

BOARD OF DIRECTORS MEETING
September 9, 2024
Bethlehem Lutheran Church
W8267 Hwy 33, Portage, WI 53901

MINUTES

Directors Present: Brett Johanen (arrived 6:07 pm), Calvin Gruss, Tom Joswiak, Winnie Schumann, Karl Turner, Vicki Vogts
Directors Absent: Peggy Brunner
Visitor: Jim Severson (U650)

I. CALL TO ORDER - CERTIFY QUORUM:

Schumann called the meeting to order at 6:03 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 on September 4, 2024.

III. REVIEW MINUTES AND APPROVAL OF LAST MEETING MINUTES:

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

IV. DIRECTOR UPDATES:

A. Grounds (reported by Turner):

1. Additional parking pads were recently installed at U511 & U6062 at the owner's expense.
2. TRK - Mowing and trimming were canceled two times in August due to lack of rain.
3. The drainage ditch between U408 & U409 is, again, filled in with dirt so heavy rainfall pool/overflows its banks. The board decided that if no damage is being done to buildings at this time, we will do nothing but will monitor it.
4. U616 owner has requested a live tree in front of her condo be removed due to the large amount of sap falling on vehicles and the roof (first work order in 2022). Turner will ask Hoffmann to give us an estimate on how much it will cost to remove it.
5. Retaining wall at U6012 - the replacement project is in the budget for 2025. TRK will honor their original bid from two years ago through 2025. Turner will look to obtain more bids for the project too.
6. SREA purchased eight yards of black dirt from Doherty this past spring. We will probably not get more dirt next spring since we have a lot leftover this year. We will ask Phil Gavinski to weed wack the tall weeds in and around the pile. The black dirt is to be used only by the SREA and its owners.

7. Fall Tree Removal & Trimming - Turner received two estimates from Hoffmann Tree Service for \$4,262.20 and Just a Memory Tree Service for \$5,645. Turner will let Hoffmann know that we will go with them and that we want to get an estimate on the extra tree removal at U616.
8. U512 owner complained that another owner had driven his golf cart "across her yard". The golf cart driver drove over the six feet of grass between the paved dead end in front of U512 and Golf View Lane near U600. The "yard" is a common area. As long as the owner is not driving across that common area grass constantly and leaving tire marks in the grass, it is allowed.

Schumann will draft a message to the owner of U6008 to not drive over the common area in U6010's backyard to cut over to the "opening" behind U6012 to the golf cart path. There is dead grass from the tires driving over the same spot constantly.

B. Utilities (reported by Gruss):

1. Wastewater issues look to be resolved after B&M came out and looked into the issue. They recalibrated the waste meter and also found two check valves in Lift Station #1 were stuck open with debris that is not supposed to be going through our waste system. The pictures sent by GEC had a lot of wipes, a mop head, sanitary items, etc. in the system. It will cost us \$15,000-\$20,000 in damages and excess sewer charges. Schumann and Gruss will coordinate a message to be sent out on Next Door and in the next "Deer Tales" regarding the debris taken out of the sewer check valve.
2. We did drop in waste sent out to the sewer from July to August. July was 1,287,698 total gallons (average of 45,989 gpd) and August was 1,208,518 total gallons (average of 34,529 gpd).

C. Roads (reported by Johanen):

1. Phil Gavinski put up the new court number signage using existing posts and took down the old court and welcome signs.

D. Buildings (reported by Brunner):

1. Building Project Service Requests: 4 requests made; 1 completed by Phil Gavinski, 1 waiting on materials, 2 completed by Premier Pest Elimination.

E. Secretary (reported by Vogts):

1. Two (2) Welcome Packets emailed to new owners and one was hand-delivered U620 with the annual meeting mailing.
2. Two (2) phone messages were left on the association phone voicemail. Messages forwarded to appropriate director to take care of the issues.

F. Treasurer (reported by Joswiak):

1. Review and approve August SREA Financial Reports: Joswiak is projecting to be on target with the budget for this fiscal year. He may want to move some money into a certificate of deposit for reserves funds. Motion to approve the financial reports as presented by Turner; seconded by Johanen; all approved.
2. Insurance billings were emailed to all SREA owners. The funds will be taken out of the owner's ACH account on September 26, 2024.
3. Plan in place with U415 owner to close all outstanding accounts receivable balances by the end of December 2024.

