

Saddle Ridge Estates Association, LTD
599 Saddle Ridge
Portage, WI 53901
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608-742-6850
SREA Board of Directors Meeting:
December 13, 2021 6:00PM
Location: Bethlehem Lutheran Church
Highway 33, Portage, WI

Directors Present: Winnie Schumann, Tom Joswiak, Brett Johanan, Linda Brzezinski, Pam Barreau, Mark Mostrom,

Unit Owners Present:

- I. Meeting Called to order at 6:04PM by President Winnie Schumann
- II. **Posting of Notice:** Posted and emailed on December 1, 2021 and mailed and delivered on December 2, 2021
- III. **Review Minutes of November Meeting,** Amend as needed & Approval
Motion to approve made by Tom Joswiak, and seconded by Pam Barreau. Approved by all
- IV. **Director Updates;** Brett Johanan

Extra parking areas postponed until spring as are estimates for cart path and court 3

Plow markers in place

Salting/plowing has begun, keep an eye out for damages or need for markers

Questions were asked concerning do the other associations mark the utilities that could be damaged by plows? Winnie Schumann will contact the other associations for an answer.

Mark Mostrom said he had talked to Mark Oehlhof about having his employees pile snow on empty lots when possible rather than pushing along the side of driveways. Mark Oehlhof said he would inform his employees of our concern.

Brett mentioned that he is keeping track of when our roads and driveways are plowed and/or salted to compare with bills.

Winnie stated she has signed and returned the contract for plowing with 2 modifications:

1. The prior year it was stated 2 inches for plowing. We left this year's contract at 1.5 inches and that generally we trust his judgment, but reserve the right to discuss situations
2. Adjusted our address to reflect the mail box address as 599.

V. **Utilities:** Pam Barreau

A. List of accomplishments / closed & active projects / since the prior Board meeting of November 8th, 2021. Closed 2 projects since last Board meeting. There are 22 open projects for Utilities.

1. LMS removed the water, sediment and exercised 12 main valves on 12/2/2021. Total cost was \$1,939. (SREA portion paid was \$853.16)
2. On 12/2/2021, Xylem Flygt replaced the two, twenty-five year old pumps at lift station #2. Total cost was \$13,946. (SREA portion paid was \$6,136.24)
3. Assisted Winnie with the Portage Utilities project closure. We have completed the last payment of three for the incorrect billing for the past two years. Total payment was \$59,137.68 (SREA portion paid was \$26,020.58). Portage Utilities has begun to charge us for sewer sampling and sewer meter reading. The annual 2021 charges totaled \$596.70. Winnie has negotiated this down to \$180.70 for sewer sampling testing only. On a go forward basis, the Utilities Director will provide the monthly sewer meter reading to Portage Utilities so we will save approximately \$500 per year. Sewer sampling tests are for phosphorus, ammonia nitrogen, BOD (Biochemical oxygen demand), suspended solids and PH (measurement of hydrogen ion activity in the solution). Annual sewer sampling testing with labor and mileage is \$200.
4. Assisted Winnie with a draft version of the Water and Sewer Services Agreement between all of Saddle Ridge associations, and the Rendezvous.

Grounds: Linda Brzezinski

- *Phil trimmed the small trees/bushes by the main entrance
- *TRK still has to give me the final invoice for the last cut and fall pick up
- *I will be talking to TRK about picking up Christmas trees in January
- *Hamm's Arbor Care is supposed to let me know this week when they are coming to complete work.
- * Ground repair at units 102 (\$800) and 6018 (\$800)
- *Unit 6032 requesting new retaining wall
- *Meeting with unit 415 by Linda, Pam and Tom.

Buildings: Ryan Lang on vacation so no report given.

Secretary: Mark Mostrom

Posted, mailed, and delivered meeting notice on December 1 & 2

Reviewed the sheet, contacts, project tracker and documents to familiarize myself and check to make sure they are current, and up to date.

Check emails and voice mails morning and afternoon

Added summary of Annual Meeting to Documents, prepared by Winnie Schumann, President, because Mari Guckenberger (Secretary) did not provide those minutes. Also posted the minutes prepared by

Pam Barreau from previous meetings to Document folder, as those also were not completed by previous Secretary to the document folder.

Emailed and delivered annual fireplace inspection forms

Contacted units 511 and 6029 to make sure we had the information needed.

Made appointment with unit 215 for December 18th to go over information in welcome packet, and get necessary forms and collect HOA maintenance dues.

Will contact new owners in unit 313 after December 17th move in date to welcome them and get any info needed not completed at closing.

Met with Winnie and Linda about unit 415 and mailed a letter to same.

Mark Mostrom asked Is everyone using the Project Tracker? Discussion then turned to what items should be added.

Treasurer:

Winnie Schumann: The audit of the financials for 2020-2021 was completed by Teresa Hughey-Groves and Becky Mostrom, Verbally, Winnie was told no issues found. They are still completing the written report.

