

BOARD OF DIRECTORS MEETING
August 12, 2024
Bethlehem Lutheran Church
W8267 Hwy 33, Portage, WI 53901

MINUTES

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

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 AND APPROVAL OF LAST MEETING MINUTES:

Motion made by Joswiak to approve minutes as presented; seconded by Turner; approved by all.

IV. DIRECTOR UPDATES:

A. Grounds (reported by Turner):

1. Grounds Project Service Requests:
Eight (8) work orders received - 3 for mailbox issues, 2 for tree trimming, 1 for cleaning out the drainage ditch between U408 & U409, 1 asking to have a tree taken down, and 1 with issues pertaining to the rock wall by condo. All requests are mostly completed.
2. TRK sprayed pesticide in the rock crib between U408 & 409 on July 15. They fertilized the lawns on July 18. TRK will be on vacation the week of August 19 so no mowing or trimming will not happened that week. It will be mowed and trimmed the week of August 16. Vogts will email owners notifying them of this mowing schedule.
3. The Tree Committee has reached their budget of \$2,000 on expenditures.
4. Project requests for adding driveway pads have been approved for U511 and U6026. Cost is unit owner's responsibility.
5. 21 dead trees were removed near U317 on July 29.
6. Vacant Lot Mowing Agreement:
The agreement between Gardner and Saddle Ridge Corporation has not been signed yet. Darin thought it would be this week. Gardner will assume mowing and trimming of the vacant lots within our association. SREA will pay the second half of the mowing agreement we had with Darin, but will be reimbursed by Saddle Ridge Corporation.

B. Utilities (reported by Schumann):

1. The Saddle Ridge Utilities meeting was held on August 1 with limited attendance again.
 - a. LCRR reporting is not complete for all areas. Lift station bids that Lukasz Lyzwa of General Engineering initially received were extremely high. He is working through that to get it down to something reasonable.
 - b. All of the pipes in the well & pump house need to be painted. We will use the GEC account discount for pipe paint and ask Gavinski to do the painting.
 - c. No progress on planning for the testing of main valves in the west end to identify more localized water shutoffs.
 - d. Discussion on planned expansion and new units. We don't have the specifics but expect that the systems will adequately support them. We have requested a copy of Gardner's site plans for the vacant lots to ensure the system's capabilities.

C. Roads:

1. Unit Directional Signs:
The board approved at the last meeting to go with 100's, 200's, etc. Schumann will take care of ordering the signs from Two Rivers Signs.
2. Posted Speed Signs:
Is the "speeders will be fined" warning sign sufficient? Schumann purchased yellow reflective signs stating "Slow Down - 20 MPH". We will replace two of the current speed limit signs on the frontage road that runs between the two entrances. Metal posts and anti-theft bolts will be purchased to hold the "speeders will be fined" signs. Vogts will contact Sheriff Roger Brandner to see if he would be willing to put out a post on the dangers of speeding within Saddle Ridge.
3. Golf Cart Driven by Underage Student:
A resident saw a private golf cart being driven this past weekend by three young kids with no adults with them. Since we do not know who owned the golf cart, we don't know if they came from the country club area or here in Saddle Ridge there isn't much we can do about it. No notice will be sent to SREA owners or on Next Door.

D. Buildings (reported by Brunner by email):

1. Building Project Service Requests: 7 requests received = 6 completed by Phil Gavinski and 1 denied for being the unit owner's responsibility.
2. On August 8, Gavinski cleaned out gutters, downspouts and roofs in high tree debris areas (for the third time this summer). General gutter/downspout roof cleaning is scheduled for October.
3. The unit reroofing triage list recommendations for 2024-2025 will also be created by Gavinski and will be submitted to the SREA Board for approval.
4. The final 2 of 10 reroofing jobs were completed by Gardner Company on time and within budget. Warranty paperwork are forthcoming.

E. Secretary (reported by Vogts):

1. Two (2) Welcome Packets emailed to new owners.
2. Four (4) phone messages were left in the association phone voicemail. Messages forwarded to appropriate director to take care of the issues.

