

Saddle Ridge Estates Association, Ltd.

599 Saddle Ridge, Portage, WI 53901

Website: www.saddleridgeestates.net

(608) 742-6850

BOARD OF DIRECTORS MEETING

June 13, 2022, at 6:00 pm

Bethlehem Lutheran Church

W8267 STH 33, Portage, Wisconsin

MINUTES

Directors Present: Pam Barreau, Linda Brzezinski, Brett Johanen, Mark Mostrom, Winnie Schumann

Directors Absent: Tom Joswiak

Condo Owner Present: Pat Helmbrecht (U309)

I. Call to Order - Certify a Quorum:

The meeting was called to order at 6:00 pm by Schumann; a quorum was present.

II. Posting of Notice:

Notice emailed to owners and delivered on June 9, 2022

III. Review Minutes of Previous Meeting, Amend as Needed & Approval:

Motion made to approve by Barreau; seconded by Johanen; approved by all.

IV. Owner Concerns:

Helmbrecht (Unit 309) requested that the board review the problem of water seeping into their basement through a crack in the foundation. Pictures were shown of the crack and insulation ruined due to the leak. The board agreed to look at the landscaping for proper drainage and to seal the crack. If this doesn't correct the issue, further remedies will be studied.

IV. Director Updates:

A. Grounds (reported by Brzezinski):

1. TRK Landscaping's three-year proposal/contract has been approved by all directors and signed.
2. Unit 634: Protective netting will be put on hold for the present time.
3. Unit 609: Board agreed to install two wooden posts and netting to protect people sitting on their patio for safety reasons.
4. Unit 313: Tree removal was approved by the board.
5. Unit 509: Ground repair will be done by Brad Walker.
6. Unit 6026: Owner requested to have the birch tree clump removed as they are dying and messy; approved by the board.
7. Unit 614: TRK will repair landscaping.
8. Hamm's Arborcare removed the stumps left from tree trimming last fall.

9. Grounds director, with input from other directors, made the decision to not maintain the split rail fences but rather remove them as they fall down. Decision made due to budget concerns.
10. Special thanks given to the Tree Committee for their work. They have planted 11 trees this spring and continue to care for all.
11. Directors will contact a small number of owners who are violating the association bylaws.

B. Utilities (reported by Barreau):

List of accomplishments / closed & active projects / since the prior Board meeting of May 9, 2022.

Closed

five projects and there are 23 open projects (* means in progress).

1. Emailed Total Systems on March 18, 2022, 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 preventative maintenance work. Parts were ordered April 6, 2022. Replacement parts and preventative maintenance were done on May 10, 2022. ATS Controller, DEC 3 Controller Board, and cooling / ignition systems were replaced or had preventative maintenance done.
2. Flygt came onsite on June 6 and June 8, 2022, to perform preventative maintenance on lift stations #1 and #2 for a total cost of \$1,281.
3. Jerry Hutzler from the Saddle Ridge Utilities Committee installed main valve sediment caps on 10 main valves on May 22, 2022. This will prevent the expense of having to have the main valve shaft vacuumed out by LMS.
4. The duty pump coupler broke and was replaced June 8, 2022. Total cost for 2 couplers was \$92 and General Engineering installed the new coupler.
5. * Compressor fitting broke off which caused the main water duty pump to continually run/shutoff. Jerry from General Engineering came and replaced the fitting on April 18, 2022. Emailed Lukasz on April 19, 2022, to provide quotes on spare parts and a spare compressor.
6. * Emailed Lukasz on March 16 and March 23, 2022, 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.

C. Roads (reported by Johanen):

1. Request for bids sent out to 11 contractors with requested return date of July 31, 2022, for cost estimates:
 - a. Mill and repave Court 3
 - b. Saw cut pothole and repave at entrance to Court 4
 - c. Crack-filling throughout SREA
 - d. If interested, grading cart path from trail head by Saddle Ridge clubhouse to the east end of Saddle Ridge Corp
 - e. Will develop budget for next FY and present at Annual meeting
 - f. List of contractors contacted below; open to comments and additional suggestions
 - (1) Davis
 - (2) Scott
 - (3) Holmes
 - (4) Custom Seal
 - (5) Patriot
 - (6) W Asphalt
 - (7) Wells
 - (8) Hometown
 - (9) Picketts
 - (10) Gasser
 - (11) Abbs

