

Saddle Ridge Estates Association, LTD
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608-742-6850
SREA Board of Directors Meeting:
May 9, 2022 6:00PM
Location: Bethlehem Lutheran Church
Highway 33, Portage, WI

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

Directors Absent: Ryan Lang (Resigned effective May 1, 2022)

Home Owners Present: None

Other People Present: Tyler and Scott Kroneman owners of TRK Landscaping, LLC

I. Call to Order - Certify a Quorum: The meeting was called to order at 6:00PM and a quorum was met

II. Posting of Notice: Notice emailed and delivered on Thursday May 5, 2022

III. Review Minutes of April Meeting, amend as needed & approval:

Several corrections were asked to be made to include:

Add the 3rd section of the Pivot schedule (part was missing)

Correct spelling of Brett Johanen's last name

In Roads report change where Brett had said he would operate a skid steer, to listing his name.

Motion to approve as amended was made by Linda Brzezinski and seconded by Pam Barreau

Corrections were made on Tuesday the 10th and sent to board members for approval.

IV. Director Updates:

- **Grounds:** Reported by Linda Brzezinski
 1. TRK Proposal: Two options were presented to the board concerning services available and pricing for the different options. The board asked for a few changes to be made and the board will review and make a decision by email.
 2. Net request Units 609 and 634: Unit 609 was denied because of location to fairway, and pricing for unit 634 with steel posts will be obtained and presented to owners.
 3. Bush trimming at East Entrance was completed
 4. Yard repairs Units 208, 211, 6002, 6017 in process
 5. Topsoil delivered
 6. Landscaping was completed at Units 6002,6004, 6018, and 406. Still waiting for Unit 102 to get completed.
 7. Tree replacement to be shared by Association and TRK at Unit 309
 8. TRK will begin cutting grass on 5-11-22. TRK will be here on Mondays and Tuesdays. Will come the next day if it rains.
 9. TRK will do brush pick up on the 3rd Tuesday of the month.
 10. Called Hamm's Arbor to get the definite date to complete stumpwork
 11. Starting list of trees that need to be cut this fall. So far trees by Units 646, and 605. Will have the arborist make decisions along the cart path going to hole # 7 and behind Unit 313.
 12. Grounds director will be preparing a diagram showing the split rail fencing to be removed

Utilities: Director Updates Utilities: Reported by Pam Barreau

List of accomplishments / closed & active projects / since the prior Board meeting of April 11th, 2022. Closed 4 projects since last Board meeting. There are 23 open projects for Utilities. * means in process.

1. Portage Utilities onsite 4/15/2022 to obtain a wastewater sample. They performed BODs, Suspended Solids, Total Phosphorus, PH, and Ammonia Nitrogen tests. Results should be back by 4/30/2022. Estimated cost for testing is \$180.
2. Reviewed the Sewer Service Agreement and provided feedback.
3. Provided monthly water & sewer charts to the SREA Board and the Utilities Committee.
4. Meeting at General Engineering with the Utilities Committee to review/discuss the following: 1) 2022 – 2023 Utilities Budget, 2) clear water drainage into the sewer system and 3) Utilities Director position/duties options for the 2022 – 2023 year.
5. * Compressor fitting broke off which caused the main water duty pump to continually run/shutoff. Jerry from GEC came and replaced the fitting on 4/18. Emailed Lukasz 4/19 to provide quotes on spare parts and a spare compressor
6. * 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. Replacement parts and PM will be done on May 10th.
7. * 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.
8. * Flygt to come onsite 6/6/2022 to perform PMs on lift stations #1 and #2 for a total cost of \$1,281.
9. Recommending New Utilities Committee obtain a phone that could be with the contact person for the utilities.

Roads: Reported by Brett Johanen

- Plow markers pulled and returned to storage
 - Location map for markers will be updated unless TRK is awarded new contract
- Putting together “request of bids” packaged for roads
 - Will deliver to numerous contractor with 2 week return time for cost estimates
 - Will complete prior to annual budget numbers are due
 - Will likely defer all road expenses to next Fiscal Year... reallocate current allotment of \$5k to other priority projects if possible
- Will assist with current parking pad requests but starting next Fiscal Year, Unit owner will be responsible for submitting work order to receive Board approval. Owner will then coordinate project from start to finish.
- Brief discussion about additional vendors for rental equipment to complete cart path work
 - Pam reminded Board of potential monetary donation. Brett suggests using that to purchase material if low cost rental equipment and volunteer operator can complete the work
- Will inspect pavement crack near Unit 504... tree roots may be causing damage
- Unit 614 – will work with TRK to determine solution options. Brett will meet with Unit owner when they return to selection best course of action to resolve issues

Buildings: Reported by Winnie Schumann

- Ryan Lang has resigned... for the time being Winnie will be handling building projects.
- Contract with Benoy was signed for the siding of Unit 6024, work will probably not be done until July. Price of \$13,250
- Gutter Guards will be done for Units 636, 632 & 634 for an approximate cost of \$1,200
- Board approved roofing for 605, 6032 and 511-512. Gardner Roofing will do the work.
- Phil Gavinsky has a current project list of 6 items and I have additional ones that will be added.

