

BOARD OF DIRECTORS MEETING
April 10, 2023
Bethlehem Lutheran Church
W8267 Hwy 33, Portage, WI 53901

MINUTES

Directors Present: Linda Brzezinski, Don Chatfield, Brett Johanen, Tom Joswiak, Winnie Schumann, Vicki Vogts
Director Absent: Peggy Brunner
Guest Present: Jerry Braun (U311), John Baldwin (U314), Calvin Gruss & Leslie Buettner (U507/508)

I. Call to Order - Certify Quorum

Schumann called the meeting to order at 6:01 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.

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

Motion made by Brzezinski; second by Johanen; approved by all.

IV. Director Updates

A. Grounds (reported by Brzezinski):

- Retaining Wall Repair - Unit 6012:

TRK's bid was \$6,700 to replace the wooden railroad ties with blocks on the east side of the building. The project was postponed from last fall. Motion made to accept the TRK bid by Chatfield; seconded by Johanen; approved by all.

- Tree Service for Units 630, 6014 and 6020:

Unit 630 wanted branches trimmed but it will not be done by SREA because it does not meet criteria (branches touching the building, etc.). Unit 6014 branches have been removed. Phil Gavinski will remove the tree stump at Unit 6020,

- Phil will remove the tree stump at Unit 622.
- TRK Spring Clean Up Update - will start April 17 with fertilizer and repair for plow damage. Complete work by the end of the month and start mowing in early May.
- New Work Order for Units 622 and 620 - drainage issue
- Brzezinski asked for permission to start posting the unit numbers of residents that refuse or haven't paid their monthly maintenance fee or fines. Brzezinski and Johanen will create a form that will maintain consistency. Motion to approve the form will take place at the next meeting.
- A letter was mailed to Unit 402 regarding a trailer sitting in the driveway for more than 3 days. The trailer in 415's driveway has permission to stay longer due to remodeling projects.

B. Utilities (reported by Chatfield)

- The check valve on the duty pump is continuing to leak. Lukasz from General Engineering has contacted B&M to replace it. The cost for the replacement valve is about \$400 and labor is about \$600 (agrees with the verbal estimate given to us by B&M staff when the duty pump was installed). We have not received a written proposal, but Schumann and Chatfield have told Lukasz to move forward. The board will approve the proposal once it's received.
- On April 5, the Kohler rep completed the annual preventative maintenance on the pump house backup generator - all looked good and oil/filters were replaced. We received a proposal for a new three-year maintenance agreement (\$1,269 per year). The Utilities Committee had discussion regarding whether to include a "load bank" test in the proposal acceptance. Lukasz recommended that we accept a three-year agreement for basic maintenance with a load bank test in Years 1 and 3 since it's never been done and the equipment is beyond its useful life.
- Chatfield contacted United Electric regarding the Generac backup generator for the sump pumps in eight units located in Court One (referred to United Electric as a local installer/maintenance provider by Generac Corp). United Electric stated the unit is displaying red and yellow LED indicator lights which means the generator is of no use should there be a power failure. The person I spoke with indicated that a service tech would be from their Lake Delton location to check/diagnose/fix the unit. Depending upon what they discover, the call would cost \$300-400 unless it is a more serious issue. It is my suggestion that we should consider a maintenance agreement on this generator as well.
- We have continued to see a lot of power/communication failure alarms from Lift Station #2 by the Marina. Lukasz believes that these are caused by momentary voltage drops in the Alliant Energy power supply that the controller is perceiving as a power failure. Nothing to be done as it is not a failure and does not impact performance of the lift station. Lukasz disabled the alarm at the main control panel in the pump room to stop calls to GEC by our dialer (he got 16 calls in one day).
- We have received a proposal for continued jetting of sewer lines in the 600's (Lift Station #6 in front of Unit 640) from Country Plumber for consideration and approval by SREA. Why is this one always being jetted? Chatfield will contact Lukasz to ask why. The maintenance agreement is dated March 24, 2023, and is based on a trip charge. Schumann recommended bringing it up at the next Utilities Committee meeting on April 26.

C. Roads (reported by Johanen):

- Future Road Replacement in Budget Projection - Johanen and Joswiak still need to meet about it.
- Court Four has a pothole that will be repaired with a cold patch by Johanen.
- Chatfield requested Johanen to seek estimates for street chip sealing.
- TRK Meeting Update - Johanen feels we have a positive relationship with them and appreciates that they are willing to work with us.
- The "No ATV or Cars" sign is missing at the path entrance from Court 6000. Schumann will investigate it.
- Now that the county has approved UTVs on town roads, do we want to allow ATVs and UTVs on Saddle Ridge private roads and the golf cart paths? After discussion, the board feels that we do not want to allow it at this time, plus all of the associations would need to approve it. Pat Kirk would also need to approve it since he is the owner of the golf cart path.
- Johanen had not been able to research "private property" signs - will bring information to the next meeting.

