

BOARD OF DIRECTORS MEETING
April 8, 2024
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

Visitors: Leslie Drangstveit (U507)

I. Call to Order - Certify Quorum:

Schumann called the meeting to order at 6:15 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 and Approval of Last Meeting Minutes:

Motion made by Brunner to approve minutes as presented; seconded by Gruss; approved by all.

IV. Director Updates:

A. Grounds (reported by Turner):

1. Phil Gavinski fixed or repaired a couple mailboxes.
2. Unit 601 – Lower branches of tree were trimmed to allow grass to grow.
3. Received a couple invoices for snow shoveling around the pumphouse building.
4. Some issues with units receiving incorrect garbage and/or recycling containers.

B. Utilities (reported by Gruss):

1. David Hornischer sent Don Chatfield, former Utilities Director, the following email:

"Some day next month, I will need to meet you at the lift station so I can collect the year sample for testing. The day for collecting the sample would have to be Tuesday – Friday. Which day would work best for you during the week? Once the test has been completed. I will email you the test results."

*David Hornischer, Superintendent
Portage WWTF*

*Lynn Bradley, Environmental Department Manager
Carow Land Surveying & Environmental*

2. We will have lead and copper testing coming up. We may have to request another location because Miles Oakey passed away in November 2023 and the water in his condo will be stagnant due to no one living in the condo. We should probably start working on that next month. The tester also needs more testing locations for the monthly bacteria testing. Schumann sent a list to her. Vogts (U406) will allow the tester into her condo to test the water in replacement of Oakey's condo.

C. Roads (reported by Johanen):

1. TRK Contract - need to review the 2" minimum to snow plow the driveways. Johanen wants to meet with TRK and Turner to review the season.

D. Buildings (reported by Brunner):

1. Buildings Service Requests:
 - a. Received 5 work orders in March. Phil Gavinski took care of 4 of them.
 - b. Gardner Company - 1 warranty work
2. Spring Clean Up:

Gavinski has begun cleaning gutters and is coordinating with TRK on their spring clean up.
3. Roofing Projects:

Will initiate reroofing project of Building #501-502-503-504 on April 11 or 12, weather permitting. Unit owners have been given the choice to have Gardner Co. insulate their attics as well, at the owner's personal cost of \$800.

E. Secretary (reported by Vogts):

1. Welcome Packet emailed to new owner of U6001.
2. Seven (7) phone messages left on association phone voicemail. Messages forwarded to appropriate director to take care of the issue.
3. Emailed webmaster, Brian Fuerst, with updates to the SREA website (rules & regulations, work order, and garbage/recycling guidelines).
4. Need to resubmit the Corporate Transparency Submission with the U.S. Treasury with additional information.

F. Treasurer (reported by Joswiak):

1. Review and approve the financial reports - March SREA reports, Q2 Water Fund reports, and Q2 Sewer Fund reports. Motion to approve by Johanen and second by Turner; approved by all.
2. New money market account has been set up at Associated Bank. Fund will earn 5% annual for a period of one year (promotional rate). \$140,000 transferred from checking to the money market. Transfers between checking and the money market will occur based on checking account balance and expected expenditures for the next 30 days as indicated by the cash flow report.

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2023 - 03/31/2024

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 116,950.00	\$ 115,775.00			\$ 232,725.00
1020	\$ 799.19	\$ 275.00			\$ 1,074.19
1030	\$ 168.74	\$ 185.11			\$ 353.85
1034		\$ 459.44			\$ 459.44
1040					
1050					
1060					
1070					
Grand Total	\$ 117,917.93	\$ 116,694.55			\$ 234,612.48

Other Income					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1100		\$ (140,000.00)			\$ (140,000.00)
5010					
Grand Total		\$ (140,000.00)			\$ (140,000.00)

ROUTINE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
2100					
2101	\$ 10,577.76	\$ 10,577.76			\$ 21,155.52
2102	\$ 22,255.32	\$ 22,255.32			\$ 44,510.64
2103	\$ 14,123.25	\$ 14,123.25			\$ 28,246.50
2104	\$ 20,307.13	\$ 7,116.49			\$ 27,423.62
2105	\$ 14,001.00	\$ 14,001.00			\$ 28,002.00
2106					
2107	\$ 7,500.00	\$ 7,517.50			\$ 15,017.50
2108	\$ 11,228.35	\$ 10,453.87			\$ 21,682.22
2109	\$ 1,655.31	\$ 1,759.47			\$ 3,414.78
2110	\$ 6,479.01	\$ 4,688.75			\$ 11,167.76
2120					
2130		\$ 217.00			\$ 217.00
2140	\$ 99.01	\$ 284.72			\$ 383.73
2150		\$ 40.00			\$ 40.00
2160		\$ 87.70			\$ 87.70
2170	\$ 233.18	\$ 165.89			\$ 399.07
2180	\$ 986.95	\$ 300.23			\$ 1,287.18
2185					
2190					
Grand Total	\$ 109,446.27	\$ 93,588.95			\$ 203,035.22

