

Saddle Ridge Estates Association, Ltd.

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

BOARD OF DIRECTORS MEETING

July 11, 2022, at 6:00 pm

**Bethlehem Lutheran Church
W8267 STH 33, Portage, Wisconsin**

MINUTES

Directors Present: Pam Barreau, Linda Brzezinski, Tom Joswiak, Winnie Schumann, Vicki Vogts

Directors Absent: Brett Johananen

Owner Present: Patty VanEpps (U634)

I. Call to Order - Certify Quorum

Schumann called the meeting to order at 6:00 pm; quorum present.

II. Posting of Notice

Agenda was emailed to owners and posted on bulletin board.

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

Motion to approve as presented by Barreau and second by Brzezinski; approved by all.

IV. Owner Comment:

VanEpps requested a net be installed in their backyard; golf balls are hitting the roof, deck and a window. They would prefer metal poles instead of wood that will rot. Brzezinski will research where to purchase the metal poles.

V. Director Updates:

- **Grounds** (reported by Brzezinski)
 - Problem with woodchucks in 300 Court. Live traps are set up behind U307 & U314 as well as around the Frontier building. At this point, no live trap is needed at U628.
 - Netting by 609 - called Diggers Hotline but went to the wrong condo (U605 instead of U609); another call will be made.
 - Trimming of weeds and bushes will be done by the pumphouse and by all electrical boxes in the association; work to be done by Phil Gavinski.
 - A list of trees to be cut down or trimmed will begin this month with work being done in October.
 - TRK will probably not mow next week. (July 18)
- **Utilities** (reported by Barreau)

List of accomplishments / closed & active projects / since the prior board meeting. Closed 4 projects and there are 24 open projects for Utilities (* means in process):

- The Saddle Ridge Utilities Committee held a meeting on June 27, 2022. Finalized the Oct 2022 – Sept 2023 water and sewer budgets for all of Saddle Ridge. The committee recommends unit owners call their association president, who in turn will call Lukasz Lyzwa or Jerry Foellmi from General Engineering for utilities-related issues/calls/emergencies. Pam will email phone numbers to all parties.
- Dennis Allen and Lyzwa reviewed Units 1047 - 1063 for sump pumps/water in the basement and there is no more clear water entering the sewer system. Lyzwa will conduct one more study this month.
- Monthly sewer meter reading and data emailed to Portage Utilities.
- Completed the monthly water and sewer usage charts and emailed to the SREA board, all associations' presidents and the Utilities Committee members.
- * Lyzwa will order the replacement duty pump and B&M Technical Services will replace the 1999 duty pump. Installation scheduled for December 2022 at a cost of \$14,443.
- * Lyzwa will provide a quote on the compressor spare parts and a new compressor.
- * Lyzwa will provide updated costs for water & sewer equipment, infrastructure and preventative maintenance items.
- * Lyzwa will obtain quotes on lift station #1, pump #1 (which is scheduled for replacement in July 2023).
- * By the end of July, Lyzwa will provide the list which tells us which main valves shut off which units. The committee will validate this list with the unit owners.
- * Fritz Meierdirk and Barreau discussion/closure on lift station #5 repairs. Barreau & Meierdirk met on the station and agreed to clear out the plantation and secure the control panel to the post.
- * Jerry Hutzler will get GPS coordinates for the remaining manhole covers. Barreau trained Hutzler on July 8, 2022.
- * Lyzwa will contact LMS Construction for a quote on four isolation valves.
- * Barreau will contact LMS on a quote for the MV21 riser; talked to Louis on July 6, 2022.
- **Roads**
 - No report provided.
- **Buildings** (reported by Schumann, acting director)
 - Schumann is assembling a list of concrete-related projects and will meet with contractors in the next couple weeks - U306, U309, U6003, U6012, U6019, U6020, U6021, U6025 and U6031. There are issues of large separation of the garage apron from the garage, apron has dropped significantly, or issues with steps and sidewalks.
 - Zander Solutions will be looking at a few units regarding cracks in basements.
 - Phil Gavinski has completed 13 smaller projects and has a list of new ones to complete.
 - U650 had requested the chimney box be removed but declined removal at his cost with a licensed contractor to do the work, which is what the Board felt was a requirement.
- **Secretary** (reported by Vogts)
 - Annual Meeting - prepare paperwork and mail out to owners by August 18
- **Treasurer** (reported by Joswiak)
 - Review Financial Reports for June 2022; reports approved.