D. Buildings (reported by Schumann for Brunner):

- The roofing priority schedule through 2023 has been developed by need with expert discernment from Gavinski. Gardner is scheduled to replace the roof for Units 409/410/411/412 starting on April 24, weather permitting.
- Top Hat is scheduled to replace six chimney caps and collars along with the repair of any structural damage on Units 616, 618, 620, 622, 624 and 626. They have assigned two technicians for April 12, weather permitting. Brunner has notified the homeowners.
- When Gavinski is on any roof, he will be checking exterior chimney caps, etc., reporting need for service and taking pictures. None reported to date.
- Ron Benoy is scheduled to complete concrete apron work, most specifically, the enlarging cracks in front of garages in May with pricing forthcoming. Benoy will supervise Champion Windows when they fix the concrete issue at Unit 507/508.
- Brunner continues to work with contractors to "troubleshoot" additional projects.
- Badger Basement will be coming on April 11 to check the sump pump in a Court One building - Chatfield will be present in Brunner's absence.
- Johanen feels Unit 504's door is causing the leak, not the roof.

E. Secretary (reported by Vogts):

- Continuing to organize the storage room in the pump house. Each unit has a folder where information is filed. When projects are completed, the documentation is to be given to Vogts for filing.
- The information board near the second entrance is broken and needs to be replaced or taken down for lack of use. Motion made by Joswiak to remove the board and put a sign on it stating residents should go to the SREA website to obtain information; seconded by Johanen. approved by all.

F. Treasurer (reported by Joswiak):

- Review and Approve Water Fund Financials (quarterly reporting). Balance is \$51,044.41 as of March 31, 2023. On track for the end of the year. Motion by Johanen to approve; seconded by Chatfield; approved by all.
- Review and Approve Sewer Fund Financials (quarterly reporting). Balance of \$47,481 as of March 31, 2023. On track for the end of year. Motion made by Chatfield to approve; seconded by Schumann; approved by all.
- Review and Approve SREA Financials
 - SREA operating account has a balance of \$232,809 as of March 31, 2023.
 - Pivot Table Cashflow is on track. We carried over \$15,000 that we didn't spend last year to spend this year. We are running over budget in three areas: yard maintenance by \$7,500; garbage pick up by \$5,400 (Waste Management increases their invoice every month); and building and repair by \$2,200. If we are able to hold the budget, we may have \$123,000 left in the accounts at the end of the year.
 - Summary of all SREA Accounts - \$595,920 as of March 31, 2023.
 - Delinquent Account - one unit owner owes for maintenance fees and fine.
 - Brzezinski made a motion to approve financial reports; seconded by Chatfield; approved by all.

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2022 - 03/31/2023

REVENUE				
Sum of DEPOSIT	Column Labels			
Row Labels	1	2	3	4 Grand Total
1010	\$ 104,900.00	\$ 109,525.00		\$ 214,425.00
1020	\$ 927.69			\$ 927.69
1030	\$ 58.78			\$ 58.78
1034		\$ 375.36		\$ 375.36
1040				
1050		\$ 3,500.00		\$ 3,500.00
1060	\$ 11,650.00	\$ 50.00		\$ 11,700.00
1070				
Grand Total	\$ 117,536.47	\$ 113,450.36		\$ 230,986.83

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	\$ 10,453.20	\$ 10,453.20		\$ 20,906.40
2102	\$ 22,136.22	\$ 22,136.22		\$ 44,272.44
2103	\$ 8,964.72	\$ 8,964.72		\$ 17,929.44
2104	\$ 20,203.80	\$ 7,179.72		\$ 27,383.52
2105	\$ 11,549.50	\$ 14,001.00		\$ 25,550.50
2106				
2107	\$ 5,000.00	\$ 7,500.00		\$ 12,500.00
2108	\$ 9,999.14	\$ 10,442.86		\$ 20,442.00
2109	\$ 1,692.53	\$ 1,703.54		\$ 3,396.07
2110	\$ 9,038.63	\$ 5,685.83		\$ 14,724.46
2120				
2130	\$ 2,879.27			\$ 2,879.27
2140	\$ 289.36	\$ 223.38		\$ 512.74
2150				
2160		\$ 100.10		\$ 100.10
2170	\$ 177.05	\$ 169.47		\$ 346.52
2180	\$ 1,202.59	\$ 318.14		\$ 1,520.73
2185				
2190	\$ 10,455.67	\$ 720.95		\$ 11,176.62
Grand Total	\$ 114,041.68	\$ 89,599.13		\$ 203,640.81

