

Saddle Ridge Estates Association, LTD.

599 Saddle Ridge
Portage, WI 53901

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BOARD OF DIRECTORS MEETING August 11, 2025 Bethlehem Lutheran Church W8267 Hwy 33, Portage, WI 53901

MINUTES

Directors Present: Peggy Brunner, Calvin Gruss, Tom Joswiak, Winnie Schumann
Directors Absent: Karl Turner, Vicki Vogts
Visitor Present: Leslie Drangstveit-Gruss (U507), Tim & Carrie Williams (U626)

I. **CALL TO ORDER - CERTIFY QUORUM:**

Schumann called the meeting to order at 5:02 pm; quorum present.

II. **POSTING OF NOTICE:**

The meeting date was posted on the SREA website and "Deer Tales" community newsletter. Agenda was emailed to owners on August 6, 2025.

III. **REVIEW MINUTES AND APPROVAL OF LAST MEETING MINUTES:**

Motion made by Brunner to approve the July minutes with suggested modifications seconded by Gruss; approved by all.

IV. **DIRECTOR UPDATES:**

A. **Grounds** (reported by Turner's email):

1. **Work Requests:**

4 work orders have been received since the last meeting.

2. **"French Drain" Requests:**

Units 502 and 6002 have requested drains be installed to keep the rain water from pooling on their driveway. Brad Walker will do the work. Diggers Hotline has been contacted and the work can start to be done on August 15 and must be completed within 10 days. If additional time is needed, we just need to call them. After a discussion, U502 drain was approved and U6002 was not approved.

3. **Mowing:**
TRK will not be mowing this week due to being on vacation. One mailbox was hit by a TRK mower. Turner signed the TRK three-year mowing contract; waiting for TRK to sign and return to us.
4. A mole trap has been set up at U506. No success yet.
5. A stop sign was knocked over by a golf course lawn mower and has been set back in place.

B. Buildings (reported by Brunner):

1. **Work Request:**
6 Work Requests submitted since the last meeting and all have been completed.

A number of personal home improvement Work Requests were submitted for SREA Board approval: 2 window replacement approved and 1 patio/deck enhancement approved.
2. U626's HVAC / window / door replacement was approved by the board after discussion with owners present at the board meeting. Board members expressed concerns as the U626 HVAC project had not been approved by the SREA Board prior to extensive installation of a Split System HVAC. SREA Buildings Director and SREA President both expressed concerns of extensive installation holes in SREA siding as well as concerns of white HVAC tubing extending up and over the southeast roofing of the unit. In the event of reroofing of the unit, owners Tim and Carrie Williams agreed to take full responsibility in contacting their HVAC contractor, Homeland Heating, for the removal of the tubing prior to reroofing start up. SREA is in no way responsible.

C. Roads (vacant):

No report.

D. Utilities (reported by Gruss):

Phil has completed painting the water pipes in Well House #1 & #2. Gruss will meet with him to see about touching up the pipes in the pump house.

E. Secretary (reported by Vogts' email):

1. No Welcome Packets were emailed to an owner in July.
2. One (1) phone message was left on the association phone voicemail in July.
3. The final copy of the 2025-2027 Saddle Ridge Resident Directory has been approved and is being printed now by O'Brion Printing. The books will be distributed to residents upon receipt.
4. The Annual Meeting paperwork was reviewed and approved by the board. The mailing will be sent to owners by mail on August 25.
5. Continuing to go through all paperwork in the storage room regarding each condo unit and each building. Directors should give Vogts paperwork regarding condos and buildings so they can be properly filed away.

F. Treasurer (reported by Joswiak):

1. **Review and approval for July financial reports:**
Motion made to approve the July financial report by Gruss; seconded by Brunner; all approved. We are currently under budget.
2. Joswiak has made some slight adjustment to the SREA 2025-2026 budget. Needed to add the last TRK payment in October for the current contract. Results in \$9,400 reduction to roofing budget, as well.

3. The 2025-2026 proposed budget and the 2023-2025 budget v. actual report are ready to be sent with the Annual Meeting mailing to owners.

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2024 - 07/31/2025

REVENUE					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1010	\$ 128,759.00	\$ 125,700.00	\$ 129,900.00	\$ 42,000.00	\$ 426,359.00
1020	\$ 305.88				\$ 305.88
1030			\$ 180.71		\$ 180.71
1034		\$ 343.92		\$ 338.08	\$ 682.00
1040					
1050					
1060					
1070	\$ 150.00	\$ 300.00	\$ 1,500.00		\$ 1,950.00
Grand Total	\$ 129,214.88	\$ 126,343.92	\$ 131,580.71	\$ 42,338.08	\$ 429,477.59

Other Income					
Sum of DEPOSIT	Column Labels				
Row Labels	1	2	3	4	Grand Total
1100	\$ (32,065.66)	\$ 12,938.25	\$ 60,000.00		\$ 40,872.59
5010					
Grand Total	\$ (32,065.66)	\$ 12,938.25	\$ 60,000.00		\$ 40,872.59

