

BOARD OF DIRECTORS MEETING
August 14, 2023
Bethlehem Lutheran Church
W8267 Hwy 33, Portage, WI 53901

MINUTES

Directors Present: Peggy Brunner, Don Chatfield, Brett Johanen, Tom Joswiak, Winnie Schumann, Vicki Vogts

Director Absent: Linda Brzezinski

Guest Present: Calvin Gruss & Leslie Buettner (U507/508)

I. Call to Order - Certify Quorum

Schumann called the meeting to order at 6:02 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 Joswiak to approve minutes as presented; second by Chatfield; approved by all.

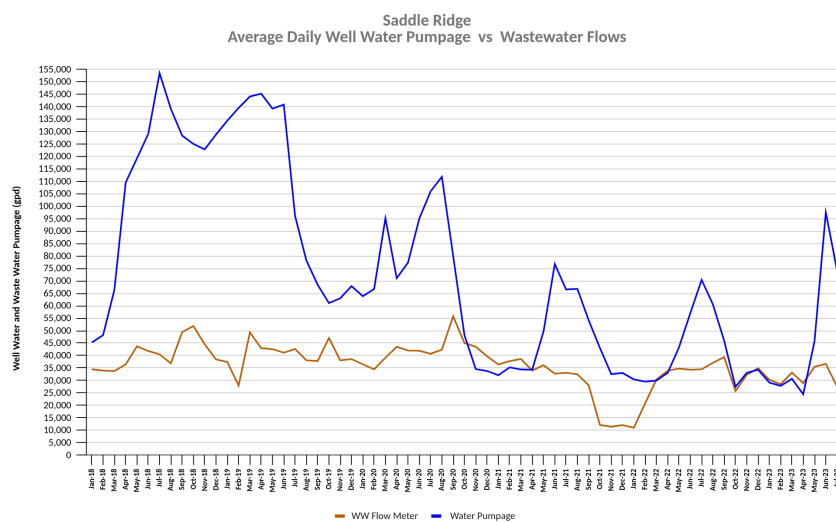
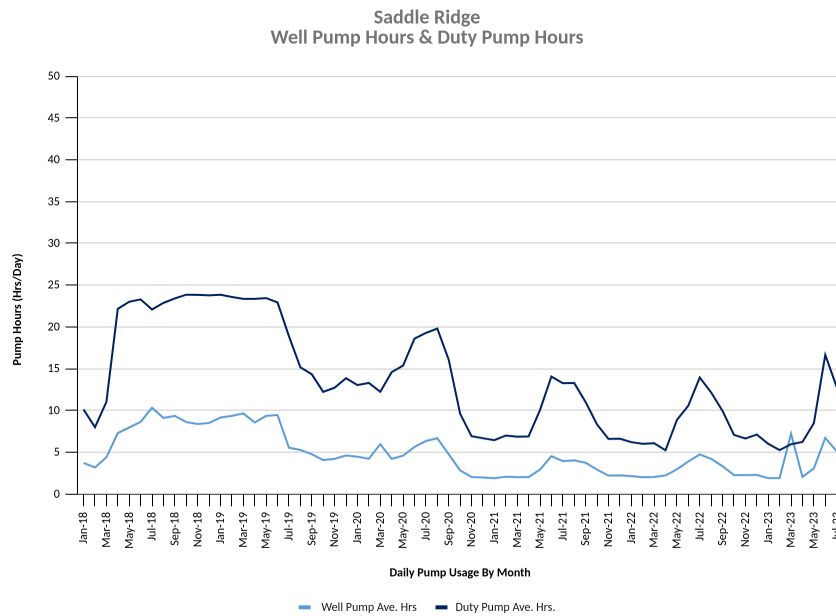
IV. Director Updates

A. Grounds (reported by Vogts for Brzezinski):

1. Damage from the storm on July 28 totaled \$2400. We took trees down at Units 506, 605, 615 and 6037. Branches were tangled in a tree at Unit 6018 that had to come down. Stumps will be removed in fall when cutting and trimming is done.
2. Starting list of trees that need to come down and trimmed. Will provide a quote for next board meeting.
3. Bee hives have been a problem - being taken care of individually.
4. Unit 510 requested "Out of Bounds" signs along golf course boundaries. Talked to Bill Harper and he will put of white stakes.
5. Unit 630 requested two shrubs to be trimmed but they are within the owner's three-foot area so it will be at their cost.
6. Phil Gavinski trimmed the bushes and tree along the trail going from Holes 6 to 7.

