

BOARD OF DIRECTORS MEETING
May 8, 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 Johansen
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 Brzezinski to approve minutes as presented; second by Brunner; approved by all.

IV. Director Updates

A. Grounds (reported by Brzezinski):

1. TRK started mowing last week - mow on Wednesdays this summer. Brush pick up will take place on the first Wednesday of each month - brush should be out by Tuesday afternoon. The second lawn application will be done in mid-June. Part of the 409/410/411/412 building lawn did not get a first application due to the building getting a new roof and supplies/equipment being all over the lawn between the building and the court.
2. Dirt, grass seed and straw will be delivered on May 9.
3. Volunteers will be taking care of lawn seeding and repairs on this Saturday, May 13.
4. U620/622 - A french drain will not take care of the flooding. Brad Walker and Phil Gavinski will both look at it and give their recommendation. Water is seeping up in the garage because no vapor barrier was put down under the concrete garage floor.
5. Trailer Parking in Driveways Longer than 3 Days: U213 boat has been moved. Construction trailer at U415 is gone but will be back when work starts on replacing the windows. U115 has a fishing boat in the driveway that will need to be moved tomorrow or will be fined.

B. Utilities (reported by Chatfield)

1. Check Valve Replacement:
B&M Construction replaced the check valve this morning that was at the end of its life. The top bronze bushing was no longer present with housing damage and the bottom one was severely damaged with some housing damage. Replacement has made a huge improvement in sound levels as the duty pump runs and the runtime has decreased.
2. The Saddle Ridge Utility Committee met on May 3. They will be using Pump #1 replacement and meters on Wells 1 & 2 - Lukasz will seek bids for these items (paid with reserve funds).
3. The Generac generator has been serviced by United Electric and functions normally. We have keys for it now. United has not submitted a service contract yet.
4. The U110 sump pump was replaced by Badger Basement.
5. The pump in the cistern was causing a breaker to trip. The cistern and Generac generator will remain the SREA's responsibility but the individual sump pumps are the owners' responsibility.
6. April water tests were fine.
7. Lukasz recommended a six-year agreement for the load bank testing - next one will take place in 2024.

C. Roads (reported by Johanen by email):

1. Cold patched the potholes at the entrance to Court 400 and Court 6000. Johanen has another bag of cold patch if we observe any additional potholes.
2. Began research on replacing court entrance signage throughout SREA. Will obtain cost estimates for consideration at next fiscal budget discussions. If there are any other signage requests to contact Johanen as soon as possible. The double swan logo on the current signage can be eliminated on the new signage.
3. Margie Druce has a couple extra "No ATV/UTVs & Snowmobiles" signs for the golf cart path. We will have Phil Gavinski install one at the easement line between Saddle Ridge and the Wilson property so users from the country club see it.
4. U311/U312 submitted a work order for their driveway to be replaced. It was decided that we will patch the crack and not replace the entire driveway. Court 300 road will be replaced after the last duplex was built in a few years.

D. Buildings (reported by Brunner):

1. A large number of projects were completed this month.
2. Top Hat replaced six chimney caps, collars and any structural repair to U616, U618, U620, U622, U624 and U626.
3. Gardner Construction replaced the roof on the U409/410/411/412 building on time and below budget. Gavinski will check to see if gutters have been reattached to buildings to the U503/504/505/506 building that was done last fall.
4. The roof of the U413/414/415/416 building, including garages, is scheduled to be completed by the end of May 2023, weather permitting.
5. The U509/510 garage roofs will be reroofed as weather permits.

