

BOARD OF DIRECTORS MEETING
June 12, 2023
Bethlehem Lutheran Church
W8267 Hwy 33, Portage, WI 53901

MINUTES

Directors Present: Peggy Brunner, Linda Brzezinski, Don Chatfield, Tom Joswiak, Winnie Schumann, Vicki Vogts
Director Absent: Brett Johananen
Guest Present: Calvin Gruss & Leslie Buettner (U507/508); Cheyenne Atkinson (U415); John Baldwin (U313)

I. Call to Order - Certify Quorum

Schumann called the meeting to order at 6:12 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 Brzezinski):

1. Lawn Repair Work:

Brzezinski thanked Jerry Braun, Don Chatfield, Leslie Buettner, and Calvin Gruss for volunteering to do repair work to our common area lawns. Also thank you to Saddle Ridge Golf Course for allowing us to use some of its equipment.

2. Tree Committee:

Members planted many leaf trees and evergreens around SREA.

3. Removal of Trees:

Five trees are scheduled to be cut down in October.

4. Phil Gavinski Work:

Gavinski trimmed shrubs on the frontage road near U502. He also trimmed shrubs and cleaned up around U611 - owner will be charged for work done. Gavinski trimmed shrubs between U632 and U634. He replaced the mailbox for Unit 408.

B. Utilities (reported by Chatfield)

1. Pump house was inspected by the Portage Fire Department - no issues.

2. City of Portage sampled water in Lift Station #1 - report well. PFAS testing will be done as soon as bottles arrive - GEC is working on it.

C. Roads:

No report given.

D. Buildings (reported by Brunner):

1. SREA Handyman Phil Gavinski:
 - a. Nine (9) "Project Request" forms submitted from owners in May 2023:
 - (1) Eight (8) were completed and one is scheduled for completion on June 16 (inside work needing condo owner cooperation on scheduling).
 - (2) One (1) project request pending from June - waiting on parts.
2. Ron Benoy Construction:
 - a. Unit 6014 foundation repair/resurface completed to condo owner's satisfaction. b. Completed nine cement settling work between garage floors and aprons - work completed to condo owners satisfaction.
 - c. Work orders requesting cement skim coat service are pending - to be completed soon. Another work order for pointing pending.
 - d. Unit 313/314 gutter/ leaf guard work order is pending - will be completed as soon as possible. Downspout is plugged; was on prior work order.
3. Gardner Company:
 - a. Completion of reroofing of Units 413-414-415 -416
 - b. Completion of silicone resurfacing of garage roofs for Units 509 & 510.
 - c. Ice guard installed on Unit 506 & 507 roof. Installation of leaf guards pending - to be completed soon.
 - d. Final approval by Gardner Company of all work completed, is pending. To be completed with SREA Buildings Director on June 13. Gardner will be giving warranties and paperwork for recent roofing projects.
4. Final discussion will be presented and finalized regarding proposals for the repair and future servicing of the Court 100 Generac generator. Proposals have been submitted by Country Plumber and Badger Basement. Rebuild of what was done in 2010 cistern - burned up and needs to be replaced. Brunner found the original paperwork and Country Plumber did the work. We received two estimates on work: Country Plumber's submitted \$1,770 and Badger Basement submitted \$1,800. Brunner made a motion to approve Country Plumber's proposal; Chatfield seconded; all approved. Brunner would also like to negotiate a service contract with Country Plumber to inspect the Generac generator and small pump every year.
5. Allocate money from siding to roofs. Unit 6010's siding is "chalking" and deteriorating (installed 27 years ago). The last siding project cost \$14,000 (1/3 of a quad roof). We will contact Gavinski and Benoy requesting an estimate and also analysis of the life expectancy of vinyl siding.
6. Discussion on future roofs and siding projects will be during budget discussion.
7. Unit 415 - Replacement Windows & Gas Line Installation:

Cheyenne Atkinson reported that she is getting all new windows - her condo owners insurance will be paying for it due to vandalism. She will complete a work order to notify the SREA of the contractor and liability insurance coverage. Alliant Energy is meeting with her on June 20 regarding the install of a gas line from the stub into her condo. Chatfield will also attend the meeting.