Secretary: Reported by Mark Mostrom

Posted, and delivered meeting notice Agenda to all owners on May 5, 2022

Posted, emailed and delivered the grounds updates

Emailed Linda Brandt the next meeting information for the SREA Board

Check emails and voice mails morning and afternoon

Sent Brian Fuerst minutes of March board meeting and Pivot report for April to post to website

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

Printed copies of Agenda and April 2022 board meeting for handouts at May 9, 2022 board meeting

Treasurer: Reported by Tom Joswiak

Establishment of separate fund accounts has been complete for Sewer and Water Expenses. Fixed rate contributions of all participants have been established and implemented as of April 1st, 2022

ACTUAL INCOME & EXPENSE BY QUARTER YEAR TO DATE 10/01/2021 - 04/30/2022

REVENUE					
Sum of DEPOSIT	Column Labels	1	2	3	4 Grand Total
Row Labels					
1010	\$ 108,816.00	\$ 108,750.00	\$ 34,500.00		\$ 252,066.00
1020	\$ 3,028.27				\$ 3,028.27
1030	\$ 46,995.84	\$ 42,782.93	\$ 60.98		\$ 89,839.75
1034	\$ 53.42	\$ 414.55			\$ 467.97
1040					
1050					
1060					
1070	\$ 450.50				\$ 450.50
Grand Total	\$ 159,344.03	\$ 151,947.48	\$ 34,560.98		\$ 345,852.49

	Budget 2021 - 2022	% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	59%
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	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

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

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	\$ 8,362.99		\$ 28,486.81
2102	\$ 5,133.82	\$ 10,190.77	\$ 22,992.01		\$ 38,316.60
2103	\$ 8,391.99	\$ 8,391.99			\$ 16,783.98
2104	\$ 8,981.67	\$ 47.83	\$ 4,141.04		\$ 13,170.54
2105	\$ 11,175.50				\$ 11,175.50
2106					
2107		\$ 27,248.75	\$ 592.50		\$ 27,841.25
2108	\$ 8,047.74	\$ 8,267.94	\$ 2,963.25		\$ 19,278.93
2109	\$ 1,587.81	\$ 1,665.69	\$ 566.08		\$ 3,819.58
2110	\$ 5,007.28	\$ 4,819.84	\$ 707.58		\$ 10,534.70
2120					
2130		\$ 5,537.63	\$ 456.00		\$ 5,993.63
2140	\$ 239.15	\$ 8.70	\$ 36.89		\$ 284.74
2150					
2160	\$ 115.50				\$ 115.50
2170	\$ 176.02	\$ 174.12	\$ 87.72		\$ 437.86
2180	\$ 934.72	\$ 1,693.52	\$ 58.76		\$ 2,687.00
2190					
Grand Total	\$ 106,733.65	\$ 86,004.17	\$ 40,964.82		\$ 233,702.64

Portage Utilities Sewer	\$108,600	50%
Water Expense	\$53,175	54%
Sewer Expense	\$25,280	152%
Insurance Premium Payments	\$33,600	50%
Lawn & Yard Maintenance	\$30,000	44%
Mowing	\$50,000	22%
Tree Replacement	\$2,000	0%
Snow Removal	\$35,000	80%
Garbage & Recycling Pickup	\$30,000	64%
Street Light Expense - Electric	\$6,504	59%
Bldg Repair & Maintenance	\$30,000	35%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	67%
Office/Printing/Telephone	\$1,500	19%
Bookkeeping Services/Audit	\$2,000	0%
Computer & Internet	\$300	39%
SRE Only Court 100 Street Lights	\$924	47%
Misc. Fees, Taxes, Etc	\$5,000	54%
Cart Path	\$6,000	0%
	\$428,883	54%

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	\$ 3,215.30	\$ 9,894.99
3090				
Grand Total	\$ 97,297.90	\$ 23,854.69	\$ 3,215.30	\$ 124,367.89
Beg Balance	\$ 100,184.75	\$ 55,497.23	\$ 195,605.01	\$ 100,184.75
Income	\$ 159,344.03	\$ 151,947.48	\$ 34,560.98	\$ 345,852.49
Transfers/Sewer	\$ -	\$ 98,019.16	\$ -	\$ 98,019.16
Total Income	\$ 159,344.03	\$ 249,966.64	\$ 34,560.98	\$ 443,871.65
Routine Expense	\$ 106,733.65	\$ 86,004.17	\$ 40,964.82	\$ 233,702.64
Reserve Expense	\$ 97,297.90	\$ 23,854.69	\$ 3,215.30	\$ 124,367.89
Total Expense	\$ 204,031.55	\$ 109,858.86	\$ 44,180.12	\$ 358,070.53
End Balance	\$ 55,497.23	\$ 195,605.01	\$ 185,985.87	\$ 185,985.87

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	40%
Interest Savings on Reserve	\$0	0
	\$259,800	48%

Income	\$751,239	59%
Expense	\$688,683	52%

Presidents Update:

Board Members have members approaching them for work items whenever we are out and about. Board members have every right to politely tell members that they should write their request up and submit it. Board members need their own time, not working Board issues every minute. Our members need to recognize that this is voluntary and they should follow the proper procedures for work requests.

VI. New Business:

- Items required from Board Members that will not be staying on the Board:
Updated/Documented duties for each person that is leaving the Board
Updated/Documented contacts
Updated/Documented projects in the project file. (This should include any notices and or fines for association rules)

Additional new business discussed was that new unit owners and even existing unit owners be provided the welcome packet information which now includes links to the all necessary SREA documents, including the Bylaws and the possibility of having this emailed/mailed and each unit owner signing off (via email/mail) that they have received this information.

Mark Mostrom submitted his resignation from the SREA Board effective 6/17/22

Vicki Vogts voted on the board as Secretary effective June

Pam Barreau submitted her resignation from the SREA Board effective at end of day 9/30/2022

VII. Adjournment:

Motion made by Mark Mostrom to adjourn 8:15pm

Next meeting to be on June 13, 2022 at 6:00pm, Bethlehem Lutheran Church, Hwy 33