to the Board that it is the Board's responsibility to collect and maintain information with respect to how much a unit sold for, etc., and that the Board should disseminate this information to other unit owners on demand. The Board does not have any responsibility to collect or maintain this information. The Board is only required to maintain a current member/unit owner list (names and addresses), but no other information regarding unit sales. This information is largely public record and if any owner wanted to find it they can do so relatively easily.

### **Board Liability for Activities in the Common Area**

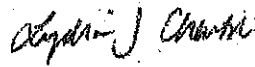
The second topic we discussed was some recent activities and events taking place within the Common Area of the Association (the common grounds, pool area, etc.), and the question posed was what kind of liability or risk does the Board and Association have for such activities. The answer is, quite simply, that the Association and Board of Directors can be held potentially liable for any injury to person or property that takes place within the Common Areas. This liability is multiplied if the activity or event in question could be seen as "Association sponsored" in any way. This is why many associations I work with refrain from having alcoholic beverages available at events on the Association grounds—it just creates too much risk

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for everyone involved. A good rule of thumb is that all owners can enjoy themselves however they like within their own unit (as long as it does not adversely affect the neighboring owners)—but any activity outside the units is (1) subject to regulation by the Board; and as such, (2) the Association bears responsibility for any injuries that happen outside the units, within the Common Area.

I hope this helps the Board. Please let me know if there are any additional questions.

Very truly yours,



Lydia J. Chartre

LJC/

**TENTATIVE ACTIVITIES SCHEDULE FOR 2022**

**WEEKLY SCHEDULE**

Mon.	Texas Hold'em	7:00 pm
Tues.	MVP (Men's Volunteer Program) Free Coffee	9:00 am
Tues.	Cards	1:00 pm
Mon., Wed., Fri.	Water Exercise	10:00 am
Wed. Thurs.	Game Night	6:30 pm
Tues, Fri.	Wacky Water Ball (Volleyball)	11:00 am -- 1:00 pm

**MONTHLY SCHEDULE**

May 14 <sup>th</sup>	Board Meeting (if needed)	10:00am
May 28 <sup>th</sup>	Pancake Breakfast	8:00-10:00am
May 28 <sup>th</sup>	Information/Board Nominations Meeting	11:00am
May 28 <sup>th</sup>	Bingo	7:30pm
May 29 <sup>th</sup>	Golf Cart Races	1:00pm
TBD	Ladies Get Together of the Month	TBD
TBD	Pork Chop Dinner	5:00pm
June 1 <sup>st</sup>	Board Candidates Biographies due	10:00am
June 4 <sup>th</sup>	Meet the Candidates	10:00am
June 11 <sup>th</sup>	Board Meeting (if needed)	10:00am
June 11 <sup>th</sup>	Willow Window-Hot Dogs	11:30am -12:45pm
June 15 <sup>th</sup>	Craft Class	1:00-3:00pm
June 18 <sup>th</sup>	Elections	8:30-9:30am
June 18 <sup>th</sup>	Annual Meeting	10:00am
TBD	Ladies Get Together of the Month	TBD
July 2 <sup>nd</sup> -4 <sup>th</sup>	Trash and Treasure	8:00am - 12:00pm
July 2 <sup>nd</sup>	Pancake Breakfast	8:00-10:00am
July 2 <sup>nd</sup>	4 <sup>th</sup> of July Golf Cart Parade (theme TBD)	2:00pm
July 2 <sup>nd</sup>	Bingo	7:30pm
July 3 <sup>rd</sup>	Golf Cart Races	1:00pm
July 9 <sup>th</sup>	Board Meeting	10:00am
July 16 <sup>th</sup>	Willow Window-Hot Dogs	11:30am -12:45pm
July 16 <sup>th</sup>	Italian Fest	3:00pm
July 20 <sup>th</sup>	Craft Class	1:00-3:00pm
July 23 <sup>rd</sup>	Neil Diamond Tribute	6:30-9:30pm
July 29 <sup>th</sup>	Dinner with Father Oriol	5:00 pm
July 30 <sup>th</sup>	Bingo	7:30pm
TBD	Ladies Get Together of the Month	TBD
TBD	Chicken Dinner	5:00pm
TBD	Volunteer Dinner	TBD
August 6 <sup>th</sup>	Picnic in the Park	11:30am-1:30pm
August 6 <sup>th</sup>	Billy Lindsey - Tribute to Elvis	TBD
August 13 <sup>th</sup>	Board Meeting	10:00am
August 13 <sup>th</sup>	Country Western Singer	6:30-9:30pm
August 17 <sup>th</sup>	Craft Class	1:00-3:00pm
August 20 <sup>th</sup>	Mini Golf Outing	2:00-6:00pm
August 27 <sup>th</sup>	Willow Window-Hot Dogs	11:30am-12:45pm
TBD	Ladies Get Together of the Month	TBD
September 2 <sup>nd</sup>	Paddle Boat Parade	6:30-9:00pm
September 3 <sup>rd</sup>	Pancake Breakfast	8:00-10:00am
September 3 <sup>rd</sup>	Bingo	7:30pm
September 4 <sup>th</sup>	Golf Cart Races	1:00pm
September 10 <sup>th</sup>	Board Meeting	10:00am
September 10 <sup>th</sup>	Germanfest	3:00-7:00pm
September 21 <sup>st</sup>	Craft Class	1:00-3:00pm
September 24 <sup>th</sup>	Halloween for the Kids	2:00pm
October 8 <sup>th</sup>	Board Meeting (if needed)	10:00am

**Clubhouse rental for next camping season will be taken beginning on April 15, 2022  
Additional lunch and bingo dates may be added**