Tom Joswiak: See the following:

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2021 - 11/30/2021

REVENUE					
Sum of DEPOSIT	Column Labels	1	2	3	4 Grand Total
Row Labels					
1010	\$ 73,166.00				\$ 73,166.00
1020	\$ 2,779.27				\$ 2,779.27
1030	\$ 41,995.84				\$ 41,995.84
1034	\$ 53.42				\$ 53.42
1040					
1050					
1060					
1070	\$ 450.50				\$ 450.50
Grand Total	\$ 118,445.03				\$ 118,445.03

Other Income					
Sum of DEPOSIT	Column Labels	1	2	3	4 Grand Total
Row Labels					
1100					
5010					
Grand Total					

ROUTINE EXPENSE					
Sum of PAYMENT	Column Labels	1	2	3	4 Grand Total
Row Labels					
2100	\$ 34,133.99				\$ 34,133.99
2101	\$ 7,451.97				\$ 7,451.97
2102	\$ 4,320.93				\$ 4,320.93
2103					
2104	\$ 3,371.47				\$ 3,371.47
2105	\$ 5,006.50				\$ 5,006.50
2106					
2107					
2108	\$ 5,386.29				\$ 5,386.29
2109	\$ 1,058.75				\$ 1,058.75
2110	\$ 3,587.28				\$ 3,587.28
2120					
2130					
2140	\$ 100.08				\$ 100.08
2150					
2160					
2170	\$ 126.25				\$ 126.25
2180	\$ 556.42				\$ 556.42
2190					
Grand Total	\$ 65,099.93				\$ 65,099.93

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels	1	2	3	4 Grand Total
Row Labels					
3010					
3020	\$ 45,700.00				\$ 45,700.00
3030					
3040					
3050					
3060					
3065	\$ 37,651.90				\$ 37,651.90
3070					
3080					
3090					
Grand Total	\$ 83,351.90				\$ 83,351.90

Beg Balance	\$ 100,184.75					\$ 100,184.75
Income	\$ 118,445.03	\$ -	\$ -	\$ -	\$ -	\$ 118,445.03
Transfers/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 118,445.03	\$ -	\$ -	\$ -	\$ -	\$ 118,445.03
Routine Expense	\$ 65,099.93	\$ -	\$ -	\$ -	\$ -	\$ 65,099.93
Reserve Expense	\$ 83,351.90	\$ -	\$ -	\$ -	\$ -	\$ 83,351.90
Total Expense	\$ 148,451.83	\$ -	\$ -	\$ -	\$ -	\$ 148,451.83
End Balance	\$ 70,177.95					\$ 70,177.95

Budget 2021 - 2022		% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	17%
Insurance Premiums Due	\$33,600	8%
Shared Water/Sewer Revenue	\$163,439	26%
Shared Electric Revenue	\$1,200	4%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$0	
Cart Path Donations	\$5,000	
Miscellaneous Income	\$0	
	\$632,239	19%
Transfer from CD/Money Market	\$98,000	0%
Sewer Hookup Fees - 6 units	\$21,000	0%
	\$119,000	0%

Portage Utilities Sewer	\$108,600	7%
Water Expense	\$53,175	14%
Sewer Expense	\$25,280	17%
Insurance Premium Payments	\$33,600	0%
Lawn & Yard Maintenance	\$30,000	11%
Mowing	\$50,000	10%
Tree Replacement	\$2,000	0%
Snow Removal	\$35,000	0%
Garbage & Recycling Pickup	\$30,000	18%
Street Light Expense - Electric	\$6,504	16%
Bldg Repair & Maintenance	\$30,000	12%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	0%
Office/Printing/Telephone	\$1,500	7%
Bookkeeping Services/Audit	\$2,000	0%
Computer & Internet	\$300	0%
SRE Only Court 100 Street Lights	\$924	14%
Misc. Fees, Taxes, Etc	\$5,000	11%
Cart Path	\$6,000	0%
	\$428,883	15%

Emergency Repairs/Maintenance	\$25,000	0%
Roof Replacement	\$80,000	57%
Road/Driveways	\$5,000	0%
Painting	\$1,000	0%
Siding Replacement	\$19,000	0%
Replacement Water - All Assoc.	\$44,800	0%
Replacement Sewer - All Assoc.	\$60,000	63%
Unallocated Funds	\$0	0
Retaining Walls & Netting	\$25,000	0%
Interest Savings on Reserve	\$0	0
	\$259,800	32%

Income	\$751,239	16%
Expense	\$688,683	22%

VI. Old Business:

Our attorney, John Orton, had been attempting to get a settlement agreement with the City of Portage attorney, but the City was not willing to sign off on a statement that no past billings can be brought forth after this settlement. John asked Winnie to contact the City Administrator directly to try to get the issue resolved. Winnie negotiated with the City Administrator and got agreement on no billings for past issues with the exception of sampling that was done in March of 2021. We received that statement and the City added in fees of over \$400 for coming out to read the volume meter for the past year. Winnie was able to successfully have that billing removed. From now on, we will take a picture of the meters and email to the appropriate parties, therefore eliminating the City having to come here to read the volume meter. So now the settlement agreement is back with the attorneys to finalize and actually turn over the last payment.

VII. New Business:

Discussion of Statutory Reserves, what are the laws regarding this and what has been defined for our association regarding dollars that are required to be reserved. We will do more research regarding this matter.

VIII. Adjournment:

Motion made by Mark Mostrom to adjourn at 7:40PM, seconded by Linda Brzezinski