

Saddle Ridge Estates Association, LTD
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SREA Board of Directors

Meeting: May 10, 2021 6:00 pm
Location: Bethlehem Lutheran Church
Highway 33, Portage, WI

Directors Present: Winnie Schumann, Mari Guckenberger, Juanita Rockhill,
Linda Brzezinski, Pam Barreau
Absent: Brett Johanen, Ryan Lang

Unit Owners Present: Micki Fuerst u312, Gary Herwig u6004,
Kim Romero u614 w/guest Stephanie Koehn

- I. Meeting called to order at 6:05 pm by President Winnie Schumann
- II. Secretary- Posting of Notices- Sent emailed, delivered and posted to bulletin board as received from Winnie May 7, 2021
- III. Secretary- Reviewed minutes, Linda Brzezinski motioned to approved Winnie seconded Approved 3-0, 2 abstained
- IV. Member Items: (Max. 5 minutes)
 - a. Kim Romero wants landscaping repaired and tree removed
- V. Directors Updates

Roads- absent Brett Johanen
no report

Utilities- reported by Pam Barreau

1. Scheduled the work with B&M Technologies for the replacement of the control panel for lift station #1. The panel was installed in 1992, with a 20 year life expectancy and has had 3 fires and other major issues over the years. ETA for completion is 10-12 week barring any equipment availability issues. Total quoted cost is \$34,539.

2. Xylem/Flygt performed Preventative Maintenance on 4/13 on lift stations #1,2 and 6. Contracted cost of \$1,281 for annual maintenance. Prepared a document of what was discovered during the PM in addition to pictures which were emailed to the Presidents of all associations. Grease, dental floss pick, bandaids and a portion of a cloth mop rag were attached to lift station #1 and #2 pumps. We need to educate people to not throw "debris" down the drains / toilets.

3. Follow-up items as it relates to the generator PM and any suggested replacements. Will budget \$9,800 for 2021/2022 for ATS Controller, DEC3 Controller Board and Cooling System/ Ignition System Maintenance.

4. Reviewed the condo sprinkler system documents with Winnie / Margie Druce. We need a final accurate copy in the event the Gardner development requests sprinklers for their condos. Located the docs on Google Drive in Utilities folder for future reference. There are two documents that get completed by the unit owner and signed off by the President of the Association.

5. Yearly flush all water hydrants, main water valves and curb stops. 2021, we will focus on hydrants and main water valves. We will get training from General Engineering, document the process and get volunteers to perform the work. I have received about a dozen volunteers. Lukasz from GEC will be onsite June 10th at 10 am for training/assistance.

6. Roll up HOA line items and see how the actual spend allocates to the HOA. Emailed to Winnie 5/4 and will roll-up once all board members 2021-2022 budgets are submitted.

7. Get the electrical outlet repaired in the generator room for the heater block. The outlet is charred and the heater block is not plugged in.

8. Follow-up items as it relates to the lift station PMs and any suggested replacements. \$13,000 to repair motor 1 on lift station #1 which is 30 years old and had dirt in the oil. Lift station #2 is only one phase voltage and should be replaced with 3 phase voltage. LS#2 /Pump 1 has quite a bit of water in the oil and will need to be fixed. LS#2 /Pump 2 rotating wear ring was gone and the impeller is worn and should be sleeved. Lift station #5 control panel needs to be remounted to the post. Lift station #3,4 and 5 should be added to the 2022 PM schedule. Lift station #6 is using guide rails which are old & rusted and the pumps cannot have PM done on them without undoing the guide rails.

See attachment for additional details.

Grounds- reported by Linda Brzezinski

Lawn repair- Unit 109,201,202,408,410,510,602,606,648,6002

Thank you to Brad Walker, Jerry Braun, Bonnie Harmon and Dave Dell for their time to complete this project.

Would like to thank Margie Druce for letting us use the golf cart dump cart to haul the dirt for the projects.

