

Saddle Ridge Estates Association, Ltd.

599 Saddle Ridge, Portage, WI 53901

Website: www.saddleridgeestates.net

(608) 742-6850

BOARD OF DIRECTORS MEETING

November 14, 2022

Bethlehem Lutheran Church

W8267 Hwy 33, Portage, WI 53901

MINUTES

Directors Present: Linda Brzezinski, Peggy Brunner, Don Chatfield, Brett Johansen, 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

Meeting date was posted on the SREA website and "Deer Tales" community newsletter. Agenda was emailed to owners and posted on the SREA bulletin board.

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

Motion made by Joswiak to approve the October 10, 2022, minutes as presented and second by Chatfield; approved by all.

IV. Director Updates

A. Grounds (reported by Brzezinski):

1. Fall Clean-Up:

TRK is finishing up leaf pick up and will be back next week to pick up the sticks and branches. There is a prediction of snow tomorrow - TRK will snowplow when the snow is 2" or more.

2. Units 415, 602 and 604 - not paying dog waste fines:

Each unit is charged \$30 per mowing for leaving dog waste in their yard. TRK charges the SREA the fine and we invoice the owner for reimbursement. We may be raising the fine to owners.

3. Tree Trimming & Pruning:

Hoffmann finished tree trimming and pruning for the season.

4. Phil cut down 12 small sucker trees growing out of one tree stump. Phill also removed a beehive in Court 1.

B. Utilities (reported by Schumann)

1. Chatfield has now taken over the reading of the meters and Schumann will get him up to speed on the tracking of the data for reporting and monitoring purposes.

2. The new Control Panel for Lift Station #2 was installed on October 26, 2022. The skirt was damaged in shipping and will be replaced at no charge. Total cost was \$29,927.

3. On November 2, 2022, a neighbor saw the alarm light on so we notified Lukasz. He had not received a call on the alarm and there was no data tracked of an alarm. We are checking on this further.
4. We had a problem with the PLC (unit that communicates with all the lift stations, pumps, etc., tracks the data and makes the alarm calls to GEC). Lukasz from General Engineering had the technicians come and they replaced the controller power supply, battery, and relay. In addition, the system required reprogramming because the program was corrupted due to a bad battery.
5. Letter to owners/renters requesting them to identify the type of water pipe entering their unit and the internal pipe from the shut-off valve will go out this week.
6. The Saddle Ridge Utilities Committee will meet on November 30, 2022.

C. Roads (reported by Johanen):

1. TRK will be marking driveways and utilities so they don't get hit during snow plowing. Johanen will check the markings afterward to verify everything is marked.
2. Will be working on roadway replacements spreadsheet for Joswiak.

D. Buildings (reported by Brunner):

1. Phil completed cleaning the gutters and 21 other repair projects.
2. We have a list of 23 outstanding projects.
3. Badger Basement completed their inspections of the units with sump pumps installed from 2010 to current - found no major problems. We want to discuss future inspections and accountability.
4. Units 509-510 roof was resingled (three pieces of plywood were replaced) by Gardner in one day for \$17,750; done with 50-year warranty shingles.

E. Secretary (reported by Vogts):

1. Continuing to organize the pump house storage room.

F. Treasurer (reported by Joswiak):

1. Federal taxes filed for 2021-2022 fiscal year; paid \$220 in taxes from interest earned.
2. Golf Cart Path Fund:

a. Total Donations	\$11,650
b. Total Expenses to date	<u>\$10,456</u>
c. Balance	\$ 1,194
3. Asked our accountant what our responsibility is for paying state sales tax; answer pending.
4. October Financial Statements Review & Approval.
5. Joswiak will be gone from late January to early April. Schumann will take care of his duties in his absence. I will be available for calls, emails, and can help with financial statements.

