

## **Saddle Ridge Estates Association, Ltd.**

599 Saddle Ridge, Portage, WI 53901  
Website: [www.saddleridgeestates.net](http://www.saddleridgeestates.net)  
(608) 742-6850

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### **BOARD OF DIRECTORS MEETING**

**August 8, 2022, at 6:00 pm**  
**Bethlehem Lutheran Church**  
**W8267 STH 33, Portage, Wisconsin**

## **MINUTES**

**Directors Present:** Linda Brzezinski, Brett Johanen, Tom Joswiak, Winnie Schumann, Vicki Vogts

**I. Call to Order - Certify Quorum**

Schumann called the meeting to order at 6:05 pm; quorum present.

**II. Posting of Notice**

Agenda was emailed to owners and posted on the official SREA bulletin board.

**III. Review Minutes of July Meeting - amend as needed & approval**

Motion made by Joswiak to approve July 11, 2022, minutes as presented and second by Johanen; approved by all.

**IV. Director Updates:**

- **Grounds** (reported by Brzezinski)
  - Tree Pruning & Removal bids - Two bids from Up a Notch Tree Service = \$20,730 (has to rent all of his equipment) and Hoffman Tree Service = \$8,255; neither bid included putting down dirt in hole of the removed tree. Hoffman will do the work in late fall and work paid for in the 2022-2023 budget.
  - Golf Ball Netting bid - Qual Line Fencing from Waunakee came out to give a bid on installing netting = U632 (50 ft long and 20 ft high) and U506 (25 ft long and 20 ft high) = \$17,700. Schumann will contact our attorney regarding our stance on erecting new golf ball netting and replacing old netting.
  - Woodchuck removal - 5 woodchucks and 2 racoons have been live trapped and released miles away from Saddle Ridge.
  - Storm damage (July 30) - Phil removed a downed tree next to U6018. Phil will remove a broken branch hanging over U630's driveway.
  - General maintenance - Phil trimmed around all large green electrical boxes.
  - New owner of U6018 is requesting the SREA fix the concrete patio under the deck (contractor installed incorrectly many years ago). The board will not pay for any repairs because it's not the SREA's responsibility - SREA doesn't pay for deck and patio repairs.

- **Utilities** (reported from Barreau's email dated July 27 and Schumann, acting Utilities director)
  - Pam Barreau has resigned as Utilities director and member of the Utilities Committee effective July 27, 2022. All materials have been given to Schumann's home.
  - Winnie is now acting Utilities Director until we can find someone.
  - All electronic documents have been updated by Barreau.
  - Barreau canceled the Utilities Committee scheduled for September 7 at 6:30 pm at GEC.
  - The Project Tracker is 100% updated and accurate for the items that Pam was aware of.
  - Lift Station #2 control panels are scheduled to be replaced mid September. Katie Gruber will reach out to Winnie and Lukasz with the timing of the install and when the second \$7,500 down payment will be needed. Jerry Hutzler will assist in monitoring the replacement.
  - Winnie will be reading/recording the water and sewer meters each Saturday morning and do the sewer meter reading every 15th of the month for Portage Utilities. The weekly water & sewer reading/recording used to be done by Jerry Foellmi with a bill rate of \$145/hour and 30 minutes each week.
  - Pam had provided discussion points for the Utilities Director for the Sept. SREA annual meeting.
  - All Utilities contractors were notified by Pam of her resignation and contact directed to be Winnie. Includes Lukasz, Jerry Foellmi, the Utilities Committee and the necessary utilities' vendors.
  - Schumann is scheduling a meeting for the Utilities Committee in September. Joswiak will send out a meeting invite to Utilities Committee members.
  - Schumann is taking care of meter readings and other Utilities Director duties in the interim.
  - Schumann will schedule a meeting with all Saddle Ridge association presidents regarding the "calling tree" for utility issues in each association.
  
- **Roads** (reported by Johanan)
  - Unit 614 - Unit owner states the rainwater and snowmelt drainage issues are no longer a concern. Topsoil and grass will be installed by TRK. Board recommended installing rock but the unit owner rejected the idea. Owner is expected to maintain the topsoil if it washes away.
  - Court 300 - Entire road will be milled out and replaced. Davis Construction quote received = \$27,900 (may be done in 2)
  - Cart Path - Davis Construction grading and rolled quote received = \$2,200
  - Units 105, 511 & 624 - Davis Construction quote received for extra parking pads (paid for by owners). U6018 wants to add a parking pad and will take care of the bidding himself.
  - No other quotes received for road work but did receive one call regarding estimates - Davis was the only contractor who submitted a bid.
  - Left voicemail with Mark Oelhoff from MOST Plowing informing him that we have a new snow removal contract with a different contractor but will consider him for future work, as needed.
  
- **Buildings** (reported by Schumann, acting director)
  - Made a list of concrete-related projects and will be meeting with contractors in the next couple weeks. Units identified so far: 6019, 6021, 6031, 6025 and 402 were given to contractors for bid. No response yet. These are issues of large separation of the garage apron from the garage.
  - Issue with sidewalks, steps or where garage apron has dropped is partially identified. Units 306, 6020, 6012, 6021, 6031, and 6003.

