

Saddle Ridge Estates Association, Ltd.

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

BOARD OF DIRECTORS MEETING September 12, 2022, at 6:00 pm Bethlehem Lutheran Church W8267 STH 33, Portage, Wisconsin

MINUTES

Directors Present: Linda Brzezinski, Brett Johanen, 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

Agenda was emailed to owners and posted on the official SREA bulletin board.

III. Review Minutes of August Meeting - Amend as Needed & Approval

Motion made by Johanen to approve August 8, 2022, minutes as presented and second by Joswiak; approved by all.

IV. Director Updates:

- **Grounds** (reported by Brzezinski)
 - Tree was taken down by U402 due to a beetle bore.
 - TRK will work on Wednesday/Thursday next mowing season.
 - Sent letters to unit owners regarding unpaid fines for dog poop and lawn parking violations.
- **Utilities** (reported by Schumann, acting Utilities Director)
 - The Saddle Ridge Utilities Committee met on September 7, 2022.
 - General Engineering is working on mapping all main valves, etc. Once completed, we can do testing to determine what main valves turn off what.. This has been a significant issue for the west end when we've had problems in the past.
 - Fritz Meierdirk is writing a procedure to have individual unit owners report what the type of pipe is installed in each unit. This is the first attempt at gathering the information required by the WDNR Lead & Copper Rule Service Line Material Inventory Requirements.
 - It was discussed the procedures for reporting issues with sewer or water. Winnie drafted a document of the agreed upon procedures. We are also discussing the possible use of a Tracfone and call forwarding to streamline the process. All calls for issues would be to that line with the call forwarded to whoever is on call for that time period.

- We signed the contract for the duty pump replacement scheduled for December 2022.
 - Lift Station #2's control panel components have been received by ~~LMS~~ B&M Technical - work scheduled for late September.
 - Winnie Schumann does the valve readings, etc. and is reporting on those items to Portage Utilities once a month.

- **Roads** (reported by Johanen)
 - Work order for additional parking pad at U616 - he will contact the owner.

- **Buildings** (reported by Schumann, acting director)
 - Zander Solutions did the concrete leak issues for Units 105, 309, 501 and 6051.
 - Contacted Badger Basements regarding annual inspections to maintain the warranty on their work. There are a total of 16 units needing an inspection - 6 are first time inspections and the other 10 are subsequent inspections. Cost will be approximately \$1,600 to inspect all 16 units and are scheduled for November 1, 2022.
 - Phil Gavinski had a list of 27 projects and completed 17 of them. I have names of a general contractor and an individual that we may contact to do some of the projects.
 - JW Mudjacking provided bids for Units 411, 6003, 6012, 6027, 6031 and 6020 to level walkways and/or garage aprons. Total bid for all of these is just under \$3,000. We requested other bids for replacing the concrete, but none responded. Board approved.
 - Unit 650 owner called to report their chimney is leaking and is again requesting that we remove the chimney box. Board decided to remove the chimney box and will seek bids to just remove and patch versus reroof the full side.
 - What roofing can we afford to do yet this fall - Units 511-512 duplex, Units 501-504 quad building? Both are in bad shape.

- **Secretary** (reported by Vogts)
 - Annual Meeting - documents mailed to all owners on August 15.
 - Created spreadsheets for fireplace type/inspection date.
 - Updated the bulletin board.

- **Treasurer** (reported by Joswiak)
 - Review financial reports. Brzezinski made a motion to approve the Treasurer's report, second by Schumann; approved by all.
 - Joswiak recommended that we carry over the unused portion of the 2021-2022 budget into 2022-2023 via the "Unallocated Funds Reserve Account".
 - Developing a long-term Reserve Funding/Spending model - SREA will create a baseline for establishing the Budget and the Unit Monthly Maintenance Fees that covers roofing, siding, roads, and grounds for future years that includes inflation.
 - Regarding the statutory reserves, did the SREA vote to replace statutory reserves and pay it back in 3 years? Some say "yes" and some day "no". Brzezinski will check with Micki Fuerst (past treasurer) for clarification.

ACTUAL INCOME & EXPENSE BY QUARTER YEAR TO DATE 10/01/2021 - 08/31/2022

REVENUE					
Sum of DEPO: Column Labels					
Row Labels	1	2	3	4	Grand Total
1010	\$ 108,816.00	\$ 108,750.00	\$ 107,500.00	\$ 71,750.00	\$ 396,816.00
1020	\$ 3,028.27		\$ 125.00	\$ 25.00	\$ 3,178.27
1030	\$ 46,995.84	\$ 42,782.93	\$ 35,741.21		\$ 125,519.98
1034	\$ 53.42	\$ 414.55		\$ 480.56	\$ 948.53
1040					
1050					
1060					
1070	\$ 450.50		\$ 56.00	\$ 28.00	\$ 534.50
Grand Total	\$ 159,344.03	\$ 151,947.48	\$ 143,422.21	\$ 72,283.56	\$ 526,997.28

Other Income					
Sum of DEPO: 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 PAYM 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	\$ 5,575.32	\$ 42,425.12
2102	\$ 5,133.82	\$ 10,190.77	\$ 45,984.03	\$ 15,328.02	\$ 76,636.64
2103	\$ 8,391.99	\$ 8,391.99	\$ 8,391.99		\$ 25,175.97
2104	\$ 8,981.67	\$ 47.83	\$ 12,510.08	\$ 1,154.02	\$ 22,693.60
2105	\$ 11,175.50		\$ 11,247.00	\$ 15,481.75	\$ 37,904.25
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	\$ 5,783.04	\$ 30,851.68
2109	\$ 1,587.81	\$ 1,665.69	\$ 1,667.70	\$ 1,100.48	\$ 6,021.68
2110	\$ 5,007.28	\$ 4,819.84	\$ 4,467.97	\$ 3,932.86	\$ 18,227.95
2120					
2130		\$ 5,537.63	\$ 2,916.00		\$ 8,453.63
2140	\$ 239.15	\$ 8.70	\$ 100.83	\$ 461.28	\$ 809.96
2150					
2160	\$ 115.50				\$ 115.50
2170	\$ 176.02	\$ 174.12	\$ 306.43	\$ 129.02	\$ 785.59
2180	\$ 934.72	\$ 1,693.52	\$ 152.92	\$ 120.76	\$ 2,901.92
2190					
Grand Total	\$ 106,733.65	\$ 86,004.17	\$ 115,783.43	\$ 49,066.55	\$ 357,587.80

