



211 Walnut Street
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October 6, 2026

Rich Van Sistine
Van Sistine Homes, LLC
203 W Wisconsin Ave Ste 202
Neenah WI 54956

Dear Mr. Van Sistine

I want to follow up with our recent discussions and to items discussed at our September 30 neighborhood meeting regarding Freedom Acres and Homes at Freedom Meadows.

In accordance with various sections titled, "Streets, Curb and Gutter and Sidewalk within the Subdivision Plat" that are contained within the 5 development agreements, I want to formalize the city's notification to you that the following maintenance activities that are the developers responsibility and need to be completed:

1. Maintain existing reclaimed asphalt before winter. Specifically, there are areas on Founders Street, Patriot Way, Valor Place, a portion of Liberty Avenue, Legacy Lane, and Loyal drive that do not have 2 inches of reclaimed asphalt; some of it has been scraped away due to ongoing maintenance. The development agreement requires that these areas be maintained, including removal of mud and other material, adding gravel or other material to re-establish grade, cleaning out catch basins, and regrading and filling all potholes and settled areas with reclaimed asphalt, roll, and add to low areas.
2. Install reclaimed asphalt on Liberty Avenue where no reclaimed asphalt has been installed or fill in and re-grade areas that have potholes.
3. Add gravel and fill in potholes on Sovereign Way and the north part of Freeman Drive. This area should be scraped, re-graded, and refilled. While we are not going to require the installation of reclaimed asphalt on these streets at this time, the City reserves the right to require that if we deem it necessary. With that said, you agreed that you would install the reclaimed asphalt on the streets by April 30, 2027 or some other agreed upon date based on conditions at that time. We are entering the winter season with this expectation in mind.

In accordance with the development agreement, we are giving you notice to complete these above detailed items. Although the development agreement enables the city to perform this work after a 48-hour notice, we recognize that this is difficult to accomplish on such short notice. If you can get this work done prior to November 1, 2026, please notify the city so that we may grant you that time to complete the work. If you cannot complete this work by November 1, the city would ask that you notify

us promptly so that the city may exercise our authority under the development agreement and schedule this work, after which the City will draw down the escrow account that exists for this type of work. If the city does not hear from you by Monday, October 12, the city will plan to do the work.

Thank you for your cooperation and prompt attention to this matter. As always, please contact me if you would like to discuss how the city may be able to get this work done more expeditiously.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Rohloff". The signature is fluid and cursive, with the first name "Mark" and last name "Rohloff" clearly distinguishable.

Mark Rohloff
Interim Public Works Director

cc: Mayor Borchardt
Alderspersons