Falk Trucking delivered 16 yards of black dirt for \$400

Purchased 30 lbs one seed from I&S landscaping

TRK did spring lawn clean up for \$3573

TRK charged us \$8 for Dog Poop Fee for the following units: 202,213,509,600,602 and 646. The Association sent a bill to those units plus a \$10 handling fee.

Letter and email sent to u415 in regards to grass damage that the Association repaired. Unit owner charged \$50 for damage, materials and time to get the grass repaired.

2 mailboxes damaged in the 100 court. Purchased wood from Portage Lumber to repair the mailboxes. Building Director immediately made the repairs.

Building- reported by Winnie Schumann/ hand out delivered by Josh Lang

Receiving multiple quotes for roof replacement.

Gardner Company Bid of \$41,700, good for two years and includes metal roof for 4 plex porch roofs.

South Central updated their bid to match current material costs.

Still seeking out more bids. Suggestions welcome

Phil Gavinski will be working on the attached list later this week. Fixing minor damages and adjusting downspouts. Hourly charge.

Various work order repairs are for units 313,409,411,507,606,609,622,626,6028,6029,6032,

Secretary- reported by Mari Guckenberger

Emailed and delivered water and sewer letters to Unit Owners. Renters received the sewer letter only.

Checked further into a phone replacement for our current land line. HSN offers a cell and 1500 minutes for as low as \$49-\$59. Cost savings can add up to over \$500 per year. Our current land line runs \$50 per month.

Entered roof and siding information on the Project Tracker as received from Micki Fuerst u312.

Treasurer- reported by Juanita Rockhill/Winnie Schumann

Summary as of 4/30/2021 from Associated Bank checking account.

Beginning Balance:	\$67,634.01
Income:	\$268,133.21
Transferred Funds:	\$50,766.27
Total Revenus:	\$386,533.49
Routine Expense:	\$240,610.31
Capital Expense:	\$106,338.31
Total Expense:	\$346,948.35

Balance:	\$39,585.14
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Motion to approve financial report made by Linda Brzezinski, seconded by Mari Guckenberger. Motion passed 5-0

VI. Old Business

Project tracker: In progress

Insulation Question: Bylaws state that the Association is responsible for roofs, siding, lawn care, roads, garbage, sewer and water. Any other improvements within the unit are at the owners expense.

Timeliness of Meeting Minutes, Drafts and Approval - Discussion to help Secretary get accurate timing on minutes

Juanita proposed that we adopt a time effectiveness format for our board meeting. Document on file. Pam seconded Motion approved 5-0

Any other Old Business? na

VII. New Business

Records of who has Association equipment, (item, make, model)

HP Printer 9018 purchased 9/2020 Costco in use by Secretary Mari Guckenberger

HP Printer purchased 9/2017 WalMart in use by Ryan Lang

Asus Computer purchased 9/22/2017 Best Buy stored by President Schumann

Stihl Leaf Blower purchased 9/2019 Ace Hardware stored in records room

can be used by unit owner per request.

Budget Planning

Change in handling reserve dollars will now be done on unit life expectancy (roof, sewer, water)

Each director needs to start planning for 2022 budgets.

Budget meeting will be Monday June 7 3:00 pm at Bethlehem Lutheran Church with final budget due by June 20.

Annual meeting information due to go out by July 6.

Any New Business Items

Adjournment

Motion made to adjourned at 7:50 by Mari Guckenberger

Next Meetings:

Budget meeting Monday June 7, 2021 3:00 pm Bethlehem Lutheran Church(board members only)

Next regular board meeting will be Monday June 21, 2021 6:00 pm Bethlehem Lutheran Church (date changed due to June 14 Flag Day)