B. Utilities (reported by Chatfield):

1. Schumann has successfully completed the execution of the new sewer agreement. If we are changing the golf course from 3 to 10, sewer charges will begin on October 1, 2023. The number of hookups in the agreement is from the date the agreement was drafted. The numbers will change in the future but the agreement will not be revised each time there is an increase.
2. All our systems are working as they should. No glitches from the recent power outages.
3. We are still awaiting final dollar numbers from GEC for replacement of pump(s) in Lift Station #1. Hopefully, this can be finalized at the Utility Committee meeting this Thursday evening.
4. As expected water and sewerage pump age numbers are showing seasonal increases and water use is up due to drier than normal weather. Hopefully recent rains will give our well and service pumps a rest. Attached are the recent charts showing usage and trends through July.



C. Roads (reported by Johanen):

1. Johanen received the work order for Units 311/312 regarding driveway repairs; he has been in contact with the owners. After the annual meeting, it will be discussed to see if it can be done in the 2023-2024 budget year. There is a crack that the owners have tried to repair but it hasn't helped and they want it to be replaced. The main crack is along the retaining wall and the downspout water runs. Owners of Units 311, 313, and 314 have repaired the cracks themselves and Unit 312 will be done shortly.
2. Johanen has talked to contractors regarding the roads and driveways for milling and paving. He has given those numbers to Joswiak for budget purposes. We may do crack filling, milling/repaving instead of large scale projects, seal coating, etc. Experts/Contractors feel crack filling is a better option because sealcoating is more "cosmetic".

D. Buildings (reported by Brunner):

1. SREA Service Technician (Phil Gavinski) Report:
 - a. 24 unit owner service requests were submitted in July 2023; 24 have been completed.
 - b. This is inclusive of Unit 313 (long outstanding) gutter replacement and leaf guards service request.
2. Gardner Company:
 - a. Completion of Units 506-507 (long outstanding) installation of iceguards/leaf guards.
 - b. Completion of reroofing of Units 608, 610, 612, 614 (all unit owners opted out of attic insulation)
 - c. Work has been completed to SREA satisfaction.
 - d. Warranties on all 2023 reroofing projects are forthcoming from Gardner Company as they are received from suppliers. SREA Buildings Director will follow through with Gardner Company's project manager. All warranties will be given to SREA Secretary for appropriate unit number files.
3. JW Mudjacking and Poly-leveling:
 - a. 2 mudjacking projects were estimated and completed.
 - b. 1 poly project is pending.
4. Bat Control Service:

2 services requested both completed.
5. Insect & Rodent Control:

Brunner recommends that owners should be responsible for insect and rodent control at their cost. Bats are taken care of by SREA because they come into the condo from the outside. Joswiak recommended that SREA pay for an exterminator. Owners cannot hire someone and then require SREA to pay the invoice. Joswiak made a motion that owners are to submit a work request for rodents, bees, etc., SREA will act on the issue, and pay for the services; Schumann seconded the motion. All approved.
6. Directors need to be using the shared spreadsheet on all work requests throughout the year. It has not been updated for quite a while and needs to be for budgeting and year end reports. Joswiak would like to rework the spreadsheet to make it easier to use and not hard to find; he will take a look at it to revise it.

E. Secretary (reported by Vogts):

Annual meeting is scheduled for Tuesday, September 19, 2023, at 7:00 pm, at the Bethlehem Lutheran Church fellowship hall. Documents will be printed and mailed/delivered to all owners next week.

F. Treasurer (reported by Joswiak):

1. Review and Approve July Financials:

Motion made by Johanan to approve treasurer's report as presented; seconded by Vogts; all approved.

Projected to be \$7,000 under budget. After all of the roofing projects, the reserve expenses should be \$9,100 under budget. \$139,000 bank balance.