2. Dropped off information at Davis Construction regarding additional parking pads.
 - a. Will follow up with Davis around July 1, 2022.
 - b. Meeting with Units 105 and 511 regarding dimensions and location of pads.
 - c. Will make contact with Unit 624 to confirm their request of a pad.
 3. Called Tyler of TRK regarding decorative landscape work and drainage at Unit 614 – Linda will be assisting. Work to be paid with current fiscal year roads budget funds.
 4. Grading cart path
 - a. Will contact Gardner regarding use of equipment using current fiscal year funds.
 - b. Will also develop an annual maintenance budget for consideration at Annual Meeting.
 5. Directional signs within SREA - will work on obtaining cost estimates for consideration at Annual Meeting.
- D. Buildings (reported by Schumann):
1. Completed 18 minor projects, all assignments to Phil Gavinski. Cleaning gutters, minor repairs, remove a bees nest blocking a gutter, etc. There are a few outstanding items where we are waiting for materials.
 2. Patio area for Unit 602 approved; owner will obtain bids. We reduced the size of the patio slab to avoid interference with tree roots and match the width of the current patio.
 3. Unit 6053 requested the porch post and rain gutter post be repainted. They bought the paint and did part of the work but can't do the top part; assigned to Phil Gavinski. We appreciate owner's effort to handle minor repairs, etc.
 4. Unit 650 wants to remove the chimney box from the roof. I talked to the owner and they completely removed the wood burning unit & most of the chimney, sold. They redid the front of the fireplace and installed an electric fireplace unit. They have had some water leaks around the roof chimney box and are concerned about the future reliability of the seal. He is willing to do the work to remove if we can supply shingles and maybe one sheet of plywood to replace where the chimney hole exists. Board approved with the requirement this be done by a licensed and professional contractor, with the owner paying for labor and association providing the necessary material. The acting building director will speak to the homeowner.
 5. Roofs were replaced on: Unit 605 for \$5,625; Unit 6032 for \$10,875; Units 511-512 for \$17,450. All work completed as per the bid. We will look at re-roofing a duplex and/or 4-plex in the fall but paid in the next fiscal year.
- E. Secretary (reported by Mostrom):
1. Posted and delivered meeting notice Agenda to all owners on June 9, 2022.
 2. Posted, emailed and delivered the grounds updates and Memorial Day reminders.
 3. Emailed Mari Guckenberger the July meeting date for Deer Tales
 4. Check emails and voicemails morning and afternoon
 5. Sent Brian Fuerst the approved minutes of April board meeting and Pivot report for May to post to the website.
 6. Printed copies of agenda and May meeting minutes for handouts at June 13, 2022, board meeting.
- F. Treasurer (written report by Joswiak):
1. Any new service fees or fines being imposed need to be copied to the treasurer so that all outstanding charges can be tracked.
 2. Review financial reports for SREA for May
 3. Review financials for water and sewer for May. Do we want to review these monthly or quarterly? Plan is to share these with the Board quarterly.
 4. Starting to look at interest earning options for our operating and reserve funds.

5. Prepare to draft the 2022-2023 budget. Should target initial budget requests by the July board meeting. Motion to approve Treasurer's report made by Mostrom; seconded by Brzezinski. Approved by all.

ACTUAL INCOME & EXPENSE BY QUARTER YEAR TO DATE 10/01/2021 - 05/31/2022

REVENUE					
Sum of DEPOSIT	Column Labels	1	2	3	4 Grand Total
Row Labels					
1010	\$ 108,816.00	\$ 108,750.00	\$ 71,750.00		\$ 289,316.00
1020	\$ 3,028.27		\$ 100.00		\$ 3,128.27
1030	\$ 46,995.84	\$ 42,782.93	\$ 35,709.04		\$ 125,487.81
1034	\$ 53.42	\$ 414.55			\$ 467.97
1040					
1050					
1060					
1070	\$ 450.50		\$ 28.00		\$ 478.50
Grand Total	\$ 159,344.03	\$ 151,947.48	\$ 107,587.04		\$ 418,878.55

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

ROUTINE EXPENSE					
Sum of PAYMENT	Column Labels	1	2	3	4 Grand Total
Row Labels					
2100	\$ 41,622.36	\$ 13,153.66	\$ -		\$ 54,776.02
2101	\$ 15,320.09	\$ 4,803.73	\$ 13,938.32		\$ 34,062.14
2102	\$ 5,133.82	\$ 10,190.77	\$ 38,320.02		\$ 53,644.61
2103	\$ 8,391.99	\$ 8,391.99			\$ 16,783.98
2104	\$ 8,981.67	\$ 47.83	\$ 9,326.68		\$ 18,356.18
2105	\$ 11,175.50		\$ 2,239.50		\$ 13,415.00
2106			\$ 1,967.04		\$ 1,967.04
2107		\$ 27,248.75	\$ 592.50		\$ 27,841.25
2108	\$ 8,047.74	\$ 8,267.94	\$ 5,873.12		\$ 22,188.80
2109	\$ 1,587.81	\$ 1,665.69	\$ 1,116.79		\$ 4,370.29
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	\$ 36.89		\$ 284.74
2150					
2160	\$ 115.50				\$ 115.50
2170	\$ 176.02	\$ 174.12	\$ 201.52		\$ 551.66
2180	\$ 934.72	\$ 1,693.52	\$ 105.68		\$ 2,733.92
2190					
Grand Total	\$ 106,733.65	\$ 86,004.17	\$ 81,102.03		\$ 273,839.85

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels	1	2	3	4 Grand Total
Row Labels					
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	\$ 3,215.30		\$ 9,894.99
3090					
Grand Total	\$ 97,297.90	\$ 23,854.69	\$ 3,215.30		\$ 124,367.89