- Zander Solutions came out and inspected Units 105, 309, 501 and 6051 for cracks or other leak issues. The bid to repair wall cracks in 309, 501 and 6051 and to install a sump pump in 105 is a total of \$2,700. Motion made by Johanen to approve repairs and seconded by Brzezinski; all approved.
- Phil has completed smaller projects and has a list of new ones to complete.
- **President** (reported by Schumann)
  - Review of SRE III changes to Master Condo docs and sent email to Attorney John Miller with items to address.
  - 4th version of Sewer Agreement sent to other entities for review. Dennis Allen (SRA) asked to meet to discuss, which I responded with a need for him to identify specific items to address. The Forest Association approved the document. Saddle Ridge Corp is sending it to his attorney for review.
  - Assumed Utility Director duties and removing signing authority at the banks and making sure any other security issues are addressed.
  - Drafted message to be sent to members requesting candidates for the Board.
- **Secretary** (reported by Vogts)
  - Annual Meeting - draft paperwork emailed to board members for review; documents will be mailed to all owners the week of August 15.
  - Website updated - June minutes, August meeting notice, and director assignments.
  - General phone number outgoing message was updated.
  - Email to owners on August 4 regarding golf carts on grass areas.
- **Treasurer** (reported by Joswiak)
  - Review July 2022 financials - Excluding water & sewer costs, our balance should end up \$23,000 under budget. With reserve expenses, we should be \$21,000 under budget. Joswiak recommends applying \$35,000 toward reroofing a quad or duplex building. Motion to approve by Brzezinski and seconded by Schumann; all approved.
  - Review and Finalize 2022-2023 Budget - recommend the following changes:
    - Add \$13,000 to Lawn and Yard Maintenance
    - Remove \$13,000 from Retaining Walls
    - Remove \$5,000 from Siding
    - Remove \$1,000 from Painting
    - Gets us to \$275/unit/month run rate
    - Motion by Brzezinski to accept the 2022-2023 and seconded Vogts; all approved.
  - Joswiak recommends we collect fines and electrical bills via ACH.
    - Proposed process for fines and late payments due to owners not paying so something needs to change:
      - Notify the owner of the charge that they are incurring, just as we do today.
      - Give the owner the opportunity to rebuke the charge at the next scheduled board meeting or contact the person issuing the fine for an alternate meeting schedule.
      - Based on results of the board meeting discussion, if the charge is to stand then charge the owner via ACH effective the following Monday.

**ACTUAL INCOME & EXPENSE BY QUARTER YEAR TO DATE 10/01/2021 - 07/31/2022**

REVENUE					
Sum of DEPOS Column Labels					
Row Labels	1	2	3	4	Grand Total
1010	\$ 108,816.00	\$ 108,750.00	\$ 107,500.00	\$ 36,750.00	\$ 361,816.00
1020	\$ 3,028.27		\$ 125.00	\$ 25.00	\$ 3,178.27
1030	\$ 46,995.84	\$ 42,782.93	\$ 35,741.21		\$ 125,519.98
1034	\$ 53.42	\$ 414.55		\$ 203.92	\$ 671.89
1040					
1050					
1060					
1070	\$ 450.50		\$ 56.00		\$ 506.50
<b>Grand Total</b>	<b>\$ 159,344.03</b>	<b>\$ 151,947.48</b>	<b>\$ 143,422.21</b>	<b>\$ 36,978.92</b>	<b>\$ 491,692.64</b>

Other Income					
Sum of DEPOS Column Labels					
Row Labels	1	2	3	4	Grand Total
1100		\$ 98,019.16			\$ 98,019.16
5010					
<b>Grand Total</b>	<b>\$</b>	<b>\$ 98,019.16</b>			<b>\$ 98,019.16</b>

ROUTINE EXPENSE					
Sum of PAYMI 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	\$ 16,725.98	\$ 2,787.66	\$ 39,637.46
2102	\$ 5,133.82	\$ 10,190.77	\$ 45,984.03	\$ 7,664.01	\$ 68,972.63
2103	\$ 8,391.99	\$ 8,391.99	\$ 8,391.99		\$ 25,175.97
2104	\$ 8,981.67	\$ 47.83	\$ 12,510.08	\$ 228.63	\$ 21,768.21
2105	\$ 11,175.50		\$ 11,247.00	\$ 6,814.75	\$ 29,237.25
2106			\$ 1,967.04		\$ 1,967.04
2107		\$ 27,248.75	\$ 592.50		\$ 27,841.25
2108	\$ 8,047.74	\$ 8,267.94	\$ 8,752.96	\$ 2,886.52	\$ 27,955.16
2109	\$ 1,587.81	\$ 1,665.69	\$ 1,667.70	\$ 551.05	\$ 5,472.25
2110	\$ 5,007.28	\$ 4,819.84	\$ 4,467.97	\$ 1,760.26	\$ 16,055.35
2120					
2130		\$ 5,537.63	\$ 2,916.00		\$ 8,453.63
2140	\$ 239.15	\$ 8.70	\$ 100.83	\$ 96.99	\$ 445.67
2150					
2160	\$ 115.50				\$ 115.50
2170	\$ 176.02	\$ 174.12	\$ 306.43	\$ 64.95	\$ 721.52
2180	\$ 934.72	\$ 1,693.52	\$ 152.92	\$ 47.88	\$ 2,829.04
2190					
<b>Grand Total</b>	<b>\$ 106,733.65</b>	<b>\$ 86,004.17</b>	<b>\$ 115,783.43</b>	<b>\$ 22,902.70</b>	<b>\$ 331,423.95</b>

