

Saddle Ridge Estates Association, LTD
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Portage, WI 53901
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608-742-6850
SREA Board of Directors Meeting:
April 11, 2022 6:00PM
Location: Bethlehem Lutheran Church
Highway 33, Portage, WI

Directors Present: Winnie Schumann, Pam Barreau, Tom Joswiak, Ryan Lang, Brett Johanen, Mark Mostrom

Directors Absent: Linda Brzezinski

Home Owners Present: Don Chatfield unit 313

Unit Owners Present:

I. Call to Order - Certify Quorum: With six of the members present a quorum was met.

II. Posting of Notice: Notice emailed, delivered and posted on 4/4/2022

III. Review of Minutes of March 14, 2022, amend as needed & approve:

March minutes were reviewed with a correction to the date on listed on the building report. Motion made By Pam Barreau, seconded by Tom Joswiak and approved by all.

IV. Don Chatfield made the request to extend his patio from under his deck to allow for pavers to Be placed outside rear entry for the purpose of grilling. His plan was presented by Ryan and ‘ Don and discussion followed. Ryan Lang made the motion to approve Don’s plan, seconded By Tom Joswiak and approved by all.

IV. Director Updates:

Roads:

Final snow removal invoice received

Will pull plow markers now throughout Saddle Ridge... water/sewer utility markers will remain

Contact with Davis Construction made... will give them until next meeting to respond. If nothing heard back by then, I will contact other Contractors. Included in the work being discussed is additional parking pads for Unit owners who’ve requested them (at owners expense), repaving of Court 300 and grading of gravel cart path between courses. Additionally, I will have them look at crack filling/pavement patching, notably near 6020. Mark will look for crack filling contractor contact information from Margie

Cart path grading options were discussed... preferred option is Gardner doing it pro bono once a year. Alternatives are renting a skidsteer for about \$500 per day which includes delivery and bucket. Brett Johanen would volunteer his time as an operator. Additionally, a “box grader” attachment could be purchased for \$2,500.00 that would result in a much better finished product. Perhaps a cost sharing with other Associations/Golf Course to cover this onetime equipment purchase was discussed briefly.

Mudjacking was discussed as a possible solution at a few locations as needed.

Utilities:

List of accomplishments / closed & active projects / since the prior Board meeting of March 14, 2022. Closed 7 projects since last Board meeting. There are 22 open projects for Utilities. * means in process.

1. Replaced mag flow meter on lift station #1 on 3/24/2022. B&M Technical services quote dated 1/10/2022 is \$5,909.
2. Starting 12/27/2021, the new pump 1 on LS#2 is not reporting any usage. Lukasz to investigate and provide his findings. 3/11/2022, LS#2 blew the capacitor and pump #1 is now working again.
3. Finalized the Saddle Ridge Water & Sanitary Sewer Communication document that was distributed to all of Saddle Ridge residents on 3/23/2022.
4. LMS called to pump/dump 16,000 gallons of sewage due to a failed pump on LS#2 the weekend of 3/26/2022. There was sewage backup in units 886, 888 and 957. Dennis Alan contacted unit owners that were gone for the winter to check on their units. Unit owners contacted PauDavis (608.839.4100) for cleanup service.
5. LS#2, pump 2 failed 3/13/2022. Flygt determined it is an electrical issue and took the new pump back to their shop on 3/16. These two pumps were replaced 12/2/2021. Total shared cost is \$2,016. Re-installed new, repaired pump on 4/1/2022. Put the spare 3-phase pump in well #2 room.
6. LMS performed repairs on 3 main valves, and one sheared off PVC pipe in the 600's green space. Purchased 10 main valve cap covers to prevent further sediment issues with main valves. Jet the valve pit by LS#2 due to sewage leak. Quote for \$1,760 approved on 3/31/2022. Work completed on 4/6/2022.
7. Emailed Lukasz 4/2 about the fitting is leaking in well #2 room. He fixed it on 4/3/2022. The water pressure regulator cap was leaking.
8. * B&M Technical Services onsite on 4/5/2022 for LS#2 control panel electrical issues. They replaced the two pump monitor relays and the two motor start capacitors. Total cost was \$1,226. They will be replacing all intrinsically safe relays for an additional cost of \$1,790. Timing is TBD. These are safe guard measures so we don't burn up the new motors again.
9. * Emailed Total Systems 3/18 for re-quote on replacement parts for the generator. ~ cost is \$9,050.23. We saved \$3,453.50 by combining this work with the PM work. Parts were ordered 4/6/2022.
10. * Emailed Lukasz 3/16 & 3/23 about water pooling in the pump room by the duty pump which was installed in 1999. He will check how many times it has been rebuilt, cost to rebuild and replacement cost.