Reg Balance	\$ 100,184.75	\$ 55,497.23	\$ 195,605.01		\$ 351,287.00
Income	\$ 159,344.03	\$ 151,947.48	\$ 107,587.04	\$ -	\$ 418,878.55
Transfers/Sewer	\$ -	\$ 98,019.16	\$ -	\$ -	\$ 98,019.16
Total Income	\$ 159,344.03	\$ 249,966.64	\$ 107,587.04	\$ -	\$ 516,897.71
Routine Expense	\$ 106,733.65	\$ 86,004.17	\$ 81,102.03	\$ -	\$ 273,839.85
Reserve Expense	\$ 97,297.90	\$ 23,854.69	\$ 3,215.30	\$ -	\$ 124,367.89
Total Expense	\$ 204,031.55	\$ 109,858.86	\$ 84,317.33	\$ -	\$ 398,207.74
End Balance	\$ 55,497.23	\$ 195,605.01	\$ 218,874.72		\$ 469,976.96

Budget 2021 - 2022 % of Budget

Maintenance Dues (143 units @ \$250/month)	\$429,000	67%
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	
	\$632,239	66%
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	64%
Sewer Expense	\$25,280	212%
Insurance Premium Payments	\$33,600	50%
Lawn & Yard Maintenance	\$30,000	61%
Mowing	\$50,000	27%
Tree Replacement	\$2,000	98%
Snow Removal	\$36,000	80%
Garbage & Recycling Pickup	\$30,000	74%
Street Light Expense - Electric	\$6,504	67%
Bldg Repair & Maintenance	\$30,000	48%
Conco Power Washing	\$0	0
Legal Expense	\$9,000	94%
Office/Printing/Telephone	\$1,500	19%
Bookkeeping Services/Audit	\$2,000	0%
Computer & Internet	\$300	39%
SRE Only Court 100 Street Lights	\$924	60%
Misc. Fees, Taxes, Etc	\$5,000	55%
Cart Path	\$6,000	0%
	\$428,888	64%
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.	\$80,000	98%
Unallocated Funds	\$0	0
Retaining Walls & Netting	\$25,000	40%
Interest Savings on Reserve	\$0	0
	\$259,800	48%
Income	\$751,239	69%
Expense	\$688,683	58%

- G. President (reported by Schumann):
1. The liability claims for sewer backup in the two units have been settled:
Unit 888 - \$46,546.25
Unit 886 - \$29,195.08
 2. Sewer Agreement is with Attorney John Orton for review with Barreau and Schumann's recent changes. We were on hold to see what would happen with these liability sewer backup claims to make sure we are covered and that wording in the contract reflects reality correctly. I would expect finalization soon. Orton will draft a water agreement in the same fashion.
 3. SRE III is still on hold until the water control documents are submitted to the township board. I have emailed Pat Kirk and Darin Gardner and talked to Kirk about the issue, but no resolution yet.
 4. Matt Radish has started reviewing our current insurance contract in the interest of comparing coverages/costs with other offerings. I would like to see an additional one or two people participate in the comparison of products & future recommendations. Any suggestions or volunteers? Micki Fuerst was suggested as she has prior insurance experience.

V. Old Business:

- A. Items required from Board Members that will not be staying on the Board:
1. Updated / Documented duties for each person that is leaving the Board.
 2. Updated / Documented contacts.
 3. Updated / Documented projects in the project file.
- Members indicated that they have updated the files.

VI. New Business:

- A. Discussion of Board Handling of Various Situations:
Board recommends that in the future no board member should enter a unit without the permission of the unit owner, even though the contractor may ok the entry.
- B. Posting the Meeting in "Deer Tales"? Notification of need to attend a meeting?
Members decided that posting should continue to be done in "Deer Tales" and notification of attendance is only requested if the unit owner has a concern to be addressed by the board.
- C. Use of ACH for Collection of annual Insurance Fees?
This was tabled until the July meeting when the treasurer would be at the meeting.
- D. Because the board is receiving more owners disregarding the rule and bylaws, it was decided that the board must be consistent in the handling of violations. A board member will first talk to the unit owner where the problem exists, then if the problem continues to occur, a letter will be sent with the mention of a daily fine. Finally, if still occurring, a letter with a fine to be determined by the Board. This authority is given to the board in the bylaws. After discussion among the board members, it was recommended that all complaints should be brought before the board at a regularly scheduled meeting with the complainant attending so a full understanding of the problem can be made.
- E. A question was asked of a board member as to what is the status of what was known as Oak Island, now named "Bella Island". No one on the board has any inside information other than SREA will be responsible for water and sewer hook up when the time comes. Schumann will write up what her and the Bella Island owner agreed to and will review with the other associations.
- F. **Finally, it is requested that SREA members please email the association email address or call the phone number with any concerns. It is rude and inconsiderate to approach us on the golf course or out for a meal as this is our free time and should be respected.**

VII. Adjournment:

Motion made to adjourn by Mostrom at 8:20 pm.

Minutes submitted by Mark Mostrom.