

**Saddle Ridge Estates Association, LTD**  
**599 Saddle Ridge**  
**Portage, WI 53901**  
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**608-742-6850**

**SREA Board of Directors Meeting:**  
**March 14, 2022 6:00PM**  
**Location: Bethlehem Lutheran Church**  
**Highway 33, Portage, WI**

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

**Directors Absent:** Brett Johanan, Ryan Lang, Tom Joswiak

**Unit Owners Present:** Don Chatfield unit 313, Jerry Braun unit 311

- I. **Call to Order - Certify Quorum:** Quorum was met and meeting called to order at 5:57pm
- II. **Posting of Notice:** Notice emailed on 3/6/2022 and delivered to owners without email
- III. **Review Minutes of December 13, 2021 Meeting, amend as needed & approve:**

The minutes were reviewed and motion made by Linda Brezinski to approve, seconded by Pam Barreau, and approved by all.

**Introduction of Don Chatfield from unit 313:** Don requested permission to add a sunroom to his existing deck measuring 10'X12' to be installed by Dura-Bilt. The company is a licensed company and designs and pictures were presented to the board. After discussion and the board agreeing that this becomes a part of the deck and therefore owners' responsibility for all maintenance and repairs. Motion made to approve by Mark Mostrom, seconded by Winnie Schumann and approved by all.

#### **IV. Director Updates:**

**Roads:** Email sent to Davis Construction reference parking pads, Court 3 repaving and grading of cart path. No response so I called office and left voicemail, still no response. I will try other contractors when I return from vacation. No snow/ice removal invoices received as of 2/28/22. Had requested December and January but nothing received.

**Utilities:** Reported by: Pam Barreau during Dec 2021 through mid-March 2022. List of accomplishments / closed & active projects / since the prior Board meeting of December 13th, 2021. Closed 6 projects since last Board meeting. There are 23 open projects for Utilities. The \*

1. On 12/14, reviewed lift station #4 which services 7 units ( 886, 887, 888, 889, 890, 891, and 892). The pump hours and times are extremely low and we wanted to make sure there were no issues. All ok.
2. \* Replace mag meter on lift station #1. B&M Technical services quote dated 1/10/2022 is \$5,909. ETA on installing the meter is mid-March.
3. \* Starting 12/27/2021, the new pump 1 on LS#2 is not reporting any usage. Lukasz to investigate and provide his findings.
4. Gathered projected replacement year and cost for water lines & sanitary sewer lines. Also finalized the Utilities Replacement Schedule with anticipated replacement year and estimated cost. Tom Joswiak will put this into a cash flow model and we will present to the other Associations. Tom, Winnie and myself met on 1/17/2022 to review the model.

5. On 1/15/2022, the heater in well #1 caused the generator breaker to go into a neutral position which caused the generator to run (thought there was a loss of power). The issue was a faulty heater in the well house which has been disconnected and needs to be replaced. \$600 for heater, \$200 labor costs H & M Electric. Completed 2/11/2022.
6. Completed the Water Withdrawal Reports for 2020 and 2021. Total gallons withdrawn in 2020 were 27,098,700 and 16,927,700 gallons were withdrawn in 2021. There was a leak in September 2020 in the Bluffs by unit 1050 and a leak in October 2021 by the marina in addition to hydrant exercising in June 2021.
7. Completed the 2022 Water & Sewer Agreement & cash models PowerPoint presentation with assistance from Tom & Winnie. Presentation emailed to SREA board on 2/18/2022 and to all other Association's Presidents, Rusty Grimm & Pat Kirk on 1/29/2022 requesting a mtg. Will plan on reviewing with the other Associations, Rusty and Pat on 3/6/2022.
8. \* Completed the review/revisions of the 2022 January Sewer Service Agreement which is a document for all Associations to review and sign. Winnie to provide these revisions to John Orton for further review/discussions. In process.
9. Provided a five year plan to the SREA Board for the sanitary sewer line jetting/cleaning. This cleaning process should be done every three years. It was last done in 2010. Will defer this work until the 2022 - 2023 budget cycle.
  - 2022 >>> \$7,657.00
  - 2023 >>> \$7,083.50
  - 2024 >>> \$4,994.50
  - 2025 >>> \$4,184
  - 2026 >>> \$1,956.10
10. Completed the annual review/revisions for the preventative maintenance agreements/contracts
  - a. General Engineering
  - b. Generator PM - Total Energy Systems, Interstate Power Systems
  - c. Lift Stations 1 and 2 PM - Xylem Flygt
  - d. Lift stations 1, 2 and 6 jetting - Country Plumber
11. Met with Tom Anderson, Scott from Grothman, Louise from LMS, Winnie and Lukasz on projected road plan to Oak Island and infrastructure discussions on March 4<sup>th</sup>.

