

**BOARD OF DIRECTORS MEETING**  
**September 11, 2023**  
Bethlehem Lutheran Church  
W8267 Hwy 33, Portage, WI 53901

**MINUTES**

**Directors Present:** Peggy Brunner, Linda Brzezinski, Don Chatfield, Brett Johansen (arrived at 6:15 pm), Tom Joswiak, Winnie Schumann, Vicki Vogts

**Guest Present:** Cheyenne Atkinson (U415), Calvin Gruss & Leslie Buettner (U507/508)

**I. Call to Order - Certify Quorum**

Schumann called the meeting to order at 6:00 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; second by Brzezinski; approved by all.

**IV. Director Updates**

**A. Grounds** (reported by Brzezinski):

1. Lawn Maintenance:

We received a few complaints from owners about the lack of lawn mowing, weeds in the lawn, etc. TRK and Brzezinski made the decision to not mow when the grass was dry and brown. There are approximately seven residents who water their lawn around their condos but it is not financially prudent for us to have TRK mow a few lawn areas. TRK fertilized twice so far and will be applying a third application soon. U310 submitted a work request to have weeds removed, rock/sand removed, and lawn completely reseeded Brzezinski will contact the owner.

2. Unit 103 - Dog Waste:

There is a large amount of dog waste in the lawn near U103. Brzezinski talked to the renter and they were told to pick it up in three days or be fined.

3. Hoffmann Tree Proposal:

Hoffman submitted a proposal for three removal and trimming in the amount of \$8,941 which included topsoil to repair where trees are removed. Phil will do all of the low branch trimming to save the association money. U407 requested a pine tree be removed due to sap falling on roof and curling up the shingles. SREA will pay for the tree removal and U407 owner will pay for stump grinding and will plant a replacement tree closer to the golf course (\$500 will be eliminated from the proposal because the owner will do the work). Motion was made by Vogts to approve paying Hoffmann \$8,441; second by Chatfield; approved by all.

4. Unit 6012 Retaining Wall:

Owner submitted a work request to replace the retaining wall on the west side of the condo (the east side had already been replaced a couple years ago). Board decided that roofs are more of a priority right now so we will look into repairing the retaining wall instead of replacing it at this time.

**B. Utilities** (reported by Chatfield):

1. Water usage is up considerably this summer due to lawn watering throughout Saddle Ridge during this hot, dry weather. Chatfield cruised throughout Saddle Ridge to do a visual estimate of units doing lawn watering. There was only one unit watering in the SREA and 10 units watering lawns in other associations.
2. Winnie did sign the agreement with Xylem on August 28, 2023, to purchase the two new Flygt pumps for Lift Station #1. The earlier estimate for one Flygt pump and installation was \$20,907.20. We asked Lukasz at General Engineering to contact Xylem for their best price for two Flygt pumps. Xylem came back with a price of \$29,245 which we have accepted. We had received an earlier price from B&M of \$28,470 for two ShinMaywa pumps. If we had approved B&M's proposal, we would have had to enter into an additional maintenance agreement to what we already have with Xylem. The other pumps in our system are Flygt. Xylem reduced their pump price by just over \$5,000 per pump. The installation cost remained the same as their original proposal for just one pump at \$165. Anticipated delivery date is unknown but Lukasz will follow up on it.
3. While reading meters this morning, Chatfield noticed a bad vibration in Well #1 as the pump was running. Concern was that the vibration was due to a bad bearing or other fault within the pump. We don't want a total failure or self destruction of the pump dropping parts into the well. Chatfield contacted General Engineering for advice on the procedure to shut down the pump and awaited a response. In the meantime, Margie Druce (former Utilities Director) contacted a plumber to get his advice. It was agreed to take Well #1 pump offline by turning the well start switch to "off" from "automatic" and let Well #2 supply all water until the problem with the Well #1 pump can be diagnosed and corrected.

Lukasz had been out of town with no cell service which is why we didn't get an immediate response from him. He visited the wellhouse and has been calling companies this morning including B&M to find someone to replace the pump. Lukasz has no idea as to the status of the pump laying on the floor of the wellhouse. He suspects it may be an old pump which was left there. He will keep me updated as to progress.

**C. Roads** (reported by Johanen):

1. Work request from Unit #670 for driveway crack fill - defer until funding is available.
2. Work continues on chip seal and crack fill throughout SREA - defer until funding is available but would like to begin this project in phases starting in the next fiscal year, if possible.
3. Obtain estimates on roadway directional signage and unit number signage replacement. He would like to get signs similar to the other associations. Due to two driveways, some courts may need to have two unit number signs. "Exit", "Bar" and "Golf Course" signs will be ordered.

**D. Buildings** (reported by Brunner):

1. August 2023 Service Requests:
  - a. Four (4) requests completed.
  - b. Three (3) requests in progress to be completed this week.

