

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

MINUTES

Directors Present: Peggy Brunner, Calvin Gruss, Brett Johanan, Tom Joswiak, Winnie Schumann, Karl Turner, Vicki Vogts

Guests Present: Leslie Buettner (U507)

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 Brunner to approve minutes as presented; seconded by Joswiak; approved by all.

IV. Director Updates:

A. Grounds (reported by Turner):

1. Hoffman was here last week - 12 trees down; 18 trimmed; and stump grinding. Penshorn (U6020) - it was not on the original invoice so the stump grinding will be the owner's responsibility (\$150 plus tax). It will be billed to the owner because it was not authorized by the board.
2. U601 asked for the branches over the driveway to be removed due to excess sap on her vehicle or driveway. Hoffman was authorized to "raise the red pine over the drive" for \$55 and they did it. Turner will send an email to the owner stating Hoffman trimmed as much of the tree as they could without damaging the tree. The sap is coming from a pine tree next to the extra parking pad that she had installed.
3. Tom Steinhaus (U6035) would like the rock near Unit 6001 to be moved to his condo property. He would like TRK to move the rock when they are working here. Joswiak will notify Steinhaus on behalf of the board that it will be his responsibility to contact TRK and pay them directly to move the rock (not in the way of TRK mowing or snow plowing).

B. Utilities (reported by Gruss):

1. Readings have been good; no issues.
2. SR Utilities Committee will hold their bi-monthly meeting this Thursday, November 16.
3. The PLC panel in Pump Room 1 had alarms going off but they are fine.

C. Roads (reported by Johanen):

1. TRK will be staking driveway and court areas soon. Johanen will talk to TRK about being sure the utilities are marked so when snow is being pushed back on the grass.
2. The board wants Johanen to be the contact person for TRK regarding snow plowing; Turner will be the contact person for TRK regarding lawn mowing..
3. Obtaining cost estimates on unit/court signs. Johanen will also get a quote on street signs and metal posts, as well.

D. Buildings (reported by Brunner):

1. October 2023 Service Requests:
8 service requests were submitted in October - completed by Phil Gavinski.

November 2023 Service Requests to date:
Both to be addressed.
2. SREA Gutter Cleaning - initiates November 14, 2023.
3. Phil will do a visual "service needs" assessment of SREA roofs, chimney caps and collars. A triage list will be compiled for areas of concern and be utilized in the Spring/Summer 2024.
4. JW Mudjacking (completed in October 2023):
 - a. U612 and U614 had gap filling completed between the garage floor and apron. U614 had the filling process continued between the previously mudjacked cement walkway along garage and house.
 - b. U6019 had polyfill applied to the sinking front stoop.
5. Ron Benoy Construction - residing of U6010 should be completed this week, weather permitting.

E. Secretary (reported by Vogts):

1. New renter in U405 - welcome information was emailed to the owner and delivered to the renter. Vogts will obtain a copy of lease agreement from owner or renter.
2. Vogts sent emails to owners with wood-burning fireplaces that inspections need to be completed prior to using the wood-burning fireplace. Per condo documents, owners are to have their wood-burning fireplaces are cleaned and inspected every year.
3. Vogts recommended asking residents that do not have an email address to have a neighbor be a "computer buddy". When the neighbor receives an email to owners, they can print out the communication and give it to the neighbor. SRA has this procedure in place.

F. Treasurer (reported by Joswiak):

1. Review and Approve October Financial Statements
Joswiak will be gone from January to March 10. January and February. Schumann will cover treasurer job in his absence. Motion made by Johanen to approve the financial report; seconded by Gruss; all approved.
2. Joswiak proposed moving all payments to ACH starting January 1, 2024. Allow checks but the owner will be required to include a \$20 service fee added for check processing. This will now include annual insurance payments, bi-annual shared electric for U105-112. Fines and late fees can still be paid by check. Only allow "grandfathered" no fee checks for the four owners who currently pay their monthly maintenance fees months in advance. Motion made by Joswiak; seconded by Turner; all approved.

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

REVENUE					
Sum of DEPOSIT	Column Labels	1	2	3	4 Grand Total
Row Labels					
1010	\$	38,025.00			\$ 38,025.00
1020	\$	643.31			\$ 643.31
1030	\$	120.27			\$ 120.27
1034					
1040					
1050					
1060					
1070					
Grand Total	\$	38,788.58			\$ 38,788.58

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

ROUTINE EXPENSE					
Sum of PAYMENT	Column Labels	1	2	3	4 Grand Total
Row Labels					
2100					
2101	\$	3,525.92			\$ 3,525.92
2102	\$	7,418.44			\$ 7,418.44
2103					
2104	\$	3,815.50			\$ 3,815.50
2105	\$	4,667.00			\$ 4,667.00
2106					
2107	\$	2,500.00			\$ 2,500.00
2108	\$	3,727.21			\$ 3,727.21
2109	\$	548.11			\$ 548.11
2110	\$	2,585.77			\$ 2,585.77
2120					
2130					
2140	\$	7.39			\$ 7.39
2150					
2160					
2170	\$	95.72			\$ 95.72
2180	\$	153.56			\$ 153.56
2185					
2190					
Grand Total	\$	29,044.62			\$ 29,044.62