ROUTINE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
2100					
2101	\$ 10,835.76	\$ 10,835.76	\$ 10,835.76	\$ 3,611.92	\$ 36,119.20
2102	\$ 26,163.60	\$ 26,163.60	\$ 26,163.60	\$ 8,721.20	\$ 87,212.00
2103	\$ 12,934.34	\$ 12,938.25	\$ 12,938.25		\$ 38,810.84
2104	\$ 12,083.45	\$ 5,419.00	\$ 6,984.00	\$ 2,425.39	\$ 26,911.84
2105	\$ 14,001.00	\$ 14,001.00	\$ 14,001.00	\$ 4,667.00	\$ 46,670.00
2106	\$ 185.76		\$ 1,047.89		\$ 1,233.65
2107	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 2,500.00	\$ 25,000.00
2108	\$ 7,242.00	\$ 7,386.84	\$ 7,459.26	\$ 2,486.42	\$ 24,574.52
2109	\$ 1,925.50	\$ 1,929.62	\$ 1,957.92	\$ 653.29	\$ 6,466.33
2110	\$ 4,160.81	\$ 220.95	\$ 2,013.21	\$ 1,138.73	\$ 7,533.70
2120					
2130					
2140	\$ (18.00)		\$ 129.65	\$ 98.83	\$ 210.48
2150		\$ 40.00			\$ 40.00
2160			\$ 181.90		\$ 181.90
2170	\$ 164.24	\$ 174.27	\$ 163.79	\$ 57.09	\$ 559.39
2180	\$ 5,614.18	\$ 283.50	\$ 328.47	\$ 154.00	\$ 6,380.15
2185					
2190					
Grand Total	\$ 102,792.64	\$ 86,892.79	\$ 91,704.70	\$ 26,513.87	\$ 307,904.00

RESERVE EXPENSE					
Sum of PAYMENT	Column Labels				
Row Labels	1	2	3	4	Grand Total
3010					
3020		\$ 134,445.00			\$ 134,445.00
3030					
3040					
3050					
3060					
3065					
3070					
3080	\$ 6,997.50				\$ 6,997.50
3085					
3090					
Grand Total	\$ 6,997.50	\$ 134,445.00			\$ 141,442.50

Beg Balance	\$ 33,194.98	\$ 27,551.56	\$ 72,943.44	\$ 38,374.45	\$ 33,194.98
Income	\$ 129,214.88	\$ 126,343.92	\$ 131,580.71	\$ 42,338.08	\$ 429,477.59
Transfers/Sewer	\$ (32,065.66)	\$ 12,938.25	\$ 60,000.00	\$ -	\$ 40,872.59
Total Income	\$ 97,149.22	\$ 139,822.17	\$ 191,580.71	\$ 42,338.08	\$ 470,350.18
Routine Expense	\$ 102,792.64	\$ 86,892.79	\$ 91,704.70	\$ 26,513.87	\$ 307,904.00
Reserve Expense	\$ -	\$ 6,997.50	\$ 134,445.00	\$ -	\$ 141,442.50
Total Expense	\$ 102,792.64	\$ 93,890.29	\$ 226,149.70	\$ 26,513.87	\$ 449,346.50
End Balance	\$ 27,551.56	\$ 72,943.44	\$ 38,374.45	\$ 54,198.66	\$ 54,198.66

Budget 2024 - 2025

% of Budget

Maintenance Dues (142 units @ \$300/month)	\$511,200	83%
Insurance Premiums Due	\$51,771	1%
Shared Utilities - Qtrly	\$400	45%
Shared Electric Revenue Court 100	\$840	81%
Interest Income	\$0	
Sewer Hookup Fees	\$0	
Cart Path Donations	\$0	
Miscellaneous Income	\$0	
Total	\$564,211	76%

Transfer from CD/Money Market
Sewer Hookup Fees

\$0

Portage Utilities Sewer	\$0	0%
Water Expense	\$43,343	83%
Sewer Expense	\$104,654	83%
Insurance Premium Payments	\$51,771	75%
Lawn & Yard Maintenance	\$39,975	67%
Mowing	\$56,004	83%
Tree Replacement	\$2,000	62%
Snow Removal	\$30,000	83%
Garbage & Recycling Pickup	\$29,620	83%
Street Light Expense - Electric	\$7,920	82%
Bldg Repair & Maintenance	\$24,600	31%
Condo Power Washing	\$0	0
Legal Expense	\$6,000	0%
Office/Printing/Telephone	\$1,080	19%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	61%
SRE Only Court 100 Street Lights	\$840	67%
Misc. Fees, Taxes, Etc	\$6,750	95%
Non Fee Based or Budget Carryover	\$6,000	0%
Cart Path	\$0	0%
Total	\$410,857	75%

Emergency Repairs/Maintenance	\$10,000	0%
Roof Replacement	\$133,114	101%
Road/Driveways	\$0	#DIV/0!
Painting	\$0	#DIV/0!
Siding Replacement	\$0	#DIV/0!
Replacement Water - All Assoc.	\$0	#DIV/0!
Replacement Sewer - All Assoc.	\$0	#DIV/0!
Unallocated Funds	\$0	#DIV/0!
Retaining Walls & Netting	\$15,000	47%
Non Fee Based or Budget Carryover	\$12,300	0%
Interest Savings on Reserve	\$0	0
Total	\$170,414	83%

Income \$564,211 83%

Expense \$581,271 77%

V. OLD BUSINESS

A. Proposed Amendment to SREA Condo Documents (U315-U316) Update:

Attorney John Miller contacted Schumann on the amendment he says is required. Schumann did not accept some of the wording because it does not accurately reflect what the members voted for, so he is modifying. This will require signatures from Steinhaus, Gardner and Schumann as the Board representative.

B. New SREA Owners:

Suggestion that we need to communicate with all members via a written document that the association's communication is done by email and that it is important that they read the material provided.

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. The meeting adjourned at 7:25 pm.

The next all-association meeting is scheduled for Monday, August 25, at 5:30 pm.

Next board meeting is scheduled for Monday, September 8, 2025, at 5:00 pm, at Bethlehem Lutheran Church fellowship hall.

SREA Annual Meeting is scheduled for Tuesday, September 16, at 6:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: September 8, 2025