**Grounds: March Schedule**

Retaining Walls being started on 3/15/2022 on units 6006 and 6010 and expected to take only 2-3 days.

Landscaping to begin on unit 6018 following the completion of the retaining walls. Also repair of unit 406 for a cost of approximately \$938.00. Board approved this expenditure. Unit 406 also requested that the berm behind her unit be removed as this is causing water to back up into her basement. The was also approved by the board.

Spring Pick up will begin on 4/1/22 weather permitting

Lawn mowing to begin on Monday and Tuesday beginning approximately 4/4/22

Jerry Braun unit 311 and Don Chatfield unit 313 requested to do their own lawns and neighboring lawns, and approved by all.

**lawn repair:**

Unit 109-suggestions to alleviate the landscaping problem, and also redoing the grassy area from falling tree.

Unit 415-3 months from the last meeting to set up a payment plan

Hamm's Tree Arbor will be contacted again to determine when they will return to remove tree stumps from trees removed last fall.

Dog fines-increase fines from \$18 to \$28 on grass cutting days. If the renter doesn't pay fine, then a letter will be sent to the owner.

**Work requests:**

Unit 634, John and Patty Van Epps requested a screen to be installed behind their home to protect from errant golf balls. Linda will contact possible contractors and board approved the installation.

**Unit numbers:** Linda presented a picture of unit numbers needed to be replaced with pricing. Board requested she obtain a sample of material to be used. Work to be done by Two Rivers Co.

**Buildings:**

Roofs:

Unit #211 on 12/15/2021 The Gardner Company came and Installed new shingles and new dormer windows trim and siding. Total amount: \$9,675.00

Unit # 213 12/19/2021 The Unit was having bat issues. Bat guy came and installed excluder flaps and re-sealed overhangs, chimney, and ridge vent. Total amount: \$1,000.00

Unit # 113/112 2/28/2022 Units also had bat issues. Bat Specialist installed excluder flaps & re-sealed areas.

Unit #211 12/1/2021 Unit had copper pipe pinhole leak in the shared wall with another unit. Drywall was demoed and main copper pipe was replaced and drywall was restored and painted. Total amount: \$1500.00

9 Total ongoing work orders received between end of fall-winter. Now that snow will be gone we will be able to get these taken care of.

Unit # 6010 new siding project. shooting for spring to get this going. Still need bids

Unit 6010 and 6024 both are in need of new siding. The board recommended doing unit 6024 first as unit owner intends to replace windows while the condo is resided. Also this unit has been on the list longer. This was approved by all board members.

Units # 511-512 will be the next scheduled roof install. Unsure when this will be feasible with the budget. Also still waiting on a new price from The Gardner Company.

Unit 110 Terese Nadboralski requested that she have ServPro install a window above her kitchen sink that would face the golf course. As there were many questions more information will be requested.

Unit 506 requested that the gutter and filter be repaired/replaced as it was damaged during the installation of room over the entry

Unit 6032 noted the roof was missing shingles and a soft spot on the roof. Winnie Schumann will contact Gardner Co to repair/replace and this was approved by all.

Unit 6014 requested that when his roof comes up for replacement, they want a metal roof installed and the unit owner will pay the difference.

Unity 6014 also has foundation foam issues. This will be addressed in the spring

Unit 605 also noted that the roof was missing shingles. This will be checked when Gardner Co comes to review other units and owner was notified.

Also wondering if building power washing would be feasible this year. Board decided not in budget for this year.

**Secretary:**

Posted, and delivered meeting notice Agenda to all owners on 3/6/22

Check emails and voice mails morning and afternoon

Contacted new owners with a welcome packet and obtained owner information sheets as necessary

Updated owner and renter information sheet

Emailed owners and renters updates on snow plowing as needed.