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
3010					
3020					
3030					
3040					
3050	\$ 13,200.00				\$ 13,200.00
3060					
3065					
3070					
3080					
3085					
3090					
Grand Total	\$ 13,200.00				\$ 13,200.00

Beg Balance	\$ 147,434.88	\$ 142,706.54			\$ 147,434.88
Income	\$ 117,917.93	\$ 116,694.55	\$ -	\$ -	\$ 234,612.48
Transfers/Sewer	\$ -	\$ (140,000.00)	\$ -	\$ -	\$ (140,000.00)
Total Income	\$ 117,917.93	\$ (23,305.45)	\$ -	\$ -	\$ 94,612.48
Routine Expense	\$ 109,446.27	\$ 93,588.95	\$ -	\$ -	\$ 203,035.22
Reserve Expense	\$ 13,200.00	\$ -	\$ -	\$ -	\$ 13,200.00
Total Expense	\$ 122,646.27	\$ 93,588.95	\$ -	\$ -	\$ 216,235.22
End Balance	\$ 142,706.54	\$ 25,812.14			\$ 25,812.14

Budget 2023 - 2024		% of Budget
Maintenance Dues (142 units @ \$275/month)	\$468,600	50%
Insurance Premiums Due	\$45,993	2%
Shared Utilities - Qtrly	\$400	88%
Shared Electric Revenue Court 100	\$840	55%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$3,500	
Cart Path Donations	\$0	
Miscellaneous Income	\$0	
	\$519,333	45%

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	50%
Sewer Expense	\$89,923	49%
Insurance Premium Payments	\$56,493	50%
Lawn & Yard Maintenance	\$39,720	69%
Mowing	\$56,003	50%
Tree Replacement	\$2,000	0%
Snow Removal	\$30,000	50%
Garbage & Recycling Pickup	\$42,000	52%
Street Light Expense - Electric	\$7,200	47%
Bldg Repair & Maintenance	\$24,000	47%
Condo Power Washing	\$0	0
Legal Expense	\$6,000	4%
Office/Printing/Telephone	\$1,080	36%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	29%
SRE Only Court 100 Street Lights	\$840	48%
Misc. Fees, Taxes, Etc	\$3,600	36%
Non Fee Based or Budget Carryover	\$11,000	0%
Cart Path	\$0	0%
	\$412,645	49%

Emergency Repairs/Maintenance	\$10,000	0%
Roof Replacement	\$101,700	0%
Road/Driveways	\$0	#DIV/0!
Painting	\$0	#DIV/0!
Siding Replacement	\$13,000	102%
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	10%

Income	\$519,333	18%
Expense	\$546,345	40%

V. Old Business

A. Saddle Ridge Water Agreement:

The Utilities Committee had limited attendance and Schumann has not heard back from Tom Anderson. She sent Anderson a reminder message. So, we are still a work in progress. We decided that the document request for installation of a Sprinkler System will be an Addendum to the Water Agreement.

B. Vacant Lot Mowing:

We have made arrangements for the eight mowings of the lots and full reimbursement from Saddle Ridge Corporation who actually owns the lots. The timing of the mowing will be by mutual agreement with the contractor. We will pay half upfront and the remainder at the end of the mowing season.

C. Columbia County Solid Waste updates:

All new garbage and recycling containers were delivered on March 26 & 27. There were a few errors in deliveries and/or requests for different size containers. Most changes were done on April 1. Any remaining requests for changes will be submitted on April 5 and completed on April 8. Waste Management picked up their containers on March 29. We do not know of any outstanding containers that need to be picked up. Overall, the process went very smooth considering over 600 new containers were delivered across all of Saddle Ridge in two days.

D. Any Other Old Business Items:

None.

VI. New Business

A. All Saddle Ridge Board of Director Meetings:

Vogts was approached by another Saddle Ridge condo association about holding periodic meetings during the year with all Saddle Ridge boards to discuss issues that affect all residents, not just a specific association. This idea would be similar to the Saddle Ridge Utilities Committee. The SREA board of directors is in agreement to having a minimum of one meeting a year.

B. Renter in Unit 6024:

The owner of U6024 has individuals renting his basement on a limited-term basis, which seems to be less than an annual lease; we do not have a copy of the lease(s). Is this something we want to be concerned about? It's our understanding that these are possibly traveling nurses or other healthcare individuals assigned to the area on a limited-time basis.

C. Any Other New Business Items:

None.

VII. Adjournment

Joswiak made a motion to adjourn. Meeting adjourned at 7:18 pm. Next meeting will be on May 13, 2024.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: May 13, 2024