Respectfully submitted,

Mari Guckenberger

SREA Secretary

Director Updates Utilities: Reported by: Pam Barreau on 5/10/2021

- A. List of accomplishments / closed projects since the prior Board meeting of April 12, 2021
1. Documented the duties for Director of Utilities and Winnie approved.
 2. Located 22 folders and 152 files on the SREA Board Google Drive
 3. Scheduled the work with B&M Technologies for the replacement of the control panel for lift station #1. The panel was installed in 1992, with a 20 year life expectancy and has had 3 fires and other major issues over the years. ETA for completion is 10 – 12 weeks barring any equipment availability issues. Total quoted cost is \$34,539.
 4. Xylem/Flygt performed Preventative Maintenance on 4/13 on lift stations #1, 2 and 6. Contracted cost was \$1,281 for annual maintenance. Prepared a document of what was discovered during the PM in addition to pictures which were emailed to the Presidents of all associations. Grease, dental floss pick, bandaid, and a portion of a cloth mop rag were attached to lift station #1 and #2 pumps. **We need to educate people to not throw "debris" down the drains / toilets.**
 5. Follow-up items as it relates to the generator PM and any suggested replacements. Will budget \$9,800 for 2021 – 2022 for ATS Controller, DEC3 Controller Board and Cooling System / Ignition System Maintenance.
 6. Completed the 2021 – 2022 Operating & Capital Expenditure budget for the Utilities and emailed it to Winnie.
 7. Reviewed the condo sprinkler system documents with Winnie/Margie. We need a final accurate copy in the event the Gardner development requests sprinklers for their condos. Located the docs on Google Drive in Utilities folder for future reference. There are two documents that get completed by the unit owner and signed off by the President of the Association.
- B. List of Projects in progress since the prior Board meeting of April 12, 2021
1. Document the Water Main Water Valves, curb stops, culverts, utility boxes, street lights, Utilities' buildings, and manhole covers with GPS information Main water valves and Manhole covers are in progress with 80% completed.
 2. Yearly flush all water hydrants, main water valves and curb stops. 2021, we will focus on hydrants and main water valves. We will get training from General Engineering, document the process and get volunteers to perform the work. I have received about a dozen volunteers. Lukasz from GEC will be onsite June 10th at 10 am for training/assistance.
 3. Determine which houses have sumps pumps that are dumping into lift station #2. Can Dennis Allen assist with this or do we want to pay General Engineering to vett this out? Winnie emailed Dennis Allen on 3/15.
 4. Roll up HOA line items and see how the actual spend allocates to the HOA. Emailed to Winnie 5/4 and will roll-up once all board members' 2021 – 2022 budgets are submitted.

5. Locate all contracts, scan and locate them on the shared Drive in Utilities folder. 95% complete.
6. MV28-1 on the bluffs by garages, has a cone on the valve and the valve is 8 inches below the ground.
7. Sprinkler system agreements for unit owners are needed for units 1033 Brandon O'Neill and 1090 Robin Rice. Also looks like we don't get new agreements with new home owners once the unit is sold - need new one for Hauk new owner and Karen Zepecki new owner.
8. Contact Country Plumber and see what services they provide to us and the cost. Obtain a 2021 PM Agreement with correct SREA contact names.
9. Emailed A1 Locks for quotes on keypad locks 4/14. Will meet with him onsite first week in May. Met with Zen from Advantage lock and he is working up a quote to replace locks and re-core for all same key.
10. Get the electrical outlet repaired in the generator room for the heater block. The outlet is charred and the heater block is not plugged in.
11. Follow-up items as it relates to the lift station PMs and any suggested replacements. \$13,000 to repair motor 1 on lift station #1 which is 30 years old and had dirt in the oil. Lift station #2 is only one phase voltage and should be replaced with 3 phase voltage. LS#2/Pump 1 has quite a bit of water in the oil and will need to be fixed. LS#2/Pump 2 rotating wear ring was gone and the impellor is worn and should be sleeved. Lift station #5 control panel needs to be remounted to the post. Lift stations 3, 4 and 5 should be added to the 2022 PM schedule. Lift station #6 is using guide rails which are old & rusted and the pumps cannot have PMs done on them without undoing the guide rails.

- C. # of Completed Utilities Projects since the prior meeting: 7
- D. # of Utilities Projects in Progress since the prior meeting: 11
- E. # of Open Utilities Projects: 23
- F. # of Closed Utilities Projects since March 1, 2021: 19