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels	1	2	3	4 Grand Total
Row Labels					
3010					
3020					
3030					
3040					
3050					
3060					
3065					
3070					
3080					
3085					
3090					
Grand Total					

Beg Balance	\$	147,434.88				\$ 147,434.88
Income	\$	38,788.58	\$ -	\$ -	\$ -	\$ 38,788.58
Transfers/Sewer	\$	-	\$ -	\$ -	\$ -	\$ -
Total Income	\$	38,788.58	\$ -	\$ -	\$ -	\$ 38,788.58
Routine Expense	\$	29,044.62	\$ -	\$ -	\$ -	\$ 29,044.62
Reserve Expense	\$	-	\$ -	\$ -	\$ -	\$ -
Total Expense	\$	29,044.62	\$ -	\$ -	\$ -	\$ 29,044.62
End Balance	\$	157,178.84				\$ 157,178.84

Budget 2022 - 2023		% of Budget
Maintenance Dues (142 units @ \$275/month)	\$468,600	8%
Insurance Premiums Due	\$45,993	1%
Shared Utilities - Qtrly	\$400	30%
Shared Electric Revenue Court 100	\$840	0%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$3,500	
Cart Path Donations	\$0	
Miscellaneous Income	\$0	
	\$519,333	7%

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

Portage Utilities Sewer	\$0	0%
Water Expense	\$42,486	8%
Sewer Expense	\$89,923	8%
Insurance Premium Payments	\$56,493	0%
Lawn & Yard Maintenance	\$39,720	10%
Mowing	\$56,003	8%
Tree Replacement	\$2,000	0%
Snow Removal	\$30,000	8%
Garbage & Recycling Pickup	\$42,000	9%
Street Light Expense - Electric	\$7,200	8%
Bldg Repair & Maintenance	\$24,000	11%
Condo Power Washing	\$0	0
Legal Expense	\$6,000	0%
Office/Printing/Telephone	\$1,080	1%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	0%
SRE Only Court 100 Street Lights	\$840	11%
Misc. Fees, Taxes, Etc	\$3,600	4%
Non Fee Based or Budget Carryover	\$11,000	0%
Cart Path	\$0	0%
	\$412,645	7%

Emergency Repairs/Maintenance	\$10,000	0%
Roof Replacement	\$101,700	0%
Road/Driveways	\$0	#DIV/0!
Painting	\$0	#DIV/0!
Siding Replacement	\$13,000	0%
Replacement Water - All Assoc.	\$0	#DIV/0!
Replacement Sewer - All Assoc.	\$0	#DIV/0!
Unallocated Funds	\$0	#DIV/0!
Retaining Walls & Netting	\$0	#DIV/0!
Non Fee Based or Budget Carryover	\$9,000	0%
Interest Savings on Reserve	\$0	0
	\$133,700	0%

Income	\$519,333	7%
Expense	\$546,345	5%

V. Old Business

A. Saddle Ridge Water Agreement:

The draft water contract was sent to all association presidents, other parties using water (Bella Island, Rusty's SR, Saddle Ridge Corp) and the Saddle Ridge Utilities Committee. The Saddle Ridge Utilities Committee is meeting November 16 and hopefully resolve any questions or open items at that meeting. An item that will be brought up as to charging a fee for new construction hook ups.

B. DNR Pipe Identification:

Information for water pipe identification is now at 7% yet to be verified. Don Chatfield was kind enough to do further checks and get a number of the remaining units. Biggest share still to be checked is in the 6000 court.

E. Any Other Old Business Items:

None.

VI. New Business

A. Waste Management Contract:

Transition from Waste Management to Columbia County Solid Waste for garbage and recycling pick up. Proposal to switch over February 1, 2024. SREA's expectation is a savings of approximately \$14,000 to \$16,000 per year. Columbia County would be a five-year contract with no more than a 3% increase. A 2.5% fuel surcharge may be charged when fuel costs go up drastically. Waste Management will not give a proposal to lower their rates because they claim that they are already paying below their normal rate. Joswiak will ask CCSW about the snowbirds that have no pick up in the winter (9 units).

Owners will receive a letter notifying them that we are changing vendors. They will need to let us know how large of a container they need, will verify email addresses, and notify non-email owners that they need to find a "computer buddy".

Motion was made by Schumann; seconded by Johanan; all approved.

B. Any Other New Business Items:

None.

VII. Adjournment

Vogts made a motion to adjourn. Meeting adjourned at 7:10 pm. Next meeting will be on March 11, 2024.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: March 11, 2024