Grounds:

1. Completed retaining walls at units 6006 and 6010.
2. Completed lawn work at unit 6018
3. Got bid to repair lawn at units 6002 and 6004. Suggestion to also raise sidewalk. Maybe if roads have some driveways that need to be raised to garages we could do this.
4. Contacted Phil Gavinski about removing some of the fences around the association. I will be going around with Phil to show him which posts to leave.
5. Will be ordering 8 yards of black dirt for residents to use. I will be ordering 2 bags of seed also for association use. Will be looking for volunteers around the last part of April to help repair lawns not damaged by Most.
6. Brush pick-up done and spring clean-up will begin this week. TRK is hoping to start mowing by the end of April depending on the weather.
7. TRK was told not to mow the grass if toys are in yards. The renter/owner will be notified of the reason why the yard is not cut.

After reviewing the grounds report, discussion was turned to the problem of ice forming in front of unit 6004 then melting and running down unto unit 6002 and washing out the landscaping. All thought that this should be addressed to correct this problem before next winter.

Buildings:

Unit #116- Gutter not draining properly , loose shingles on roof need fixing or replacing
Unit # 206- Water leak front porch, could be loose shingles or its the window issue
Unit #210- Roof leak over front porch, possible loose shingles or its a window issue
Unit #306- Siding by front door coming loose, vent cover/ J block is loose and falling off
Unit #402- 3 holes in corners or siding, one at each corner of garage and one on the corner of the unit. needs fixed or replaced
Unit #411- Damaged gutter on south side of unit, needs to be replaced
Unit #414- holes in siding on the garage needs to be replaced
Unit #510- Top piece of siding is coming loose on the chimney
Unit #6019- possible golf ball hole near lower porch area
Unit #6032- possible roof leak near window dormers, does not specify which one, its leaking into the basement. Shingles blew off near chimney as well. Unit owner is Gail/ Linda Otto, Phone#608-566-1061
Unit #6037- loose shingles towards the front yard, some fell off so need replacing
Unit#6053- Possible Damage to siding on front of garage, needs replacing.

Secretary:

Posted, and delivered meeting notice Agenda to all owners on April 4, 2022

Emailed Linda Brandt the next meeting information for the SREA Board

Check emails and voice mails morning and afternoon

Emailed owners and renters updates on snow plowing as needed.

Emailed owners and delivered the Saddle Ridge Water & Sanitary Sewer Communication of March 2022

Emailed Brian Faust asking him to post the Saddle Ridge Water & Sanitary Sewer Communication to the website.

Emailed and delivered the spring newsletter for grounds.

Printed copies of Agenda, Treasurers report and March 14, 2022 board meeting for handouts at April 11, 2022 board meeting

Treasurer:

- Implementing the new Water and Sewer Funding Model starting in April.
 - New checking accounts have been created for Sewer and one for Water.
 - Invoices for April have been sent to all the participants (associations)
 - SREA will recover the actual sewer and water expenditures we paid for in Jan – Mar in May invoicing cycle. The carrying cost for SREA is approximately \$55/month. This will reduce paperwork and put us on the same schedule as the electrical billing we do for the units until 100 section for shared electrical services. I would like to change the billing cycle for shared electric charges to go from a quarterly to a biannual invoicing cycle. The carrying cost for SREA is approximately \$55 per month. This will reduce paperwork and will put us on the same schedule as the electrical billing we do for the units until 100 section for shared electrical services.
- CD at the Portage State Bank was cashed in on 3/31 and deposited in our checking account. \$98,019.16 It appears we are responsible for providing 1099 forms to non Incorporated vendors that provide services to us. Winnie accomplished this for TRK and Phil Gavinski working with our accountants.

I will be putting together a master vendor list and requesting W9 forms from all of them so we have this on file so we can do this in January moving forward. I am also going to pursue getting net 30 terms in place if possible for as many vendors as possible.

·Review and approve March Monthly reports

·Thank you very much to Winnie for taking over my responsibilities from mid Jan – March while I was out of town. Excellent job well done!