W4945 County Road ES  
Elkhorn, WI 53121-3969  
262-723-6030 Office  
262-723-7869 Fax  
willowrunrv@gmail.com  
www.willowrunrv.com

RV Condominium Association

**2021-2022**  
**BOARD OF DIRECTORS**  
**WINTER CONTACT INFORMATION**

NAME	TITLE	e-MAIL	PHONE#
Dan Christianson	President	DChrist921@gmail.com	414-852-1624
Judy Fallon	Vice President	jfallon54@aol.com	708-205-2610
Robb Van Hook	Secretary	robbatwillowrun@gmail.com	262-427-8410
Joel Templeman	Treasurer	joeltempleman@yahoo.com	262-202-5567
Neil Berkowitz	Maintenance	neilberko@gmail.com	815-679-7928

**PARK EMERGENCY CONTACT**

NAME	e-MAIL	PHONE#
Ed Plante	eddiep@tds.net	414-406-7846

<b>Ordinary Income/Expense</b>			2022
<b>INCOME</b>			
	4000 Dues and Reserve Payments		286140
	4030 Gate cards and openers		700
	4051 Laundry		2000
	4070 Club House Rental		300
	4090 Fees/Fines, Late & Financial		2500
	4102 Miscellaneous Income		250
	4101 Social Activities		250
	4101a Club House Fund		2000
	4101e Office Fund		250
	4103 Willow Run Clothing, etc.		100
	4110 Girlfriend's Account		0
<b>Total Income</b>			294490
	Transfer to Reserve		45180
<b>Income balance</b>			249310
<b>EXPENSE</b>			249310
	6103 Willow Run Clothing, etc		500
	6105 Social Activities		1500
	6110 Advertising		0
	6120 Bank Service Charges		
	6174 Mailboxes		
	6175 Gate Cards & Openers		500
	6176 Grounds Beautification		2500
	Tree loss 6176		
	6180 Insurance		
	6180 Insurance - other		2500
	6530 Liability Insurance		12000
<b>Total Insurance</b>			19500
	6225 Janitorial Supplies		0
	6227 Liens and Filing Fees		0
	6228 Fuel Purchases		1500
	6230 Licenses and Permits		600
	6240 Maintenance		
	6246 Maintenance Other/tennis		
	6241 Pool Repairs & Supplies		20000
	6242 Building, Office and Garage		2000
	6242a Clubhouse Enhancement		1000
	6243 Playground		1000
	6244 Equipment Purchase		500
	6247c Park Contract		56087
	6445 Lake, Beach/Aerators		6000
<b>Total Maintenance</b>			88687
	6260 Miscellaneous		
	6270 Professional Fees		
	6280 Legal Fees		2500
	6271 Advisory Fees		500
	6565 Accounting		8000
<b>Total Professional Fees</b>			11000
	6300 Repairs & Maintenance Supplies		
	6301 Maintenance Supplies		5000
	6303 Repairs & Maintenance supplies other		0
	6330 Equipment Repairs & other		0
	6340 Building Repairs/Clubhouse		500
<b>Total Repairs &amp; Maintenance Supplies</b>			5500

	6415 Telephone	0	
	6390 Utilities		
	6390 Other		
	6400 Gas & Electric	14000	
	6410 Water	29223	
	6411 Garbage Disposal	10000	
<b>Total Utilities</b>			53223
	6560 Payroll Expenses		
	6561 Lifeguards	18200	
	6562 Maintenance	17500	
	6563 Activities Coordinator	0	
	6564 Office/Board Liaison	8200	
	6610 Payroll Taxes	4300	
<b>Total Payroll Expenses</b>			48200
	6575 Repairs and Maintenance		
	6575 R & M Other	0	
	6576 Septic Fields	1000	
	6577 Water System	500	
	6578 Roads	15000	
<b>Total Repairs and Maintenance</b>			16500
	6580 Office Expenses	500	
	6265 Postage	500	
	6581 Office Supplies	800	
	6582 Maintenance/Equipment	1000	
<b>Total Office Expenses</b>			2800
<b>Total Expenses</b>			245410
<b>Net Income from Operations</b>			1150
	6600 Taxes		
	6620 Property Taxes	2500	
	6630 Sales Tax	100	
	6640 Federal Tax	300	
<b>Total Taxes</b>			2900
<b>Taxes Subtracted</b>			250
<b>Total Expenses</b>			248310
	Less Interest Income		
	Total Distribution	1000	1000
			249310

**DUES PAYMENT COUPONS**  
**MAIL TO:**  
**WILLOW RUN RV CONDOMINIUM ASSOCIATION**  
**P.O. BOX 566**  
**ELKHORN WI 53121**  
**DUES ARE \$95.00 PER MONTH**

<p style="text-align: center;"><b>Dues for DECEMBER 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>	<p style="text-align: center;"><b>Dues for JUNE 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>
<p style="text-align: center;"><b>Dues for NOVEMBER 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>	<p style="text-align: center;"><b>Dues for MAY 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>
<p style="text-align: center;"><b>Dues for OCTOBER 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>	<p style="text-align: center;"><b>Dues for APRIL 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>
<p style="text-align: center;"><b>Dues for SEPTEMBER 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>	<p style="text-align: center;"><b>Dues for MARCH 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>
<p style="text-align: center;"><b>Dues for AUGUST 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>	<p style="text-align: center;"><b>Dues for FEBRUARY 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>
<p style="text-align: center;"><b>Dues for JULY 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>	<p style="text-align: center;"><b>Dues for JANUARY 2022</b></p> <p>Unit Number _____ Amount Paid _____</p> <p>Unit Owner _____</p>