E. Secretary (reported by Vogts):

Nothing to report.

F. Treasurer (reported by Joswiak):

1. Review and Approve May Financials:
Motion made by Brezinski to approve treasurer's report as presented; seconded by Brunner; all approved.
2. Joswiak asked directors to leave the top half inch blank when approving invoices. This is the space I need to code invoices.
3. MBE is doing the 2021-2022 audit for the cost of \$800; will be done shortly.
4. Review and define next steps for a long range high level budgeting plan based on current routine expense trend and newly established long range reserve expense model.
5. Operating account balance is \$206,143; we are running on budget so far. We may be able to do another quad building roof.

ACTUAL INCOME & EXPENSE BY QUARTER YEAR TO DATE 10/01/2022 - 05/31/2023

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 104,900.00	\$ 109,525.00	\$ 72,000.00		\$ 286,425.00
1020	\$ 927.69				\$ 927.69
1030	\$ 58.78		\$ 186.41		\$ 245.19
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	\$ 72,186.41		\$ 303,173.24

	Budget 2022 - 2023	% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	67%
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	65%

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

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	\$ 6,948.48		\$ 27,854.88
2102	\$ 22,136.22	\$ 22,136.22	\$ 14,711.94		\$ 58,984.38
2103	\$ 8,964.72	\$ 8,964.72			\$ 17,929.44
2104	\$ 20,203.80	\$ 7,179.72	\$ 5,512.20		\$ 32,895.72
2105	\$ 11,549.50	\$ 14,001.00	\$ 9,334.00		\$ 34,884.50
2106			\$ 1,852.12		\$ 1,852.12
2107	\$ 5,000.00	\$ 7,500.00	\$ 5,000.00		\$ 17,500.00
2108	\$ 9,999.14	\$ 10,442.86	\$ 7,012.74		\$ 27,454.74
2109	\$ 1,692.53	\$ 1,703.54	\$ 1,125.61		\$ 4,521.68
2110	\$ 9,038.63	\$ 5,685.83	\$ (267.50)		\$ 14,456.96
2120					
2130	\$ 2,879.27		\$ 2,007.00		\$ 4,886.27
2140	\$ 289.36	\$ 223.38	\$ 206.67		\$ 719.41
2150					
2160		\$ 100.10			\$ 100.10
2170	\$ 177.05	\$ 169.47	\$ 121.66		\$ 468.18
2180	\$ 1,202.59	\$ 318.14	\$ 244.08		\$ 1,764.81
2185					
2190	\$ 10,455.67	\$ 720.95			\$ 11,176.62
Grand Total	\$ 114,041.68	\$ 89,599.13	\$ 53,809.00		\$ 257,449.81

Portage Utilities Sewer	\$0	0%
Water Expense	\$41,808	67%
Sewer Expense	\$88,548	67%
Insurance Premium Payments	\$35,859	50%
Lawn & Yard Maintenance	\$39,690	83%
Mowing	\$56,000	62%
Tree Replacement	\$2,000	93%
Snow Removal	\$30,000	58%
Garbage & Recycling Pickup	\$36,000	76%
Street Light Expense - Electric	\$6,900	66%
Bldg Repair & Maintenance	\$25,000	58%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	54%
Office/Printing/Telephone	\$1,200	60%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	33%
SRE Only Court 100 Street Lights	\$1,440	33%
Misc. Fees, Taxes, Etc	\$4,500	39%
Non Fee Based or Budget Carryover	\$15,000	0%
Cart Path	\$0	0%
	\$393,245	65%

