

Saddle Ridge Estates Association, LTD
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SREA Board of Directors

Meeting: November 8, 2021 6:00PM
Location: Bethlehem Lutheran Church
Highway 33, Portage, WI

Directors Present: Winnie Schumann, Tom Joswiak, Ryan Lang, Linda Brzezinski, Pam Barreau

Unit owner present: Mark Mostrom u 6018, Brett Johanen u 505

- i. Meeting called to order at 5:59 pm by President Winnie Schumann
- II. President - Meeting notice posted, delivered by hand and email as appropriate
- III. President -
 - a. Review of minutes of October meeting, no changes, Linda motioned to approve the meeting minutes and Pam seconded. All voted in favor and minutes were approved
- IV. Candidates for the Board:
 1. Mark Mostrom emailed SREA on October 13th expressing interest in the SREA Secretary position. Linda motioned to nominate Mark and Tom seconded. All voted in favor.
 2. Brett Johanen expressed interest in the SREA Roads position. Winnie expressed the need for commitment and adequate time allocation to perform the duties. Brett stated he could be put on probation for 60 days if need be. Linda motioned to nominate Brett and Ryan seconded. All voted in favor. Mark stated he has done roads in the past and can backup Brett if needed.

V. Director Updates:

Roads: Reported by Brett Johanen

1. Owners at 105, 511 & 624 have expressed interest in installing a parking pad (owner's expense), although 105 has not answered when called. U624 tree work needs to be done first.
2. Linda will need red stakes from Brett to put up in areas where snow plowing dug up the grass last year.
3. Tom suggested no plowing for unit members that were gone for the winter. The Board agreed that we would continue to plow all driveways due to fire, security and potential water run-off.
4. Winnie will take last year's contract from Most Snow Plowing and note that the 2022 pricing will be the same as 2021 and email this back to Mark Oehlhof, owner of Most Snow Plowing.

Utilities: Reported by Pam Barreau

- A. Closed 7 projects since last Board meeting. There are 21 open projects for Utilities.

1. There are 55 main water valves throughout all of Saddle Ridge. 33 valves were located, exercised, spray painted blue on the cap and spray painted a blue tick mark in the road for future identification. 13 valves have water and sediment that prevent us from exercising them. Estimated cost for LMS to remove water, sediment and exercise is \$875. Work to be done in 2021. (2 guys \$350/hr can do 5 -6 valves per hour). In the spring of 2022, LMS will do repairs on 3 main valves and 1 curb stop. (Backhoe \$135/hr and \$85/hr labor 1 guy + parts). 1 main valve not found. 5 not exercised and will be done in 2022.
2. Four teams have been established to locate/spray paint the 363 water shut off curb stops at each unit starting 9/27. As of 11/3, we are 100% complete. 77% (qty 283) located and painted, and 23% (qty 83) not found. Pam to follow-up with homeowners to exercise their shutoffs inside their unit. If they do not have a shutoff, Brett suggested a 1/4" turn ball valve.
3. Lift station #2, pump one is not working. The two, 24 year old pumps will be replaced for a total cost of \$14,713.03 (SREA portion is \$6,474). One will remain as an emergency spare and the other one is broken beyond repair. ETA is 8 – 10 weeks from 10/14.
4. Water main leak at 935 Saddle Ridge by Marina on 10/21. LMS Construction had the issue fixed by 9:30 am on 10/22. Due to water shutoff on 10/21 at 1:45 pm – 10/22 9:30 am, a boil/ bottled water notice was issued to all of Saddle Ridge. Ordered two, 3"water main repair kits to have on hand (total cost is \$278.52). Cost to repair the water leak was \$4,118.45. A water main break call list was established and how to communicate to all Association's protocol was established.
5. Curb stop leak and unable to shutoff the valve between 205 & 208 which is the shutoff valve for the golf course bathroom. Contacted LMS Construction who did the shutoff. I will add it to the list of repairs needed.
6. Completed the revamp of the 40 page welcome packet down to a two-page Word document with website links embedded. The revised packet will need to be given to u211 and u6027.
7. A water PSI training session was done on 10/14. We recorded and documented the water pressure at each of the 30 hydrants as a baseline before the new housing development begins. Work was completed and documented by Fritz Mierdirk, Scott Crosby and Pam Barreau on 10/26.