2. 2023-2023 Insurance Costs:

Need to finalize the amount we will be subsidizing the unit owners from the money collected or will be collected from the sewer hookup fees. Max we have or will have available is \$10,500. \$3500 has been collected so far year to date. Chatfield made a motion that hook up fees be used to defray the cost of our liability insurance; Brunner seconded; all approved.

Will we be sending a note to all unit owners prior to the invoices being sent. I sent out all the individual notices last year via email on September 1.

I also want to try to solicit the people that did not pay by ACH last year to see if they will do ACH this year.

3. 2023-2024 Budget Review:

Review budget details and determine if any actions/updates/edits are required. Lawn and yard maintenance are fixed dollars, except for \$13,000 which is used to cover variable costs not included with our contract with TRK Landscaping; cannot predict storm damage. Repair and maintenance costs are budgeted for \$24,000. Garbage pick up is increasing by \$6,000. Sewer and water budget increased by 2.5% to adjust for inflation on an annual basis. \$128,000 projected end of year balance. Motion made by Chatfield to approve the 2023-2024 budget; Brunner seconded; all approved.

ACTUAL INCOME & EXPENSE BY QUARTER YEAR TO DATE 10/01/2022 - 07/31/2023

REVENUE		YEAR TO DATE 10/01/2022 - 07/31/2023				
Sum of DEPOSIT	Column Labels	1	2	3	4	Grand Total
Row Labels						
1010	\$	104,900.00	\$ 109,525.00	\$ 107,250.00	\$ 35,250.00	\$ 356,925.00
1020	\$	927.69				\$ 927.69
1030	\$	58.78		\$ 186.41		\$ 245.19
1034			\$ 375.36		\$ 226.41	\$ 601.77
1040						
1050			\$ 3,500.00			\$ 3,500.00
1060	\$	11,650.00	\$ 50.00			\$ 11,700.00
1070				\$ 25.00		\$ 25.00
Grand Total	\$	117,536.47	\$ 113,450.36	\$ 107,461.41	\$ 35,476.41	\$ 373,924.65

Other Income		YEAR TO DATE 10/01/2022 - 07/31/2023				
Sum of DEPOSIT	Column Labels	1	2	3	4	Grand Total
Row Labels						
1100						
5010						
Grand Total						

Budget 2022 - 2023		% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	83%
Insurance Premiums Due	\$35,859	3%
Shared Water/Sewer Revenue	\$0	#DIV/0!
Shared Electric Revenue	\$1,460	41%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$0	
Cart Path Donations	\$0	
Miscellaneous Income	\$0	
	\$466,319	80%

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

ROUTINE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
2100	\$ -				\$ -
2101	\$ 10,453.20	\$ 10,453.20	\$ 10,422.72	\$ 3,474.24	\$ 34,803.36
2102	\$ 22,136.22	\$ 22,136.22	\$ 22,067.91	\$ 7,355.97	\$ 73,696.32
2103	\$ 8,964.72	\$ 8,964.72	\$ 8,964.72		\$ 26,894.16
2104	\$ 20,203.80	\$ 7,179.72	\$ 8,421.85	\$ 2,881.59	\$ 38,686.96
2105	\$ 11,549.50	\$ 14,001.00	\$ 14,001.00	\$ 4,667.00	\$ 44,218.50
2106			\$ 1,946.02		\$ 1,946.02
2107	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 2,500.00	\$ 22,500.00
2108	\$ 9,999.14	\$ 10,442.86	\$ 10,506.71	\$ 3,487.30	\$ 34,436.01
2109	\$ 1,692.53	\$ 1,703.54	\$ 1,689.63	\$ 548.75	\$ 5,634.45
2110	\$ 9,038.63	\$ 5,685.83	\$ 1,336.75	\$ 6,024.41	\$ 22,085.62
2120					
2130	\$ 2,879.27		\$ 1,098.34		\$ 3,977.61
2140	\$ 289.36	\$ 223.38	\$ 223.00	\$ 29.75	\$ 765.49
2150				\$ 800.00	\$ 800.00
2160		\$ 100.10			\$ 100.10
2170	\$ 177.05	\$ 169.47	\$ 187.20	\$ 65.84	\$ 599.56
2180	\$ 1,202.59	\$ 318.14	\$ 383.12	\$ 145.64	\$ 2,049.49
2185					
2190	\$ 10,455.67	\$ 720.95	\$ 105.49		\$ 11,282.11
Grand Total	\$ 114,041.68	\$ 89,599.13	\$ 88,854.46	\$ 31,980.49	\$ 324,475.76