2. Mudjacking - Units 6012 & 6014:

Ron Benoy gave an estimate on fixing the wide cracks between the garage and apron as well as along the side of the condo from garage to front door:

Unit #6012 had filled and caulk the apron gap at front of the garage after mudjacking in Summer 2022 - \$450.00 (as quoted on previously completed work).

Unit #6014 fill and caulk of apron gap front of garage - \$450. 40 foot gap, (on previously Mudjacked cement sections), between cement and house, fill and caulk for water control and cosmetic purposes - \$900/\$1,000.

Board gave approval to fill the crack between the apron and garage floor for the two condos. Brunner will contact Phil to find a more permanent solution to the 40 feet repair. Work on these 2 projects would be completed in the same time schedule as the U6010 residing project in early October.

3. Cheyenne Atkinson presented the insurance information for the Amish contractor who will be replacing all of her windows. She is also installing a gas insert into her wood-burning fireplace. The roof shingling on her condo wasn't installed correctly and wants to meet with Gardiner and Brunner next week.

4. Ice Dam Prevention:

Vogts will resend the email to all owners reminding them that it's a good idea to insulate their roofs to prevent ice dams.

**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. She will be at church by 6:00 pm to set up reception tables in the vestibule and chairs set up in fellowship. Vogts will email all owners to clarify that they need to give their Proxy form AND the Unit 507/508 voting to another SREA owner who will be attending the Annual Meeting. Directors need to be prepared to make a three to five-minute presentation at the meeting.

**F. Treasurer** (reported by Joswiak):

1. Review and approve August Financials

We will end the fiscal year about \$9,000 under budget in expenses and reserves. Motion made to approve the treasurer's report by Johanan; second by Chatfield; approved by all.

2. Project Tracker Database:

Joswiak reviewed the procedures that directors need to utilize moving forward to accurately track all projects.

3. Annual Insurance Billing Notices:

Joswiak emailed or mailed the annual insurance billing notices to all owners. Payments will be done by ACH on September 28, 2023.

4. Monthly Due Payments:

Effective October 1, 2023, the ACH payments will be updated to \$275. Owners who have paid their HOA fee in advance will be billed \$25 per month from October until the next lump sum payment. Joswiak proposes that owners who pay their HOA by check will be charged an additional \$25 per month.

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2022 - 08/31/2023

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 104,900.00	\$ 109,525.00	\$ 107,250.00	\$ 70,500.00	\$ 392,175.00
1020	\$ 927.69			\$ 25.00	\$ 952.69
1030	\$ 58.78		\$ 186.41		\$ 245.19
1034		\$ 375.36		\$ 267.48	\$ 642.84
1040					
1050		\$ 3,500.00		\$ 3,500.00	\$ 7,000.00
1060	\$ 11,650.00	\$ 50.00			\$ 11,700.00
1070			\$ 25.00		\$ 25.00
<b>Grand Total</b>	<b>\$ 117,536.47</b>	<b>\$ 113,450.36</b>	<b>\$ 107,461.41</b>	<b>\$ 74,292.48</b>	<b>\$ 412,740.72</b>

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

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	\$ 6,948.48	\$ 38,277.60
2102	\$ 22,136.22	\$ 22,136.22	\$ 22,067.91	\$ 14,711.94	\$ 81,052.29
2103	\$ 8,964.72	\$ 8,964.72	\$ 8,964.72		\$ 26,894.16
2104	\$ 20,203.80	\$ 7,179.72	\$ 8,421.85	\$ 7,736.59	\$ 43,541.96
2105	\$ 11,549.50	\$ 14,001.00	\$ 14,001.00	\$ 9,334.00	\$ 48,885.50
2106			\$ 1,946.02		\$ 1,946.02
2107	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 5,000.00	\$ 25,000.00
2108	\$ 9,999.14	\$ 10,442.86	\$ 10,506.71	\$ 6,911.21	\$ 37,859.92
2109	\$ 1,692.53	\$ 1,703.54	\$ 1,689.63	\$ 1,097.50	\$ 6,183.20
2110	\$ 9,038.63	\$ 5,685.83	\$ 1,336.75	\$ 11,496.10	\$ 27,557.31
2120					
2130	\$ 2,879.27		\$ 1,098.34	\$ 429.00	\$ 4,406.61
2140	\$ 289.36	\$ 223.38	\$ 223.00	\$ 213.30	\$ 949.04
2150				\$ 800.00	\$ 800.00
2160		\$ 100.10			\$ 100.10
2170	\$ 177.05	\$ 169.47	\$ 187.20	\$ 143.40	\$ 677.12
2180	\$ 1,202.59	\$ 318.14	\$ 383.12	\$ 268.76	\$ 2,172.61
2185					
2190	\$ 10,455.67	\$ 720.95	\$ 105.49		\$ 11,282.11
<b>Grand Total</b>	<b>\$ 114,041.68</b>	<b>\$ 89,599.13</b>	<b>\$ 88,854.46</b>	<b>\$ 65,090.28</b>	<b>\$ 357,585.55</b>