RESERVE EXPENSE					
Sum of PAYM 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				\$ 670.87	\$ 670.87
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	\$ 670.87	\$ 158,988.76

Beg Balance	\$ 100,184.75	\$ 55,497.23	\$ 195,605.01	\$ 186,078.49	\$ 100,184.75
Income	\$ 159,344.03	\$ 151,947.48	\$ 143,422.21	\$ 72,283.56	\$ 526,997.28
Transfers/Sev	\$ -	\$ 98,019.16	\$ -	\$ -	\$ 98,019.16
Total Income	\$ 159,344.03	\$ 249,966.64	\$ 143,422.21	\$ 72,283.56	\$ 625,016.44
Routine Expe	\$ 106,733.65	\$ 86,004.17	\$ 115,783.43	\$ 49,066.55	\$ 357,587.80
Reserve Expe	\$ 97,297.90	\$ 23,854.69	\$ 37,165.30	\$ 670.87	\$ 158,988.76
Total Expense	\$ 204,031.55	\$ 109,858.86	\$ 152,948.73	\$ 49,737.42	\$ 516,576.56
End Balance	\$ 55,497.23	\$ 195,605.01	\$ 186,078.49	\$ 208,624.63	\$ 208,624.63

	Budget 2021 - 2022	% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	92%
Insurance Premiums Due	\$33,600	9%
Shared Water/Sewer Revenue	\$163,439	77%
Shared Electric Revenue	\$1,200	79%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$0	
Cart Path Donations	\$5,000	
Miscellaneous Income	\$0	
	\$632,239	83%
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	80%
Sewer Expense	\$25,280	303%
Insurance Premium Payments	\$33,600	75%
Lawn & Yard Maintenance	\$30,000	76%
Mowing	\$50,000	76%
Tree Replacement	\$2,000	98%
Snow Removal	\$35,000	80%
Garbage & Recycling Pickup	\$30,000	103%
Street Light Expense - Electric	\$6,504	93%
Bldg Repair & Maintenance	\$30,000	61%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	94%
Office/Printing/Telephone	\$1,500	54%
Bookkeeping Services/Audit	\$2,000	0%
Computer & Internet	\$300	39%
SRE Only Court 100 Street Lights	\$924	85%
Misc. Fees, Taxes, Etc	\$5,000	58%
Cart Path	\$6,000	0%
	\$428,883	83%

Emergency Repairs/Maintenance	\$25,000	0%
Roof Replacement	\$80,000	112%
Road/Driveways	\$5,000	13%
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	61%

Income	\$751,239	83%
Expense	\$688,683	75%

- **President** (reported by Schumann)
 - Tom Anderson (owner of Bella Island) submitted the agreement regarding him being a standalone property within the community to his attorney for review and Winnie provided additional information to his attorney as requested.

- Dennis Allen (SRA president) stated that he wanted to discuss the Sewer agreement and I asked that he provide specifics of what items but have not received any information. Pat Kirk submitted to his attorney, but no feedback yet. The Forest approved the contract. We have not heard back from Rusty Grimm, owner of Saddle Ridge Golf Course.
- The effort to check for other insurance carriers for quotes resulted in not finding any better price. Some companies were not interested in submitting a quote because of the age of some of the properties. They did point out a few items that may be incorrect in our current coverage and Winnie will follow up on those items.
- Worked with John Orton and finalized the Release of Claims for Units 6018 and 6024 regarding potential water intrusion to the sunrooms.
- We decided at the last meeting that we are not going to assume responsibility for netting, water issues when additions are made by unit owners that result in requests for more things from the Association. Winnie will address this issue at the Annual Meeting.
- Winnie will be on vacation October 28 to November 17, 2022, so I will miss the next Board Meeting.

V. Old Business

- **Review Master Condo Documents for SRE III**

Winnie followed up with John Miller regarding changes for SRE III to the Master Condo docs. John said they can make the changes and asked Winnie to provide an MSWord version of the ByLaws, which Winnie will do.

- **Open Director Positions**

Peggy Brunner and Don Chatfield have expressed an interest in our open positions.

- **Discussion of Presentation Items for Annual Meeting**

Residents are driving their golf carts on the association lawn (especially when it's dry). If damage is done, the owner will be responsible for the repair. Occasional use is one thing, but using it as a constant pathway is not allowed.

- **Any other old business items**

None

VI. New Business

- **Liability Discussion for Owner Add-Ons**

The Release of Claims for U6024 has been signed and filed in that unit's folder for safekeeping.

- **Building Compatibility Coordination**

A resident asked if there is a rule as to what color an owner can paint their garage and front doors. Currently, there is no rule in the SREA bylaws.

- **Any Other New Business Items**

None

VII. Adjournment

- Brzezinski made a motion to adjourn and Vogts second; approved by all. Meeting adjourned at 8:10 pm.
- Annual Meeting is Tuesday, September 20, 2022, at 6:30 pm, at Bethlehem Lutheran Church fellowship hall.
- Next board meeting is Monday, October 10, 2022, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: October 10, 2022

November 18, 2022 revised