Portage Utilities Sewer	\$0	0%
Water Expense	\$41,808	83%
Sewer Expense	\$88,548	83%
Insurance Premium Payments	\$35,859	75%
Lawn & Yard Maintenance	\$39,690	97%
Mowing	\$56,000	79%
Tree Replacement	\$2,000	97%
Snow Removal	\$30,000	75%
Garbage & Recycling Pickup	\$36,000	96%
Street Light Expense - Electric	\$6,900	82%
Bldg Repair & Maintenance	\$25,000	88%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	44%
Office/Printing/Telephone	\$1,200	64%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	33%
SRE Only Court 100 Street Lights	\$1,440	42%
Misc. Fees, Taxes, Etc	\$4,500	46%
Non Fee Based or Budget Carryover	\$15,000	0%
Cart Path	\$0	0%
Total	\$393,245	83%

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
3010	\$ 104.77		\$ 6,843.13		\$ 6,947.90
3020	\$ 17,750.00		\$ 76,370.00	\$ 2,400.00	\$ 96,520.00
3030					
3040					
3050					
3060					
3065	\$ -				\$ -
3070					
3080				\$ 6,708.75	\$ 6,708.75
3085					
3090					
Grand Total	\$ 17,854.77	\$ 83,213.13	\$ 9,108.75	\$ 110,176.65	

Emergency Repairs/Maintenance	\$10,000	69%
Roof Replacement	\$90,000	107%
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	56%
Non Fee Based or Budget Carryover	\$50,000	13%
Interest Savings on Reserve	\$0	0
Total	\$181,000	61%

Beg Balance	\$ 223,317.91	\$ 208,957.93	\$ 232,809.16	\$ 168,202.98	\$ 223,317.91
Income	\$ 117,536.47	\$ 113,450.36	\$ 107,461.41	\$ 35,476.41	\$ 373,924.65
Transfers/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 117,536.47	\$ 113,450.36	\$ 107,461.41	\$ 35,476.41	\$ 373,924.65
Routine Expense	\$ 114,041.68	\$ 89,599.13	\$ 88,854.46	\$ 31,980.49	\$ 324,475.76
Reserve Expense	\$ 17,854.77	\$ -	\$ 83,213.13	\$ 9,108.75	\$ 110,176.65
Total Expense	\$ 131,896.45	\$ 89,599.13	\$ 172,067.59	\$ 41,089.24	\$ 434,652.41
End Balance	\$ 208,957.93	\$ 232,809.16	\$ 168,202.98	\$ 162,590.15	\$ 162,590.15

Income	\$466,319	80%
Expense	\$574,245	76%

V. Old Business

A. Saddle Ridge Sewer Service Agreement:

The document has been signed by all parties. The water service agreement will now be drafted and anticipate it to be executed quickly.

B. Frontier Fiber Optic Installation Agreement:

No work is currently being done. Schumann will follow up with Dennis Allen from SRA.

C. DNR Pipe Identification:

Schumann is working on obtaining the missing information.

D. HOA Fee Deduction Request by Unit 507/508:

Attorney Miller has given Schumann the verbage for the update to the condo documents. It will be included in the annual meeting mailing.

E. Additional Revenue Considerations & Ideas

Discussion on potential transfer fee; will be discussed in the future.

F. Any Other Old Business Items:

Cart Path:

Some residents are wanting to improve the path at their cost. What do we think? Johanen recently received a proposal from Davis Construction for \$2,250 to grade the path smoother. Meigs will be providing a sealant for the path at no cost to residents. Schumann will contact residents to let them know to do nothing at this time.

VI. New Business

A. Annual Meeting:

Directors need to be prepared to make a three to five-minute presentation.

B. Any Other New Business Items:

None.

VII. Adjournment

Johanen made a motion to adjourn; Chatfield seconded; approved by all. Meeting adjourned at 7:48 pm.

Next board meeting is Monday, September 11, 2023, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.
Annual Meeting is scheduled for Tuesday, September 19, 2023, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: September 11, 2023