6. The ice guard and gutter guard for U506 will be installed as weather permits.
7. The Generac generator in Court 100 mystery has been solved. Partnering of "Buildings" and Utilities" allowed the necessary answers that got the unit functioning again. Thanks for your help Chatfield.
8. In April, eight projects were completed and four still are waiting for gutters and siding to get done.
9. Contractor Ron Benoy has been asked to consult on specific projects. We utilized his expertise on the redo of an ill-installed slider door by Champion Windows (they were agreeable to his direction).
10. Benoy was consulted on the storm damage concerns of U314 addressed at the April board meeting.
11. Benoy is handling our concrete work this month. There are 10 properties with gaps between the concrete garage floors and apron as well as gaps between steps and sidewalks. He is also finding solutions to a foundation cosmetic issue for U6014 - the freeze wall repairs will cost \$1,600. If the owner wants a custom color, they will need to pay the difference between it and the standard color.

E. Secretary (reported by Vogts):

Create building files as well as unit files dealing with whole building issues (roofs, siding, etc.). Warranty information can also be kept in the building file.

F. Treasurer (reported by Joswiak):

1. Operating account balance is \$216,329; we are running on budget so far. Motion made by Brzezinski to approve treasurer's report as presented; seconded by Chatfield; all approved.
2. Routine expenses - show a plan of approx. \$4,900 under budget
3. Reserve expenses - We could have an additional \$20,000 that could go toward roofing (\$14,000 from siding, \$5,000 from retaining walls, and \$1,000 from repair/roads). We should be able to do two more quads plus the garage roofs on U509/510 and U511/512 that were reroofed last fall. If we add the \$20,000, we could do more or carry over into next year or hold if something urgent arises.
4. Where do we deposit the \$3,500 sewer/water hookup fees for the new house on the corner of Pine? We decided it should go to Sewer Reserves. Any future water hookups will go to the Water Reserves. This will be dependent on finding any other documentation indicating whether or not SREA has been fully compensated for the initial investment. Tom will research with Mark Rice and or the files we received from him.
5. Joswiak will present his long-range maintenance plan to review soon.

ACTUAL INCOME & EXPENSE BY QUARTER YEAR TO DATE 10/01/2022 - 04/30/2023

REVENUE				
Sum of DEPOSIT	Column Labels			
Row Labels	1	2	3	4 Grand Total
1010	\$ 104,900.00	\$ 109,525.00	\$ 34,500.00	\$ 248,925.00
1020	\$ 927.69			\$ 927.69
1030	\$ 58.78		\$ 133.56	\$ 192.34
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	\$ 34,633.56	\$ 265,620.39

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	\$ 3,474.24	\$ 24,380.64
2102	\$ 22,136.22	\$ 22,136.22	\$ 7,355.97	\$ 51,628.41
2103	\$ 8,964.72	\$ 8,964.72		\$ 17,929.44
2104	\$ 20,203.80	\$ 7,179.72	\$ 2,223.00	\$ 29,606.52
2105	\$ 11,549.50	\$ 14,001.00	\$ 4,667.00	\$ 30,217.50
2106			\$ (100.00)	\$ (100.00)
2107	\$ 5,000.00	\$ 7,500.00	\$ 2,500.00	\$ 15,000.00
2108	\$ 9,999.14	\$ 10,442.86	\$ 3,518.77	\$ 23,960.77
2109	\$ 1,692.53	\$ 1,703.54	\$ 564.29	\$ 3,960.36
2110	\$ 9,038.63	\$ 5,685.83	\$ (1,777.00)	\$ 12,947.46
2120				
2130	\$ 2,879.27		\$ 432.00	\$ 3,311.27
2140	\$ 289.36	\$ 223.38	\$ 206.67	\$ 719.41
2150				
2160		\$ 100.10		\$ 100.10
2170	\$ 177.05	\$ 169.47	\$ 59.40	\$ 405.92
2180	\$ 1,202.59	\$ 318.14	\$ 146.12	\$ 1,666.85
2185				
2190	\$ 10,455.67	\$ 720.95		\$ 11,176.62
Grand Total	\$ 114,041.68	\$ 89,599.13	\$ 23,270.46	\$ 226,911.27