Grounds: Reported by Linda Brzezinski

1. Hamm's Arbor will be doing cutting and trimming in December. Work to be done 8 – 12 weeks after the down payment, which puts us into December. Linda to check if we can have Hamm's as our emergency contact when/if a storm hits and we need debris removal.
2. Retaining Walls
 - a. **TRK – only one that gave us a bid
 - b. **Eric's Lawn – no response to Linda's email
 - c. **A1 Landscaping – no response
 - d. ** Nature's Way – no response

U 6010 – demo, disposal, fabric, clean rock for drainage, labor, materials, pinning - \$6,640

U 6006 - \$3,215

Total cost is \$9,855

These two retaining walls can be done in the fall or spring. Linda will contact TRK to see if he can do the work this fall and pay half in December and the other half in January due to cash flow constraints. Mark motioned to approve and Pam seconded the motion. All in favor yes.

3. Fences-any thoughts about removing fences except by entrances? Easier for cutting and snow plowing. The Board suggested removing all fencing except the one reflective post coming into each turn and possibly in cul-de-sac areas. Linda

to formalize a list of areas to leave fencing/posts and present the list at the next Board meeting for review/approval.

4. Linda to follow-up with u 611 on trimming debris.

Buildings: Reported by Ryan Lang

1. Gutter cleaning started 12th of October and has been completed on 143 units. Total- \$2,170
2. Just a couple project requests to complete yet before snow fall
3. New Roof for Units 505-507 has been completed and paid. Had them install new flashing and LP smart siding on window dormers. Was not properly flashed. Only 3 sheets of plywood had to be replaced. Total after plywood sheets and dormer siding change order- \$45,700 (\$3,000 more than original bid due to extra materials/labor). Linda stated her leaf guard on her unit is missing. Ryan to get Phil to fix this.
4. Ryan will have Phil look into the leaf guard for U 636.
5. Badger basement inspection on u 211. Ice guard, new sump pump, and inspection for \$439.

Secretary: Reported by Winnie Schumann

1. Took care of getting the August, and September monthly meeting minutes and the annual September meeting minutes posted on the website.
2. Cleaned up the member list email addresses and removed members that no longer live here.

Treasurer: Reported by Tom Joswiak

1. Tom provided handouts: October 2021 Check Register entries, Actual Income & Expense by quarter, and a new cash flow forecast showing budget and actual/projected spend each month through September 2022 for each account. He will update each month with the actual spend as that month is closed. He added a % of budget to the Actual Income & Expense by quarter so we can track actual spend to budgeted dollars.
2. Winnie will talk with Teresa Hughey – Groves to see if she is willing to audit the 2020 – 2021 fiscal year financials.
3. \$20,000 in delinquent accounts. \$17,000 is shared utilities. They need to pay by the end of November. We may look into finance charges in the future for delinquent accounts. The remainder are delinquent insurance payments and the \$50 extra per month paid by check for dues.
4. Mark motioned to approve the financials and Winnie seconded the motion. All in favor yes.

Old Business:

1. Review of new member Welcome Packet. Reviewed and approved by all. The 2-page document will be emailed electronically and hardcopy will be provided to all new unit owners. Winnie will email Brian to locate this document on our website. Pam to update the documents on Google Drive. Mark to provide electronic & hard copies for u511 and u6029.
2. Winnie to get with Vickie Vogts to add permissions to other Board members to Google Drive.

New Business:

1. Vacation schedules: Ryan gone 2 weeks in December, Tom gone Jan 20 – April 17th, and Linda gone all of January.
2. Winnie to get all work orders and files to Brett for roads.

Adjournment:

Pam Barreau moved to adjourn at 7:57 pm, seconded by Ryan Lang.

The next Board meeting will be held on Monday December 13, 2021 6:00 PM at Bethlehem Lutheran Church.

Respectfully submitted by:

Pam Barreau

Drafted for review/revisions/approval on 11/10/2021