F. Treasurer (reported by Joswiak):

1. Review and approve July SREA Financial Reports:
 - a. We are projecting to be on target with the budget for this fiscal year. Motion to approve the financial reports as presented by Vogts; seconded by Turner; all approved.
 - b. Review and approve 2024-2025 Water and Sewer Budgets:
The Utilities Committee reviewed/approved the budget and will be increasing Sewer cost more than the planned 2.5% inflation amount to account for the 25% increase in fees from the City of Portage for sewage.
 - c. 2024-2025 SREA Budget has been approved by the board. Motion by Schumann to approve the proposed budget; Johansen seconded; all approved.
 - d. Finalize amount of annual insurance payment will be subsidized by Sewer and/or Water Fund by \$5,778. Motion made by Joswiak; Vogts seconded; all approved.

ACTUAL INCOME & EXPENSE BY QUARTER YEAR TO DATE 10/01/2023 - 07/31/2024

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 116,950.00	\$ 115,775.00	\$ 119,350.00	\$ 38,775.00	\$ 390,850.00
1020	\$ 799.19	\$ 275.00	\$ 75.00	\$ 25.00	\$ 1,174.19
1030	\$ 168.74	\$ 185.11			\$ 353.85
1034		\$ 459.44		\$ 329.96	\$ 789.40
1040					
1050				\$ 3,500.00	\$ 3,500.00
1060					
1070				\$ 25.00	\$ 25.00
Grand Total	\$ 117,917.93	\$ 116,694.55	\$ 119,425.00	\$ 42,654.96	\$ 396,692.44

Other Income					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1100	\$ (140,000.00)	\$ 55,000.00			\$ (85,000.00)
5010					
Grand Total	\$ (140,000.00)	\$ 55,000.00			\$ (85,000.00)

ROUTINE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
2100					
2101	\$ 10,577.76	\$ 10,577.76	\$ 10,577.76	\$ 3,525.92	\$ 35,259.20
2102	\$ 22,255.32	\$ 22,255.32	\$ 22,255.32	\$ 7,418.44	\$ 74,184.40
2103	\$ 14,123.25	\$ 14,123.25	\$ 14,123.25		\$ 42,369.75
2104	\$ 20,307.13	\$ 7,116.49	\$ 8,422.57	\$ 2,966.75	\$ 38,812.94
2105	\$ 14,001.00	\$ 14,001.00	\$ 15,501.00	\$ 3,167.00	\$ 46,670.00
2106			\$ 1,928.64		\$ 1,928.64
2107	\$ 7,500.00	\$ 7,517.50	\$ 7,500.00	\$ 2,500.00	\$ 25,017.50
2108	\$ 11,228.35	\$ 10,453.87	\$ 4,828.00	\$ 2,414.00	\$ 28,924.22
2109	\$ 1,655.31	\$ 1,759.47	\$ 1,921.83	\$ 640.09	\$ 5,976.70
2110	\$ 6,479.01	\$ 4,688.75	\$ 3,715.74	\$ 887.14	\$ 15,770.64
2120					
2130		\$ 217.00			\$ 217.00
2140	\$ 99.01	\$ 284.72	\$ 56.00		\$ 439.73
2150		\$ 40.00			\$ 40.00
2160		\$ 87.70			\$ 87.70
2170	\$ 233.18	\$ 165.89	\$ 164.05	\$ 52.23	\$ 615.35
2180	\$ 986.95	\$ 300.23	\$ 456.00	\$ 313.81	\$ 2,056.99
2185					
2190					
Grand Total	\$ 109,446.27	\$ 93,588.95	\$ 91,450.16	\$ 23,885.38	\$ 318,370.76

Budget 2023 - 2024	% of Budget	
Maintenance Dues (142 units @ \$275/month)	\$468,600	83%
Insurance Premiums Due	\$45,993	3%
Shared Utilities - Qtrly	\$400	88%
Shared Electric Revenue Court 100	\$840	94%
Interest Income	\$0	
Sewer Hookup Fees - 6 units (see acct 5010)	\$3,500	
Cart Path Donations	\$0	
Miscellaneous Income	\$0	
	\$519,333	76%

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	83%
Sewer Expense	\$89,923	82%
Insurance Premium Payments	\$56,493	75%
Lawn & Yard Maintenance	\$39,720	98%
Mowing	\$56,003	83%
Tree Replacement	\$2,000	96%
Snow Removal	\$30,000	83%
Garbage & Recycling Pickup	\$42,000	69%
Street Light Expense - Electric	\$7,200	83%
Bldg Repair & Maintenance	\$24,000	66%
Condo Power Washing	\$0	0
Legal Expense	\$6,000	4%
Office/Printing/Telephone	\$1,080	41%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	29%
SRE Only Court 100 Street Lights	\$840	73%
Misc. Fees, Taxes, Etc	\$3,600	57%
Non Fee Based or Budget Carryover	\$11,000	0%
Cart Path	\$0	0%
	\$412,645	77%