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2021 - 06/30/2022

REVENUE				
Sum of DEPOSIT	Column Labels			
Row Labels	1	2	3	4 Grand Total
1010	\$ 108,816.00	\$ 108,750.00	\$ 107,500.00	\$ 325,066.00
1020	\$ 3,028.27		\$ 125.00	\$ 3,153.27
1030	\$ 46,995.84	\$ 42,782.93	\$ 35,741.21	\$ 125,519.98
1034	\$ 53.42	\$ 414.55		\$ 467.97
1040				
1050				
1060				
1070	\$ 450.50		\$ 56.00	\$ 506.50
Grand Total	\$ 159,344.03	\$ 151,947.48	\$ 143,422.21	\$ 454,713.72

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	\$ 16,725.98	\$ 36,849.80
2102	\$ 5,133.82	\$ 10,190.77	\$ 45,984.03	\$ 61,308.62
2103	\$ 8,391.99	\$ 8,391.99	\$ 8,391.99	\$ 25,175.97
2104	\$ 8,981.67	\$ 47.83	\$ 12,510.08	\$ 21,539.58
2105	\$ 11,175.50		\$ 11,247.00	\$ 22,422.50
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	\$ 25,068.64
2109	\$ 1,587.81	\$ 1,665.69	\$ 1,667.70	\$ 4,921.20
2110	\$ 5,007.28	\$ 4,819.84	\$ 4,467.97	\$ 14,295.09
2120				
2130		\$ 5,537.63	\$ 2,916.00	\$ 8,453.63
2140	\$ 239.15	\$ 8.70	\$ 100.83	\$ 348.68
2150				
2160	\$ 115.50			\$ 115.50
2170	\$ 176.02	\$ 174.12	\$ 306.43	\$ 656.57
2180	\$ 934.72	\$ 1,693.52	\$ 152.92	\$ 2,781.16
2190				
Grand Total	\$ 106,733.65	\$ 86,004.17	\$ 115,783.43	\$ 308,521.25

RESERVE EXPENSE				
Sum of PAYMENT	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				
Grand Total	\$ 97,297.90	\$ 23,854.69	\$ 37,165.30	\$ 158,317.89

Beg Balance	\$ 100,184.75	\$ 55,497.23	\$ 195,605.01	\$ -	\$ 100,184.75
Income	\$ 159,344.03	\$ 151,947.48	\$ 143,422.21	\$ -	\$ 454,713.72
Transfers/Sewer	\$ -	\$ 98,019.16	\$ -	\$ -	\$ 98,019.16
Total Income	\$ 159,344.03	\$ 249,966.64	\$ 143,422.21	\$ -	\$ 552,732.88
Routine Expense	\$ 106,733.65	\$ 86,004.17	\$ 115,783.43	\$ -	\$ 308,521.25
Reserve Expense	\$ 97,297.90	\$ 23,854.69	\$ 37,165.30	\$ -	\$ 158,317.89
Total Expense	\$ 204,031.55	\$ 109,858.86	\$ 152,948.73	\$ -	\$ 466,839.14
End Balance	\$ 55,497.23	\$ 195,605.01	\$ 186,078.49	\$ -	\$ 186,078.49

Budget 2021 - 2022		% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	76%
Insurance Premiums Due	\$33,600	9%
Shared Water/Sewer Revenue	\$163,439	77%
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	
Total	\$632,239	72%

Transfer from CD/Money Market	\$98,000	100%
Sewer Hookup Fees - 6 units	\$21,000	0%
Total	\$119,000	82%