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		\$ 38,200.00	\$ 55,950.00
3030				
3040				
3050				
3060				
3065	\$ -			\$ -
3070				
3080				
3085				
3090				
Grand Total	\$ 17,854.77	\$ 45,043.13	\$ 62,897.90	
Beg Balance	\$ 223,317.91	\$ 208,957.93	\$ 232,809.16	\$ 223,317.91
Income	\$ 117,536.47	\$ 113,450.36	\$ 72,186.41	\$ 303,173.24
Transfers/Sewer	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 117,536.47	\$ 113,450.36	\$ 72,186.41	\$ 303,173.24
Routine Expense	\$ 114,041.68	\$ 89,599.13	\$ 53,809.00	\$ 257,449.81
Reserve Expense	\$ 17,854.77	\$ -	\$ 45,043.13	\$ 62,897.90
Total Expense	\$ 131,896.45	\$ 89,599.13	\$ 98,852.13	\$ 320,347.71
End Balance	\$ 208,957.93	\$ 232,809.16	\$ 206,143.44	\$ 206,143.44

Emergency Repairs/Maintenance	\$10,000	69%
Roof Replacement	\$90,000	62%
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	35%

Income	\$466,319	65%
Expense	\$574,245	56%

V. Old Business

A. Saddle Ridge Sewer Agreement:

Schumann revised the sewer agreement with Tom Anderson's attorney and our attorney (John Orton)'s comments. It will be sent out to the three associations, Anderson, Rusty Grimm (golf course), and Pat Kirk for approval.

B. Golf Cart Path:

Weeds are growing through the regrind and Brad Walker and Jerry Braun want to kill the weeds before Meigs sprays the path with oil. Braun and/or Walker will be reimbursed. Balance in the golf cart path account is \$525. Someone deposited their old landscape rock along the cart path starting near the clubhouse which could cause an issue when someone mows.

C. Frontier Fiber Optic Installation Agreement:

Schumann hasn't gotten any feedback from SRA and Forest reps regarding the agreement. Attorney John Orton created the agreement.

D. DNR Pipe Identification:

Schumann and Vogts will meet to discuss process of sending out letters to people needing to identify pipes in their basement.

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

We contacted our attorney, John Miller, to ask him to review this situation regarding Unit 507/508's maintenance fees and provide guidance. The owners have requested that we charge them as one unit which is how it was originally built. They also went to the Columbia County Zoning Board and they have approved the condo as a single unit address (507 Saddle Ridge). The condo was built with one sewer hook up, one water hook up, one furnace, etc.

Attorney Miller stated both in writing and verbally the issue is that the condo was platted as two units, but built as a single unit. Unfortunately, the deed was never changed to reflect how it was built. When the current owners purchased the condo, the deed indicates two units. The SREA must follow the condo documents and bill accordingly, otherwise we would be in violation of the Bylaws. We recommended that the owners discuss it with their attorney to see if the property deed can be revised. So, unless the deed is changed, the SREA will continue to bill as two units.

- F. Roof for Building Units 413-416:
Cheyenne Atkinson (U415) is concerned about the roof. Brunner will do a walk about with Gardner tomorrow. Cheyenne is concerned about water damage after it was shingled. They shingled the rubber roof above the porch too.
- G. Any Other Old Business Items:
None.

VI. New Business

A. Any Other New Business Items:

1. Fine Notification and Follow Up:
Brzezinski and Joswiak met to create templates to create a letter for warning and sending out the fine. Warning should be delivered in person to the owner by two board members. If they do not adhere to the warning, they will receive a letter with the fine. Any member of the board can write the letter; a copy of all letters will be filed in the unit file. Fines are due by the 20th of the month; if payment is not received by the 30th, you will be issued a \$25 late fee. The template letter form and the descriptions will be in the Google Drive. Vogts will update the "About" section of the website once minutes are approved. Chatfield made a motion to approve the fine notification process; Brzezinski second; all approved.
2. Long Range Plan Proposal:
Joswiak started discussions on the Long Range Plan Proposal.

VII. Adjournment

Chatfield made a motion to adjourn; Vogts seconded; approved by all. Meeting adjourned at 8:08 pm.

Next board meeting is Monday, July 10, 2023, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: July 7, 2023