

BOARD OF DIRECTORS MEETING
March 13, 2023
Bethlehem Lutheran Church
W8267 Hwy 33, Portage, WI 53901

MINUTES

Directors Present: Peggy Brunner, Linda Brzezinski, Don Chatfield, Brett Johanen, Winnie Schumann,
Vicki Vogts

Director Absent: Tom Joswiak

Guest Present: Pam Barreau (U6012)

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 Johanen to officially approve the November 14, 2022, minutes as presented and second by Brzezinski (draft minutes were electronically approved by board members in late November 2022); approved by all.

IV. Director Updates

A. Grounds (reported by Brzezinski):

1. **Winter Storm Damage:**

In December, there was extensive tree damage and downed branches around 23 units; Hoffmann Tree Service removed the debris at a cost of approximately \$1,800.

2. **Mailbox Damage by TRK:**

TRK hit a couple mailboxes in Court 300. Phil Gavinski was hired to repair them and our cost will be reimbursed by TRK.

3. **Noise Complaint:**

A neighbor of U109 complained about noise very early in the morning on a Saturday; Brzezinski talked to the owner of that unit and the contractor will start working later in the morning from now on.

4. **TruGreen Contract:**

TruGreen contacted the SREA regarding lawn applications. They were told that TRK has already been contracted to it as well as the lawn mowing for 2023.

B. Utilities (reported by Chatfield)

1. A new duty pump that pressurizes the water out of the reservoir was installed on January 30.
2. The ball check valve that avoids water to backflow needs to be replaced. Chatfield will contact B&M Technical Services to get an estimate on the new part and installation (he estimates the part will cost \$300). He will run it by Lucas at General Engineering before ordering it. Will notify the Utilities Committee of the cost and installation.
3. Sent out the February reading graphs to directors.
4. Regarding the generator behind Units 109-112, Generac said to contact United Electric to obtain a key for the generator cabinet. Chatfield will contact Generac to set up a maintenance appt and get a key for the box.

C. Roads (reported by Johanen):

1. Joswiak asked Johanen to obtain the total linear feet of roads and driveways for Reserves budgeting purposes. SREA has 9,800 linear feet of roads and 1,035 linear feet of driveways. Potential water flowage issues will not be included in the budgeting and will be taken care of on a case-by-case basis.
2. TRK met with Johanen and Brzezinski regarding this past snow plowing season.

D. Buildings (reported by Brunner):

1. Twelve (12) projects completed; 5 pending (some owners are wintering and their issue will be taken care of when they return).
2. Top Hat will take care of the chimney cap repairs for the building of Units 616/618/620/622. These units are on their April schedule for approximately \$4,000. If there are any future chimney cap services requested of Gavinski, he will go on the roof to take photos of the issues so we can obtain estimates and schedule repairs.
3. Unit 507 had windows replaced and installed a sliding door in the basement. Champion Windows did not install the sliding door correctly. Contractor Ron Benoy has agreed to write a solutions proposal for the unit homeowner to submit to Champion Windows for their agreement to make corrections. In Benoy's opinion, the concrete is correct but the door needs to be changed. SREA is waiting for his written proposal.
4. Benoy will repair 7 concrete apron issues. SREA is on his Spring schedule
5. Benoy is submitting a proposal to SREA for the lower level frost wall and rodent issue at Unit 6014 with suggestions for repair and costs.
6. Spoke with the owner of Unit 411 regarding roof issues. The entire building's roof is up for replacement this summer. Darrin Gardner has not returned our calls.

E. Secretary (reported by Vogts):

1. Continuing to organize the storage room in the pump house.
2. Following up with owners that have not returned their fireplace inspection reports. Barreau stated that she purchased a Bucky Book (bought for \$35). She used the Fox Chimney 50% discount coupon and saved \$175.

F. Treasurer (reported by Schumann):

Joswiak is wintering down south until early April. Schumann is taking care of his duties in his absence.