Printed copies of unit number proposal for Grounds Director

Printed copies of Agenda, Water & Sewer communication, Treasurers

**Treasurer:**

**ACTUAL INCOME & EXPENSE BY QUARTER      YEAR TO DATE 10/01/2021 - 02/28/2022**

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 108,816.00	\$ 74,000.00			\$ 182,816.00
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
<b>Grand Total</b>	<b>\$ 159,344.03</b>	<b>\$ 117,197.48</b>			<b>\$ 276,541.51</b>

Other Income					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1100					
5010					
<b>Grand Total</b>					

	Budget 2021 - 2022	% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	43%
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	
	<b>\$632,239</b>	<b>44%</b>
Transfer from CD/Money Market	\$98,000	0%
Sewer Hookup Fees - 6 units	\$21,000	0%
	<b>\$119,000</b>	<b>0%</b>

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				
3090				
<b>Grand Total</b>	<b>\$ 97,297.90</b>	<b>\$ 17,175.00</b>		<b>\$ 114,472.90</b>
<b>Beg Balance</b>	<b>\$ 100,184.75</b>	<b>\$ 55,497.23</b>		<b>\$ 100,184.75</b>
<b>Income</b>	<b>\$ 159,344.03</b>	<b>\$ 117,197.48</b>	<b>\$ -</b>	<b>\$ 276,541.51</b>
<b>Transfers/Sewer</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Income</b>	<b>\$ 159,344.03</b>	<b>\$ 117,197.48</b>	<b>\$ -</b>	<b>\$ 276,541.51</b>
<b>Routine Expense</b>	<b>\$ 106,733.65</b>	<b>\$ 35,972.27</b>	<b>\$ -</b>	<b>\$ 142,705.92</b>
<b>Reserve Expense</b>	<b>\$ 97,297.90</b>	<b>\$ 17,175.00</b>	<b>\$ -</b>	<b>\$ 114,472.90</b>
<b>Total Expense</b>	<b>\$ 204,031.55</b>	<b>\$ 53,147.27</b>	<b>\$ -</b>	<b>\$ 257,178.82</b>
<b>End Balance</b>	<b>\$ 55,497.23</b>			<b>\$ 119,547.44</b>

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	0%
Interest Savings on Reserve	\$0	0
	<b>\$259,800</b>	<b>44%</b>

Income **\$751,239 37%**

Expense **\$688,683 37%**

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	\$ 2,354.61		\$ 17,674.70
2102	\$ 5,133.82	\$ 1,805.99		\$ 6,939.81
2103	\$ 8,391.99			\$ 8,391.99
2104	\$ 8,981.67	\$ 47.83		\$ 9,029.50
2105	\$ 11,175.50			\$ 11,175.50
2106				
2107				
2108	\$ 8,047.74	\$ 5,463.03		\$ 13,510.77
2109	\$ 1,587.81	\$ 1,098.86		\$ 2,686.67
2110	\$ 5,007.28	\$ 4,714.84		\$ 9,722.12
2120				
2130		\$ 5,537.63		\$ 5,537.63
2140	\$ 239.15	\$ 8.70		\$ 247.85
2150				
2160	\$ 115.50			\$ 115.50
2170	\$ 176.02	\$ 115.36		\$ 291.38
2180	\$ 934.72	\$ 1,671.76		\$ 2,606.48
2190				
<b>Grand Total</b>	<b>\$ 106,733.65</b>	<b>\$ 35,972.27</b>		<b>\$ 142,705.92</b>

Portage Utilities Sewer	\$108,600	16%
Water Expense	\$53,175	33%
Sewer Expense	\$25,280	27%
Insurance Premium Payments	\$33,600	25%
Lawn & Yard Maintenance	\$30,000	30%
Mowing	\$50,000	22%
Tree Replacement	\$2,000	0%
Snow Removal	\$35,000	0%
Garbage & Recycling Pickup	\$30,000	45%
Street Light Expense - Electric	\$6,504	41%
Bldg Repair & Maintenance	\$30,000	32%
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	32%
Misc. Fees, Taxes, Etc	\$5,000	52%
Cart Path	\$6,000	0%
	<b>\$428,883</b>	<b>33%</b>

After review of the financial report the board unanimously approved the treasurers report.

Discussion began on the upcoming renewal for a CD in the amount of approximately \$98,000.00 and all felt this should be closed and money put in SREA account. Decision to be made at next meeting when Tom Joswiak will be back from vacation.

## V. Old Business:

There was no old business to discuss

## VI. New Business:

There was no new business

## VII. Adjournment:

The board adjourned at 7:50PM

Next meeting to be on April 11, 2022 at 6:00PM at Bethlehem Lutheran Church Hwy 33