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
3010					
3020		\$ 88,480.00		\$ 88,480.00	
3030					
3040					
3050	\$ 13,200.00			\$ 13,200.00	
3060					
3065					
3070					
3080					
3085					
3090					
Grand Total	\$ 13,200.00	\$ 88,480.00		\$ 101,680.00	
Beg Balance	\$ 147,434.88	\$ 142,706.54	\$ 25,812.14	\$ 20,306.98	\$ 147,434.88
Income	\$ 117,917.93	\$ 116,694.55	\$ 119,425.00	\$ 42,654.96	\$ 396,692.44
Transfers/Sewer	\$ -	\$ (140,000.00)	\$ 55,000.00	\$ -	\$ (85,000.00)
Total Income	\$ 117,917.93	\$ (23,305.45)	\$ 174,425.00	\$ 42,654.96	\$ 311,692.44
Routine Expense	\$ 109,446.27	\$ 93,588.95	\$ 91,450.16	\$ 23,885.38	\$ 318,370.76
Reserve Expense	\$ 13,200.00	\$ -	\$ 88,480.00	\$ -	\$ 101,680.00
Total Expense	\$ 122,646.27	\$ 93,588.95	\$ 179,930.16	\$ 23,885.38	\$ 420,050.76
End Balance	\$ 142,706.54	\$ 25,812.14	\$ 20,306.98	\$ 39,076.56	\$ 39,076.56

Emergency Repairs/Maintenance	\$10,000	0%
Roof Replacement	\$101,700	87%
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	76%

Income	\$519,333	60%
Expense	\$546,345	77%

V. OLD BUSINESS

A. Saddle Ridge Water Agreement:

The Water Agreement has been signed by all parties and a copy has been sent to all participants as well as Darin Gardner, who will be buying Saddle Ridge Corporation from Pat Kirk this week. The Water Agreement and the Sewer Agreement are posted on our website. Vogts has the original.

B. All Saddle Ridge Board of Director Meetings:

It was agreed that the group would meet twice a year - maybe spring and fall. The next meeting is scheduled for Monday, March 24, 2025, at 6:00 pm, at Bethlehem Lutheran Church. Vogts has the church fellowship hall reserved. If needed, we will invite the Saddle Ridge Golf Course and Saddle Ridge Marina if a topic directly pertains to them.

Topic highlights:

- "Speeders will be Fined" signs will be posted at the two entrances into Saddle Ridge.
- We will ask TRK to mow between the main entrance road and rock ditch (property owned by SREA).
- "Deer Tales" will be emailed to all association secretaries who will email it out to owners. New procedure will begin January 1, 2025.
- SREA will charge new owners an "ownership transfer fee" equal to one month of our HOA fee to be charged at closing - motion made by Schumann; seconded by Vogts; all approved. Vogts will email all boards of this fee

C. Annual Meeting Mailing:

SREA Annual Meeting is scheduled for Tuesday, September 17, 2024, at 6:00 pm, at Bethlehem Lutheran Church's fellowship hall. Vogts emailed annual meeting documents that will be mailed out to all owners on August 30 to all board members to review. Members will email Vogts of any potential changes. Joswiak will email Vogts his financial reports to be included in the mailing.

D. SREA Website:

Our webmaster, Brian Fuerst, has redesigned our website to a more current look and feel. He also created a mobile website that is formatted to view on a cell phone. All of his work has been donated and at no cost to the SREA. Thank you, Brian, for your continued support!!!!

Brian has also created an online Project Request Form that will be emailed to the SREA email address and then can be forwarded to the appropriate director to take care of. Joswiak will send 2023 End of Year Financials to Brian to post on the website.

E. Any Other Old Business Items:

None.

VI. NEW BUSINESS

A. Any Other New Business Items:

None.

VII. ADJOURNMENT

Joswiak made a motion to adjourn. Meeting adjourned at 7:35 pm. Next board meeting is scheduled for Monday, September 9, 2024. The SREA Annual Meeting is scheduled for Tuesday, September 17, 2024, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: September 9, 2024