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	\$ 64,100.00	\$ 158,220.00
3030					
3040					
3050					
3060					
3065	\$ -				\$ -
3070					
3080				\$ 6,708.75	\$ 6,708.75
3085					
3090					
<b>Grand Total</b>	<b>\$ 17,854.77</b>		<b>\$ 83,213.13</b>	<b>\$ 70,808.75</b>	<b>\$ 171,876.65</b>

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	\$ 74,292.48	\$ 412,740.72
Transfers/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Income</b>	<b>\$ 117,536.47</b>	<b>\$ 113,450.36</b>	<b>\$ 107,461.41</b>	<b>\$ 74,292.48</b>	<b>\$ 412,740.72</b>
Routine Expense	\$ 114,041.68	\$ 89,599.13	\$ 88,854.46	\$ 65,090.28	\$ 357,585.55
Reserve Expense	\$ 17,854.77	\$ -	\$ 83,213.13	\$ 70,808.75	\$ 171,876.65
<b>Total Expense</b>	<b>\$ 131,896.45</b>	<b>\$ 89,599.13</b>	<b>\$ 172,067.59</b>	<b>\$ 135,899.03</b>	<b>\$ 529,462.20</b>
<b>End Balance</b>	<b>\$ 208,957.93</b>	<b>\$ 232,809.16</b>	<b>\$ 168,202.98</b>	<b>\$ 106,596.43</b>	<b>\$ 106,596.43</b>

Budget 2022 - 2023 % of Budget

Maintenance Dues (143 units @ \$250/month)	\$429,000	91%
Insurance Premiums Due	\$35,859	3%
Shared Water/Sewer Revenue	\$0	#DIV/0!
Shared Electric Revenue	\$1,460	44%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$0	
Cart Path Donations	\$0	
Miscellaneous Income	\$0	
<b>Total</b>	<b>\$466,319</b>	<b>89%</b>

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

Portage Utilities Sewer	\$0	0%
Water Expense	\$41,808	92%
Sewer Expense	\$88,548	92%
Insurance Premium Payments	\$35,859	75%
Lawn & Yard Maintenance	\$39,690	110%
Mowing	\$56,000	87%
Tree Replacement	\$2,000	97%
Snow Removal	\$30,000	83%
Garbage & Recycling Pickup	\$36,000	105%
Street Light Expense - Electric	\$6,900	90%
Bldg Repair & Maintenance	\$25,000	110%
Condo Power Washing	\$0	0
Legal Expense	\$9,000	49%
Office/Printing/Telephone	\$1,200	79%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	33%
SRE Only Court 100 Street Lights	\$1,440	47%
Misc. Fees, Taxes, Etc	\$4,500	48%
Non Fee Based or Budget Carryover	\$15,000	0%
Cart Path	\$0	0%
<b>Total</b>	<b>\$393,245</b>	<b>91%</b>

Emergency Repairs/Maintenance	\$10,000	69%
Roof Replacement	\$90,000	176%
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
<b>Total</b>	<b>\$181,000</b>	<b>95%</b>

Income	\$466,319	89%
Expense	\$574,245	92%

**V. Old Business**

**A. Saddle Ridge Water Agreement:**

Attorney John Orton and Schumann have been working on the draft and should have it out for first draft review within the next couple weeks.

With the recent well pump issue, the SREA is proposing a one-time charge in the amount of \$1,000 to the owners of all current and new in ground lawn sprinkler installations. Joswiak will bring it to the Saddle Ridge Utilities Board for discussion and approval.

**B. Frontier Fiber Optic Installation Agreement:**

The agreement was signed by all associations, but no work has been done yet.

**C. DNR Pipe Identification:**

So far, only 46% of owners have completed the identifying of the pipe in their condo. We may want to consider going door to door to get this project completed.

**D. Bella Island Agreement:**

We have a general agreement. Schumann added a statement that rentals are to be a minimum of 1 year. Waiting to hear back on the modification from Tom Anderson's attorney.

**E. Cart Path:**

A group of Saddle Ridge residents paid Davis Construction to level the cart path so it's ready when Meigs sprays the sealant on the cart path sometime this fall.

**F. Any Other Old Business Items:**

None.

**VI. New Business**

**A. Any Other New Business Items:**

None.

**VII. Adjournment**

Chatfield made a motion to adjourn; approved by all. Meeting adjourned at 8:00 pm.

Annual Meeting is scheduled for Tuesday, September 19, 2023, at Bethlehem Lutheran Church fellowship hall. Next board meeting is Monday, October 9, 2023, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

***Vicki Vogts***

SREA Secretary

Approved: October 9, 2023