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2021 - 03/31/2022

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 108,816.00	\$ 108,750.00			\$ 217,566.00
1020	\$ 3,028.27				\$ 3,028.27
1030	\$ 46,995.84	\$ 42,782.93			\$ 89,778.77
1034	\$ 53.42	\$ 414.55			\$ 467.97
1040					
1050					
1060					
1070	\$ 450.50				\$ 450.50
Grand Total	\$ 159,344.03	\$ 151,947.48			\$ 311,291.51

Other Income					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1100		\$ 98,019.16			\$ 98,019.16
5010					
Grand Total		\$ 98,019.16			\$ 98,019.16

ROUTINE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
2100	\$ 41,622.36	\$ 13,153.66			\$ 54,776.02
2101	\$ 15,320.09	\$ 4,803.73			\$ 20,123.82
2102	\$ 5,133.82	\$ 10,190.77			\$ 15,324.59
2103	\$ 8,391.99	\$ 8,391.99			\$ 16,783.98
2104	\$ 8,981.67	\$ 47.83			\$ 9,029.50
2105	\$ 11,175.50				\$ 11,175.50
2106					
2107		\$ 27,248.75			\$ 27,248.75
2108	\$ 8,047.74	\$ 8,267.94			\$ 16,315.68
2109	\$ 1,587.81	\$ 1,665.69			\$ 3,253.50
2110	\$ 5,007.28	\$ 4,819.84			\$ 9,827.12
2120					
2130		\$ 5,537.63			\$ 5,537.63
2140	\$ 239.15	\$ 8.70			\$ 247.85
2150					
2160	\$ 115.50				\$ 115.50
2170	\$ 176.02	\$ 174.12			\$ 350.14
2180	\$ 934.72	\$ 1,693.52			\$ 2,628.24
2190					
Grand Total	\$ 106,733.65	\$ 86,004.17			\$ 192,737.82

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
3010					
3020	\$ 45,700.00	\$ 9,675.00			\$ 55,375.00
3030					
3040					
3050					
3060					
3065	\$ 51,597.90	\$ 7,500.00			\$ 59,097.90
3070					
3080		\$ 6,679.69			\$ 6,679.69
3090					
Grand Total	\$ 97,297.90	\$ 23,854.69			\$ 121,152.59

Beg Balance	\$ 100,184.75	\$ 55,497.23			\$ 100,184.75
Income	\$ 159,344.03	\$ 151,947.48	\$ -	\$ -	\$ 311,291.51
Transfers/Sewer	\$ -	\$ 98,019.16	\$ -	\$ -	\$ 98,019.16
Total Income	\$ 159,344.03	\$ 249,966.64	\$ -	\$ -	\$ 409,310.67
Routine Expense	\$ 106,733.65	\$ 86,004.17	\$ -	\$ -	\$ 192,737.82
Reserve Expense	\$ 97,297.90	\$ 23,854.69	\$ -	\$ -	\$ 121,152.59
Total Expense	\$ 204,031.55	\$ 109,858.86	\$ -	\$ -	\$ 313,890.41
End Balance	\$ 55,497.23	\$ 195,605.01			\$ 195,605.01

Budget 2021 - 2022		% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	51%
Insurance Premiums Due	\$33,600	9%
Shared Water/Sewer Revenue	\$163,439	55%
Shared Electric Revenue	\$1,200	39%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$0	
Cart Path Donations	\$5,000	
Miscellaneous Income	\$0	
	\$632,239	49%
Transfer from CD/Money Market	\$98,000	100%
Sewer Hookup Fees - 6 units	\$21,000	0%
	\$119,000	82%

Portage Utilities Sewer	\$108,600	50%
Water Expense	\$53,175	38%
Sewer Expense	\$25,280	61%
Insurance Premium Payments	\$33,600	50%
Lawn & Yard Maintenance	\$30,000	30%
Mowing	\$50,000	22%
Tree Replacement	\$2,000	0%
Snow Removal	\$35,000	78%
Garbage & Recycling Pickup	\$30,000	54%
Street Light Expense - Electric	\$6,504	50%
Bldg Repair & Maintenance	\$30,000	33%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	62%
Office/Printing/Telephone	\$1,500	17%
Bookkeeping Services/Audit	\$2,000	0%
Computer & Internet	\$300	39%
SRE Only Court 100 Street Lights	\$924	38%
Misc. Fees, Taxes, Etc	\$5,000	53%
Cart Path	\$6,000	0%
	\$428,883	45%

Emergency Repairs/Maintenance	\$25,000	0%
Roof Replacement	\$80,000	69%
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	98%
Unallocated Funds	\$0	0
Retaining Walls & Netting	\$25,000	27%
Interest Savings on Reserve	\$0	0
	\$259,800	47%

Income	\$751,239	54%
Expense	\$688,683	46%

Motion made by Mark Mostrom, seconded by Pam Barreau to approve and all approved.

V. Old Business:

There was no old business to discuss

VI. New Business:

Several board members expressed that they will not be able to continue serving on the SREA Board for varying reasons. This will require the need for 3 new board members.

VII. Adjournment:

The meeting adjourned at 7:35 PM