Portage Utilities Sewer	\$108,600	50%
Water Expense	\$53,175	69%
Sewer Expense	\$25,280	243%
Insurance Premium Payments	\$33,600	75%
Lawn & Yard Maintenance	\$30,000	72%
Mowing	\$50,000	45%
Tree Replacement	\$2,000	98%
Snow Removal	\$35,000	80%
Garbage & Recycling Pickup	\$30,000	84%
Street Light Expense - Electric	\$6,504	76%
Bldg Repair & Maintenance	\$30,000	48%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	94%
Office/Printing/Telephone	\$1,500	23%
Bookkeeping Services/Audit	\$2,000	0%
Computer & Internet	\$300	39%
SRE Only Court 100 Street Lights	\$924	71%
Misc. Fees, Taxes, Etc	\$5,000	56%
Cart Path	\$6,000	0%
Total	\$428,883	72%

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
Total	\$259,800	61%

Income	\$751,239	74%
Expense	\$688,683	68%

- Review Preliminary Budget for October 2022 through September 2023
 - Budget is 95% complete.
 - Need to determine additional budget needed for Lawn and Yard maintenance not covered in TRK contract.
 - Reduce Emergency and Repairs by \$10,000.
 - Target budget is the same as the current fiscal year.
- Determine actions and schedules to finalize the budget.
 - Increase Lawn and Yard maintenance for non TRK contract items.
 - Reduce other budget item(s) by the above amount to keep the target budget amount.
- **President** (reported by Schumann)
 - Schumann drafted an agreement for Tom & Laura Anderson regarding the role of Bella Island LLC's (within Saddle Ridge community) accountabilities, etc. Met with Andersons and they are reviewing it. They will proceed with obtaining signatures with all other owner associations within Saddle Ridge.
 - Review of changes to the Master Condo documents regarding SRE III.
 - Review of fourth version of Sewer Agreement.
 - Completed several requests from mortgage companies and title companies for property information due to sale of properties.

VI. Old Business

- **Best way to handle modifications to draft minutes - Google Docs? MS Word? Other?**
Vogts will research the best way.
- **Bella Island verbal agreement formalized in writing with agreement from all Saddle Ridge condo owners associations**
Schumann said a draft has been provided to the Board members and to Andersons for review. It will be up to Andersons to obtain final agreement and signatures.
- **Driveway resurfacing**
SREA does not do sealcoating; it's the homeowners responsibility.
- **Any other old business items**
None.

VII. New Business

- **Utilities Committee recommendations regarding SREA Utilities Director position**
The Saddle Ridge Utilities Committee recommends eliminating the SREA's "Utilities Director" because they felt it is a duplication of duties. It was decided that SREA Board does need to continue having a Director of Utilities because all contracts are with SREA and we need to authorize payments, do the budgeting and financial planning for the utilities. The committee is not a legal entity.
- **Review "Master Condo Documents" regarding SREIII**
Board members are reviewing the SREIII condo documents; there will not be any restrictions of how many directors from any associations can serve and how many directors can be on the board (up to 10). Delete the discount for new construction.

- **Use of ACH for collection of annual insurance fees**

Joswiak is able to pull the insurance fees like the monthly condo fee. Payments will be due approximately September 15, 2022. Joswiak will create the preliminary correspondence notifying the owners. Schumann will contact Matt Radish regarding his premium research.

- **Roof and siding repair projections - what is the life expectancy for roofs and siding**

We need to have a spreadsheet listing all roofing and siding dates, warranties, and life expectancy. Barreau is reviewing old minutes to find that information. A separate spreadsheet will be created - roofing, siding, and road/driveways.

- **Review Preliminary Budget for October 2022-September 2023 - determine actions and schedules to finalize budget.**

We have a new three-year contract with TRK for snow removal, lawn mowing, yard waste pick-up, weeding of spillage ways, and lawn fertilizing. Total budget will be the same as the current fiscal year. Needing to close on finalizing additional lawn and yard maintenance expenses and an additional \$5000 reduction in expenses to achieve the final budget.

- **Discuss points for each director for the annual meeting**

Talk about three major projects completed this past year. No projector is needed.

- **Any other new business items?**

VIII. Adjournment

Joswiak motion to adjourn; Barreau second; approved by all.

Submitted by:

Vicki Vogts
SREA Secretary