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		\$ 21,000.00	\$ 38,750.00
3030				
3040				
3050				
3060				
3065	\$ -			\$ -
3070				
3080				
3085				
3090				
Grand Total	\$ 17,854.77		\$ 27,843.13	\$ 45,697.90

Beg Balance	\$ 223,317.91	\$ 208,957.93	\$ 232,809.16	\$ 223,317.91
Income	\$ 117,536.47	\$ 113,450.36	\$ 34,633.56	\$ 265,620.39
Transfers/Sewer	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 117,536.47	\$ 113,450.36	\$ 34,633.56	\$ 265,620.39
Routine Expense	\$ 114,041.68	\$ 89,599.13	\$ 23,270.46	\$ 226,911.27
Reserve Expense	\$ 17,854.77	\$ -	\$ 27,843.13	\$ 45,697.90
Total Expense	\$ 131,896.45	\$ 89,599.13	\$ 51,113.59	\$ 272,609.17
End Balance	\$ 208,957.93	\$ 232,809.16	\$ 216,329.13	\$ 216,329.13

Budget 2022 - 2023		% of Budget
Maintenance Dues (143 units @ \$250/month)	\$429,000	58%
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	57%

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	58%
Sewer Expense	\$88,548	58%
Insurance Premium Payments	\$35,859	50%
Lawn & Yard Maintenance	\$39,690	75%
Mowing	\$56,000	54%
Tree Replacement	\$2,000	-5%
Snow Removal	\$30,000	50%
Garbage & Recycling Pickup	\$36,000	67%
Street Light Expense - Electric	\$6,900	57%
Bldg Repair & Maintenance	\$25,000	52%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	37%
Office/Printing/Telephone	\$1,200	60%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	33%
SRE Only Court 100 Street Lights	\$1,440	28%
Misc. Fees, Taxes, Etc	\$4,500	37%
Non Fee Based or Budget Carryover	\$15,000	0%
Cart Path	\$0	0%
	\$393,245	58%

Emergency Repairs/Maintenance	\$10,000	69%
Roof Replacement	\$90,000	43%
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	25%

Income	\$466,319	57%
Expense	\$574,245	47%

V. Old Business

A. Status of Saddle Ridge Sewer Agreement:

Schumann is working on including the proposed changes that apply to sewer that Attorney Orton (Tom Anderson's attorney) feels are ok and eliminating the suggested changes for combining water into the agreement.

B. Golf Cart Path:

Issues continue to happen so Schumann will talk to Pat Kirk about getting it finally resolved.

C. Frontier Installation of Fiber Optics:

Attorney Orton converted Frontier's standard liability contract and all Saddle Ridge associations need to approve it. The contract will allow us to dictate where the lines will be installed. Frontier will be liable for any issues down the road.

D. Any Other Old Business Items:

1. DNR Pipe Identification - due April 1

Schumann and Vogts will meet to determine who hasn't given us the required information. Vogts will then email the owners that haven't responded.

VI. New Business

A. Any Other New Business Items:

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

The unit was originally built as a single-family unit in a quad building. Unit is 2,800 sq. ft. not including the finished basement, one kitchen, one water hook up, four bedrooms, two full bathrooms, two half bathrooms, and two-car garage with a double driveway. Columbia County tax records show it as one unit. When the unit was built, the original owner agreed to paying a double HOA fee and would get two votes at the annual meeting. The current owner presented the board with a letter from the Columbia County Planning and Zoning Dept stating that it will retire 508 Saddle Ridge and keep 507 as the address.

Extensive discussion on size of condo compared to other quads, duplexes, and stand-alone condos in the SREA. Vogts made a motion to table a decision until next month so we can talk to the SREA attorney on how to word this resolution to avoid potential issues down the road. We need to find out what defines a "unit". Chatfield seconded; approved by all.

VII. Adjournment

Vogts made a motion to adjourn; Schumann seconded; approved by all. Meeting adjourned at 7:57 pm.

Next board meeting is Monday, June 12, 2023, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: June 12, 2023