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2023 - 08/31/2024

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 116,950.00	\$ 115,775.00	\$ 119,350.00	\$ 77,837.77	\$ 429,912.77
1020	\$ 799.19	\$ 275.00	\$ 75.00	\$ 62.23	\$ 1,211.42
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	\$ 81,754.96	\$ 435,792.44

Other Income					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1100	\$ (140,000.00)	\$ 55,000.00	\$ (10,000.00)		\$ (95,000.00)
5010					
Grand Total	\$ (140,000.00)	\$ 55,000.00	\$ (10,000.00)		\$ (95,000.00)

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	\$ 7,051.84	\$ 38,785.12
2102	\$ 22,255.32	\$ 22,255.32	\$ 22,255.32	\$ 14,836.88	\$ 81,602.84
2103	\$ 14,123.25	\$ 14,123.25	\$ 14,123.25		\$ 42,369.75
2104	\$ 20,307.13	\$ 7,116.49	\$ 8,422.57	\$ 10,122.24	\$ 45,968.43
2105	\$ 14,001.00	\$ 14,001.00	\$ 15,501.00	\$ 7,834.00	\$ 51,337.00
2106			\$ 1,928.64	\$ 74.30	\$ 2,002.94
2107	\$ 7,500.00	\$ 7,517.50	\$ 7,500.00	\$ 5,000.00	\$ 27,517.50
2108	\$ 11,228.35	\$ 10,453.87	\$ 4,828.00	\$ 4,828.00	\$ 31,338.22
2109	\$ 1,655.31	\$ 1,759.47	\$ 1,921.83	\$ 1,282.71	\$ 6,619.32
2110	\$ 6,479.01	\$ 4,688.75	\$ 3,715.74	\$ 1,586.38	\$ 16,469.88
2120					
2130		\$ 217.00			\$ 217.00
2140	\$ 99.01	\$ 284.72	\$ 56.00	\$ 133.24	\$ 572.97
2150		\$ 40.00			\$ 40.00
2160		\$ 87.70			\$ 87.70
2170	\$ 233.18	\$ 165.89	\$ 164.05	\$ 120.72	\$ 683.84
2180	\$ 986.95	\$ 300.23	\$ 456.00	\$ 425.81	\$ 2,168.99
2185					
2190					
Grand Total	\$ 109,446.27	\$ 93,588.95	\$ 91,450.16	\$ 53,296.12	\$ 347,781.50

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
3010					
3020		\$ 88,480.00	\$ 19,650.00		\$ 108,130.00
3030					
3040					
3050	\$ 13,200.00				\$ 13,200.00
3060					
3065					
3070					
3080					
3085					
3090					
Grand Total	\$ 13,200.00	\$ 88,480.00	\$ 19,650.00		\$ 121,330.00

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	\$ 81,754.96	\$ 435,792.44
Transfers/Sewer	\$ -	\$ (140,000.00)	\$ 55,000.00	\$ (10,000.00)	\$ (95,000.00)
Total Income	\$ 117,917.93	\$ (23,305.45)	\$ 174,425.00	\$ 71,754.96	\$ 340,792.44
Routine Expense	\$ 109,446.27	\$ 93,588.95	\$ 91,450.16	\$ 53,296.12	\$ 347,781.50
Reserve Expense	\$ 13,200.00	\$ -	\$ 88,480.00	\$ 19,650.00	\$ 121,330.00
Total Expense	\$ 122,646.27	\$ 93,588.95	\$ 179,930.16	\$ 72,946.12	\$ 469,111.50
End Balance	\$ 142,706.54	\$ 25,812.14	\$ 20,306.98	\$ 19,115.82	\$ 19,115.82

Budget 2023 - 2024

% of Budget

Maintenance Dues (142 units @ \$275/month)	\$468,600	92%
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	84%

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	91%
Sewer Expense	\$89,923	91%
Insurance Premium Payments	\$56,493	75%
Lawn & Yard Maintenance	\$39,720	116%
Mowing	\$56,003	92%
Tree Replacement	\$2,000	100%
Snow Removal	\$30,000	92%
Garbage & Recycling Pickup	\$42,000	75%
Street Light Expense - Electric	\$7,200	92%
Bldg Repair & Maintenance	\$24,000	69%
Condo Power Washing	\$0	0
Legal Expense	\$6,000	4%
Office/Printing/Telephone	\$1,080	53%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	29%
SRE Only Court 100 Street Lights	\$840	81%
Misc. Fees, Taxes, Etc	\$3,600	60%
Non Fee Based or Budget Carryover	\$11,000	0%
Cart Path	\$0	0%
	\$412,645	84%

Emergency Repairs/Maintenance	\$10,000	0%
Roof Replacement	\$101,700	106%
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	91%

Income \$519,333 66%

Expense \$546,345 86%

V. OLD BUSINESS

A. Annual Meeting Planning:

Vogts hand delivered the Annual Meeting mailing to owners living in Saddle Ridge or mailed to owners who do not live in Saddle Ridge on August 30, 2024. Vogts will be at the site an hour prior to the meeting to get set up. She has people arranged for the registration table and will have copies of all paperwork available at the registration desk. Directors should email Vogts their talking points ahead of the meeting. Vogts will send out an email reminder to all owners later this week.

B. 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 7:05 pm.

Next board meeting is scheduled for Monday, October 14, 2024, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

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: October 14, 2024