RESERVE EXPENSE					
Sum of PAYMI Column Labels					
Row Labels	1	2	3	4	Grand Total
3010					
3020	\$ 45,700.00	\$ 9,675.00	\$ 33,950.00		\$ 89,325.00
3030					
3040					
3050					
3060			\$ (0.00)		\$ (0.00)
3065	\$ 51,597.90	\$ 7,500.00	\$ -		\$ 59,097.90
3070					
3080		\$ 6,679.69	\$ 3,215.30		\$ 9,894.99
3090					
<b>Grand Total</b>	<b>\$ 97,297.90</b>	<b>\$ 23,854.69</b>	<b>\$ 37,165.30</b>		<b>\$ 158,317.89</b>

Beg Balance	\$ 100,184.75	\$ 55,497.23	\$ 195,605.01	\$ 186,078.49	\$ 100,184.75
Income	\$ 159,344.03	\$ 151,947.48	\$ 143,422.21	\$ 36,978.92	\$ 491,692.64
Transfers/Sew	\$ -	\$ 98,019.16	\$ -	\$ -	\$ 98,019.16
<b>Total Income</b>	<b>\$ 159,344.03</b>	<b>\$ 249,966.64</b>	<b>\$ 143,422.21</b>	<b>\$ 36,978.92</b>	<b>\$ 589,711.80</b>
Routine Expen	\$ 106,733.65	\$ 86,004.17	\$ 115,783.43	\$ 22,902.70	\$ 331,423.95
Reserve Expen	\$ 97,297.90	\$ 23,854.69	\$ 37,165.30	\$ -	\$ 158,317.89
<b>Total Expense</b>	<b>\$ 204,031.55</b>	<b>\$ 109,858.86</b>	<b>\$ 152,948.73</b>	<b>\$ 22,902.70</b>	<b>\$ 489,741.84</b>
End Balance	\$ 55,497.23	\$ 195,605.01	\$ 186,078.49	\$ 200,154.71	\$ 200,154.71

Budget 2021 - 2022		% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	84%
Insurance Premiums Due	\$33,600	9%
Shared Water/Sewer Revenue	\$183,439	77%
Shared Electric Revenue	\$1,200	56%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$0	
Cart Path Donations	\$5,000	
Miscellaneous Income	\$0	
	<b>\$632,239</b>	<b>78%</b>
Transfer from CD/Money Market	\$98,000	100%
Sewer Hookup Fees - 6 units	\$21,000	0%
	<b>\$119,000</b>	<b>82%</b>
Portage Utilities Sewer	\$108,600	50%
Water Expense	\$53,175	75%
Sewer Expense	\$25,280	273%
Insurance Premium Payments	\$33,600	75%
Lawn & Yard Maintenance	\$30,000	73%
Mowing	\$50,000	58%
Tree Replacement	\$2,000	98%
Snow Removal	\$35,000	80%
Garbage & Recycling Pickup	\$30,000	93%
Street Light Expense - Electric	\$6,504	84%
Bldg Repair & Maintenance	\$30,000	54%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	94%
Office/Printing/Telephone	\$1,500	30%
Bookkeeping Services/Audit	\$2,000	0%
Computer & Internet	\$300	39%
SRE Only Court 100 Street Lights	\$924	78%
Misc. Fees, Taxes, Etc	\$5,000	57%
Cart Path	\$6,000	0%
	<b>\$428,883</b>	<b>77%</b>
Emergency Repairs/Maintenance	\$25,000	0%
Roof Replacement	\$80,000	112%
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	40%
Interest Savings on Reserve	\$0	0
	<b>\$259,800</b>	<b>61%</b>
Income	<b>\$751,239</b>	<b>78%</b>
Expense	<b>\$688,683</b>	<b>71%</b>

**V. Old Business**

- **Review Master SRE III Condo Documents**

Schumann has not heard back from Atty. Miller as to our proposed changes.

- **Any other old business items**

**VI. New Business**

- **Open Director Positions**

Email will be sent to all owners on August 9 asking for volunteers to join the board.

- **Unit Owners Maintenance of Three-Foot Area / Limited Common Area**

If owners do not clean up the three-foot area within a couple weeks, the SREA will hire someone to clean up the area on the unit owner's expense.

- **Any Other New Business Items**

**VII. Adjournment**

Johanen made a motion to adjourn and Joswiak second; approved by all. Meeting adjourned at 8:25 pm. Next board meeting is Monday, September 12, 2022, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

***Vicki Vogts***

SREA Secretary

Approved by SREA Board:

9/12/2022