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2022 - 02/28/2023

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 104,900.00	\$ 73,500.00			\$ 178,400.00
1020	\$ 927.69				\$ 927.69
1030	\$ 58.78				\$ 58.78
1034		\$ 334.67			\$ 334.67
1040					
1050					
1060	\$ 11,650.00	\$ 50.00			\$ 11,700.00
1070					
Grand Total	\$ 117,536.47	\$ 73,884.67			\$ 191,421.14

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	\$ 6,968.80			\$ 17,422.00
2102	\$ 22,136.22	\$ 14,757.48			\$ 36,893.70
2103	\$ 8,964.72				\$ 8,964.72
2104	\$ 20,203.80	\$ 4,799.22			\$ 25,003.02
2105	\$ 11,549.50	\$ 9,334.00			\$ 20,883.50
2106					
2107	\$ 5,000.00	\$ 5,000.00			\$ 10,000.00
2108	\$ 9,999.14	\$ 6,964.13			\$ 16,963.27
2109	\$ 1,692.53	\$ 1,140.46			\$ 2,832.99
2110	\$ 9,038.63	\$ 3,666.46			\$ 12,705.09
2120					
2130	\$ 2,879.27				\$ 2,879.27
2140	\$ 289.36	\$ 223.38			\$ 512.74
2150					
2160		\$ 100.10			\$ 100.10
2170	\$ 177.05	\$ 115.50			\$ 292.55
2180	\$ 1,202.59	\$ 194.08			\$ 1,396.67
2185					
2190	\$ 10,455.67				\$ 10,455.67
Grand Total	\$ 114,041.68	\$ 53,263.61			\$ 167,305.29

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	\$ 73,884.67	\$ -	\$ -	\$ 191,421.14
Transfers/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 117,536.47	\$ 73,884.67	\$ -	\$ -	\$ 191,421.14
Routine Expense	\$ 114,041.68	\$ 53,263.61	\$ -	\$ -	\$ 167,305.29
Reserve Expense	\$ 17,854.77	\$ -	\$ -	\$ -	\$ 17,854.77
Total Expense	\$ 131,896.45	\$ 53,263.61	\$ -	\$ -	\$ 185,160.06
End Balance	\$ 208,957.93	\$ 229,578.99			\$ 229,578.99

Budget 2022 - 2023		% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	42%
Insurance Premiums Due	\$35,859	3%
Shared Water/Sewer Revenue	\$0	#DIV/0!
Shared Electric Revenue	\$1,460	23%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$0	
Cart Path Donations	\$0	
Miscellaneous Income	\$0	
	\$466,319	41%

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	42%
Sewer Expense	\$88,548	42%
Insurance Premium Payments	\$35,859	25%
Lawn & Yard Maintenance	\$39,690	63%
Mowing	\$56,000	37%
Tree Replacement	\$2,000	0%
Snow Removal	\$30,000	33%
Garbage & Recycling Pickup	\$36,000	47%
Street Light Expense - Electric	\$6,900	41%
Bldg Repair & Maintenance	\$25,000	51%
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	20%
Misc. Fees, Taxes, Etc	\$4,500	31%
Non Fee Based or Budget Carryover	\$15,000	0%
Cart Path	\$0	0%
	\$393,245	43%

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	41%
Expense	\$574,245	32%

V. Old Business

A. Status of Saddle Ridge Sewer Agreement:

The sewer agreement was sent out, again, to all association presidents, golf course owner, Pat Kirk, and Tom Anderson (Bella Island) for their feedback and approval (originally sent in September 2021). The Forest has already approved the agreement. Schumann will follow up with all parties. Bella Island will not be allowed to hook up to the sewer system until we have the signed agreement with all parties involved or we will create some other motivation to get this resolved maybe financial impact.

B. Any Other Old Business Items:

1. Bella Island Agreements:

We are still waiting for Tom Anderson to return the Bella Island Agreement regarding the new homeowners association, etc. Anderson's attorney was reviewing it. Schumann will follow up, again, on getting this resolved. Again, we may need to make an ultimatum to move it forward.

VI. New Business

A. Frontier Installation of Fiber Optics:

Frontier was contacted regarding the fiber optic installation. No agreement was signed giving them permission to dig on private property (there is no right of way along our private roads). Frontier has stopped the work. Dennis Allen of SRA is taking the lead on representing all Saddle Ridge associations. An agreement needs to be created before they will be allowed to continue work in Saddle Ridge.

B. Roads Estimates:

See "Roads" report.

C. Signage:

Johanen will obtain "Private Property" and "No Solicitation" signs that will be posted at both entrances into Saddle Ridge. He will contact other associations to share in the cost.

D. Any Other New Business Items:

None.

VII. Adjournment

Chatfield made a motion to adjourn; Brzezinski seconded. Meeting adjourned at 7:35 pm.

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

Submitted by:

Vicki Vogts

SREA Secretary

Approved: April 10, 2023