RESERVE EXPENSE				
Sum of PAYMENT	Column Labels			
Row Labels	1	2	3	4 Grand Total
3010	\$ 104.77			\$ 104.77
3020	\$ 17,750.00			\$ 17,750.00
3030				
3040				
3050				
3060				
3065	\$ -			\$ -
3070				
3080				
3085				
3090				
Grand Total	\$ 17,854.77			\$ 17,854.77

Beg Balance	\$ 223,317.91	\$ 208,957.93		\$ 223,317.91
Income	\$ 117,536.47	\$ 113,450.36	\$ -	\$ 230,986.83
Transfers/Sewer	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 117,536.47	\$ 113,450.36	\$ -	\$ 230,986.83
Routine Expense	\$ 114,041.68	\$ 89,599.13	\$ -	\$ 203,640.81
Reserve Expense	\$ 17,854.77	\$ -	\$ -	\$ 17,854.77
Total Expense	\$ 131,896.45	\$ 89,599.13	\$ -	\$ 221,495.58
End Balance	\$ 208,957.93	\$ 232,809.16		\$ 232,809.16

Budget 2022 - 2023		% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	50%
Insurance Premiums Due	\$35,859	3%
Shared Water/Sewer Revenue	\$0	#DIV/0!
Shared Electric Revenue	\$1,460	26%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$0	
Cart Path Donations	\$0	
Miscellaneous Income	\$0	
	\$466,319	50%

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	50%
Sewer Expense	\$88,548	50%
Insurance Premium Payments	\$35,859	50%
Lawn & Yard Maintenance	\$39,690	69%
Mowing	\$56,000	46%
Tree Replacement	\$2,000	0%
Snow Removal	\$30,000	42%
Garbage & Recycling Pickup	\$36,000	57%
Street Light Expense - Electric	\$6,900	49%
Bldg Repair & Maintenance	\$25,000	59%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	32%
Office/Printing/Telephone	\$1,200	43%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	33%
SRE Only Court 100 Street Lights	\$1,440	24%
Misc. Fees, Taxes, Etc	\$4,500	34%
Non Fee Based or Budget Carryover	\$15,000	0%
Cart Path	\$0	0%
	\$393,245	52%

Emergency Repairs/Maintenance	\$10,000	1%
Roof Replacement	\$90,000	20%
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	10%

Income	\$466,319	50%
Expense	\$574,245	39%

V. Old Business

A. Status of Saddle Ridge Sewer Agreement:

Anderson's attorney wants to combine the sewer and water agreements into one agreement. Schumann reported that we cannot do that due to some Saddle Ridge owners not having both water and sewer. Schumann will be pressuring the other Saddle Ridge associations to approve the sewer agreement.

B. Golf Cart Path:

Braun reported that regrind was put down and rolled on the cart path. Meigs recommends a seal coat be sprayed on it sometime this summer when it's hot and dry. When they have a large order, they will mix up some extra to spray on the cart path. Brzezinski thanked the following people for resurfacing the golf cart path: Jerry Braun, Brad Walker, Chad Dornfield, Don Chatfield, John Vehring, and Landfill Drilling. Also, a big thank you for all residents and businesses in the area who donated to the improvements.

C. Any Other Old Business Items:

None.

VI. New Business

A. Frontier Installation of Fiber Optics:

All associations met with Frontier regarding the project. The group is still working on the contract. Frontier has been doing clean up work where they have installed underground lines and boxes. Schumann stated that Spectrum currently has fiber optics in Saddle Ridge.

B. Board Member Decorum:

Johanen reminded board members that personal comments made on social media (while on and off duty) have impacts on the SREA and should be conducted with the utmost professionalism. We do not wish to be involved with any negative comments that may be a reflection on the SREA or us.

C. Any Other New Business Items:

- John Baldwin (U314) distributed a document regarding damage to his roof, gutters, etc. during the December snow storm. We will follow up on his two previous work orders regarding a blocked downspout and check for roof damage. Baldwin also asked about a gutter cap along the back of his condo due to excessive pine needles falling from the common area trees behind his condo.
- Braun (U311) has a wide crack in his driveway between his neighbor's condo and his condo. Johanen will look at it.

VII. Adjournment

Vogts made a motion to adjourn; Joswiak seconded; approved by all. Meeting adjourned at 7:37 pm.

Next board meeting is Monday, May 8, 2023, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: May 8, 2023