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

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 35,150.00				\$ 35,150.00
1020	\$ 927.69				\$ 927.69
1030	\$ 58.78				\$ 58.78
1034					
1040					
1050					
1060	\$ 9,550.00				\$ 9,550.00
1070					
Grand Total	\$ 45,686.47				\$ 45,686.47

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

ROUTINE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
2100	\$ -				\$ -
2101	\$ 3,484.40				\$ 3,484.40
2102	\$ 7,378.74				\$ 7,378.74
2103					
2104	\$ 140.00				\$ 140.00
2105	\$ 2,215.50				\$ 2,215.50
2106					
2107					
2108	\$ 3,175.13				\$ 3,175.13
2109	\$ 551.39				\$ 551.39
2110	\$ 3,815.00				\$ 3,815.00
2120					
2130					
2140	\$ 129.11				\$ 129.11
2150					
2160					
2170	\$ 70.90				\$ 70.90
2180	\$ 108.48				\$ 108.48
2185					
2190	\$ 10,455.67				\$ 10,455.67
Grand Total	\$ 31,524.32				\$ 31,524.32

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
3010					
3020					
3030					
3040					
3050					
3060					
3065					
3070					
3080					
3085					
3090					
Grand Total					

Beg Balance	\$ 223,317.91				\$ 223,317.91
Income	\$ 45,686.47	\$ -	\$ -	\$ -	\$ 45,686.47
Transfers/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 45,686.47	\$ -	\$ -	\$ -	\$ 45,686.47
Routine Expense	\$ 31,524.32	\$ -	\$ -	\$ -	\$ 31,524.32
Reserve Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 31,524.32	\$ -	\$ -	\$ -	\$ 31,524.32
End Balance	\$ 237,480.06				\$ 237,480.06

Budget 2022 - 2023		% of Budget	
Maintenance Dues (143 units @ \$250/month)	\$429,000		8%
Insurance Premiums Due	\$35,859		3%
Shared Water/Sewer Revenue	\$0	#DIV/0!	
Shared Electric Revenue	\$1,460		0%
Interest Income	\$0		
Sewer Hookup Fees - 6 units (see acct 5010)	\$0		
Cart Path Donations	\$0		
Miscellaneous Income	\$0		
	\$466,319		10%

Transfer from CD/Money Market		#DIV/0!
Sewer Hookup Fees - 6 units		#DIV/0!
	\$0	#DIV/0!

Portage Utilities Sewer	\$0	0%
Water Expense	\$41,808	8%
Sewer Expense	\$88,548	8%
Insurance Premium Payments	\$35,859	0%
Lawn & Yard Maintenance	\$39,690	0%
Mowing	\$56,000	4%
Tree Replacement	\$2,000	0%
Snow Removal	\$30,000	0%
Garbage & Recycling Pickup	\$36,000	9%
Street Light Expense - Electric	\$6,900	8%
Bldg Repair & Maintenance	\$25,000	15%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	0%
Office/Printing/Telephone	\$1,200	11%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	0%
SRE Only Court 100 Street Lights	\$1,440	5%
Misc. Fees, Taxes, Etc	\$4,500	2%
Non Fee Based or Budget Carryover	\$15,000	1%
Cart Path	\$0	0%
	\$393,245	8%

Emergency Repairs/Maintenance	\$10,000	0%
Roof Replacement	\$90,000	0%
Road/Driveways	\$5,000	0%
Painting	\$0	#DIV/0!
Siding Replacement	\$14,000	0%
Replacement Water - All Assoc.	\$0	#DIV/0!
Replacement Sewer - All Assoc.	\$0	#DIV/0!
Unallocated Funds	\$0	#DIV/0!
Retaining Walls & Netting	\$12,000	0%
Non Fee Based or Budget Carryover	\$50,000	0%
Interest Savings on Reserve	\$0	0
	\$181,000	0%

Income	\$466,319	10%
Expense	\$574,245	5%

V. Old Business

A. SRE III Master Condo Docs Update:

Attorney John Miller felt that the ballot we used gave us the leeway to modify the Bylaws without having to send out to members for approval. We are waiting to hear back from the attorney to confirm and identify next steps - most likely it just needs to be recorded.

B. Golf Cart Path Update:

Wilson's (first home east of the Saddle Ridge section) has raised issues again that we are infringing on their property and hired her own surveyor. It seems it might be a couple feet off where it starts down the hill. Pat Kirk is going to take them to file a lawsuit for adverse possession.

- General rules to successfully claim land under adverse possession: Claimant must demonstrate that his or her occupation of the land meets the following requirements (note: Wisconsin rules may vary from this).
- Criteria includes: continuous use, no existing agreement, must occupy in an obvious manner, actively possess for 20 years or more and used by the possessor.

We can proceed with the regrind project but may have to go around the area by Wilson property. Brad Walker, who is volunteering the equipment via the company he works for and manpower, wants to wait for the ground to firm up, so the weight of heavy equipment doesn't damage the blacktop by the restaurant. Walker is thinking it may end up being in December.

The Board discussed whether we consider equipment for spraying the cart path with a water-based sealant. The Board feels that goes beyond the role that we should undertake. Oiling of the cart path will be considered next year.

C. Establishing Contact Info with Vendors:

When setting up vendor accounts, directors should use their position email (e.g., buildings@saddleridgeestates.net) not a personal email.

D. Any Other Old Business Items:

Draft agreement for Tom Anderson, Bella Island, is still under review by his attorney.

VI. New Business

A. Accountability for Painting or Other Interior Sheetrock Finish

At the July 9, 2003, SREA monthly meeting, the board at that time approved the "Common Areas and Facilities Water Pipes Repair Responsibility Policy". Brzezinski made a motion to rescind the "Common Areas and Facilities Water Pipes Repair Responsibility Policy"; Vogts second; approved by all. The reasoning for this decision is the units/buildings that were included in the original policy (Units 101-104, 105-108, 109-112, 113-116, 201-204, 205-208, 209-212, 213-216, 401-404, 405-408, 409-412, 413-416, 501-504 and 505-508) are now at least 30 years old and any copper pipe can fail by this time.

This policy change means SREA will no longer be responsible for repair of leaks in any water pipes whether in the common wall or not. These repairs will now be the owner's responsibility.

SREA shall have the responsibility to repair interior damage caused by exterior leaks (except from window and doors), sheetrock, tape and mudding. Owners are responsible for texturing, paint, tile, etc. This is a clarification of the new SREA policy above.

B. Drain Tiles & Sump Pump Maintenance

In the past, maintenance of drain tile and sump pumps have been paid for by the SREA. Badger Basement will provide a lifetime warranty on the drain tiles **IF** they are inspected by Badger Basement every 1-2 years; there is a limited warranty on the sump pumps (usually 2-3 years). SREA just had all units inspected to verify functional use and to maintain drain tile warranty. The total cost for recent warranty inspections was \$1,600.

Around 2013, the Generac generator was installed behind the 109-112 building which supports the water drainage for 105-108 and 109-112. This generator and pumping system will continue to be maintained by the SREA.

The board feels the future maintenance of the individual unit's drain tiles and sump pumps belongs to the unit owners, not SREA. Johanan made a motion stating the SREA has done its due diligence by installing drain tiles and sump pumps, and bringing all available warranties current. Owners will be responsible for future inspections of the drain tiles and sump pumps. We will discuss administrative details at the next board meeting; Chatfield second; approved by all.

C. Obstructions in the Rain Gutters

Phil found cables in the rain gutters on several units. Are they from old satellite dishes, antennas, etc.? The cables obstruct the water flow and cause more leaf and pine needle debris to accumulate and make it impossible to thoroughly clean the rain gutters.

D. Any Other New Business Items

None

VII. Adjournment

Brzezinski made a motion to adjourn. Meeting adjourned at 8:55 pm.

Next board meeting is Monday, March 13, 2023, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: March 13, 2023