

BOARD OF DIRECTORS MEETING

July 14, 2025

Bethlehem Lutheran Church
W8267 Hwy 33, Portage, WI 53901

MINUTES

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

Visitor Present: Leslie Drangstveit-Gruss (U507), Craig Cawley (U306)

I. CALL TO ORDER - CERTIFY QUORUM:

Schumann called the meeting to order at 5:10 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 July 8, 2025.

III. REVIEW MINUTES AND APPROVAL OF LAST MEETING MINUTES:

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

IV. DIRECTOR UPDATES:

A. Grounds (reported by Turner):

1. **Work Request:**

2 Work Requests submitted.

2. **Unit 6012 Retaining Wall Replacement:**

Still looking for a definitive date from TRK for replacing the retaining wall at U6012.

3. **Mowing:**

Reminder that there will be no mowing the week of August 11th as TRK is on vacation.

4. **Snowplowing Contract:**

Turner asked Mark from MOST for a snowplowing proposal; he was reluctant to write up a price based on how many inches of snow we get because wet snow takes longer to plow than light snow. MOST wants to charge by the hour for how long it takes to complete the job. The board decided to sign a separate three-year snowplowing contract with TRK.

5. **TruGreen:**

The board approved a one-year contract (3 applications per year) for weed & feed with TruGreen instead of using TRK. Turner will provide a map of our association to give TruGreen to ensure they are only fertilizing SREA lawns.

B. Buildings (reported by Brunner):

1. **Work Request:**
8 Work Requests submitted - all were reviewed and completed.
2. SREA Bylaws state that each Unit Owner is responsible to keep and maintain their three feet around their condo. A number of units are in need of attention. Brunner has a list of condos that have grass up against their exterior wall (no landscaping rock) so we will have Phil spray weed killer about six inches out from the foundation to eliminate future maintenance costs.
3. Tonight, condo building 213-216 is having a water leak inside the building. Reminder to owners that the damage will be the owners' responsibilities and cost.
4. Vogts will send an email to all owners regarding #2 and that owners doing improvements (e.g., replace windows, HVAC, landscaping in the common area, etc.) are required to submit a work request to the SREA prior to work done to ensure the installers are properly insured.

C. Roads (vacant):

Turner will discuss two work orders with the owners regarding driveway puddling.

D. Utilities (reported by Gruss):

1. Lucasz suggested that we replace the current antennas at all lift stations to a higher point so they all communicate with each other. There are trees and buildings in the way of the signal.
2. Gruss will fill out a work request to give Phil to paint the pipes in the well house.

E. Secretary (reported by Vogts):

1. Three (3) Welcome Packets were emailed to an owner in June.
2. Three (3) missed phone calls and 1 phone message (emailed to Joswiak) were left on the association phone voicemail in June.
3. Shelley Drescher (SRA) and Vogts (SREA) are in charge of the 2025-2027 Saddle Ridge Resident Directory. Lorriane Ortnier-Blake recreated the maps. Her invoice of \$484.50 was submitted to Joswiak for immediate payment and SREA will be reimbursed from the ads sold. Final revisions will be sent to O'Brien Printing by August 1 so the books can be distributed to each association at the August 25th coalition meeting.
4. 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 June financial reports:**
Motion made to approve the June financial report by Brunner; seconded by Turner; all approved. We are currently under budget.
2. Review and approval of 3rd quarter Water and Sewer financial reports.
3. **Review Proposed SREA 2025-2026 Budget & Budget Notes:**
The maintenance dues will increase 2.5% (round down to \$7 per unit per month) beginning October 1, 2025. We are projected to be \$30,000 under budget on routine expenses. We are projected to be \$22,000 under budget on reserve expenses.

4. Review Proposed SREA 2025-2026 Water & Sewer Budget.
New units will be charged the \$3,500 sewer hook up fee once an occupancy permit is issued.
New units will be charged the \$3,500 water hook up fee once an occupancy permit is issued. All hook up fees go to their appropriate reserve account.
5. Motion made to approve the proposed 2025-2026 SREA Budget and Water & Sewer Budget by Schumann; seconded by Brunner ; all approved.

ACTUAL INCOME & EXPENSE BY QUARTER **YEAR TO DATE 10/01/2024 - 06/30/2025**

REVENUE				
Sum of DEPOSIT	Column Labels			
Row Labels	1	2	3	4 Grand Total
1010	\$ 128,759.00	\$ 125,700.00	\$ 129,900.00	\$ 384,359.00
1020	\$ 305.88			\$ 305.88
1030			\$ 180.71	\$ 180.71
1034		\$ 343.92		\$ 343.92
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	\$ 387,139.51

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	\$ 32,507.28
2102	\$ 26,163.60	\$ 26,163.60	\$ 26,163.60	\$ 78,490.80
2103	\$ 12,934.34	\$ 12,938.25	\$ 12,938.25	\$ 38,810.84
2104	\$ 12,083.45	\$ 5,419.00	\$ 6,984.00	\$ 24,486.45
2105	\$ 14,001.00	\$ 14,001.00	\$ 14,001.00	\$ 42,003.00
2106	\$ 185.76		\$ 1,047.89	\$ 1,233.65
2107	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 22,500.00
2108	\$ 7,242.00	\$ 7,386.84	\$ 7,459.26	\$ 22,088.10
2109	\$ 1,925.50	\$ 1,929.62	\$ 1,957.92	\$ 5,813.04
2110	\$ 4,160.81	\$ 220.95	\$ 2,013.21	\$ 6,394.97
2120				
2130				
2140	\$ (18.00)		\$ 129.65	\$ 111.65
2150		\$ 40.00		\$ 40.00
2160			\$ 181.90	\$ 181.90
2170	\$ 164.24	\$ 174.27	\$ 163.79	\$ 502.30
2180	\$ 5,614.18	\$ 283.50	\$ 328.47	\$ 6,226.15
2185				
2190				
Grand Total	\$ 102,792.64	\$ 86,892.79	\$ 91,704.70	\$ 281,390.13

Budget 2024 - 2025		% of Budget
Maintenance Dues (142 units @ \$300/month)	\$511,200	75%
Insurance Premiums Due	\$51,771	1%
Shared Utilities - Qtrly	\$400	45%
Shared Electric Revenue Court 100	\$840	41%
Interest Income	\$0	
Sewer Hookup Fees	\$0	
Cart Path Donations	\$0	
Miscellaneous Income	\$0	
	\$564,211	69%

Transfer from CD/Money Market		
Sewer Hookup Fees		
	\$0	

Portage Utilities Sewer	\$0	0%
Water Expense	\$43,343	75%
Sewer Expense	\$104,654	75%
Insurance Premium Payments	\$51,771	75%
Lawn & Yard Maintenance	\$39,975	61%
Mowing	\$56,004	75%
Tree Replacement	\$2,000	62%
Snow Removal	\$30,000	75%
Garbage & Recycling Pickup	\$29,620	75%
Street Light Expense - Electric	\$7,920	73%
Bldg Repair & Maintenance	\$24,600	26%
Condo Power Washing	\$0	0
Legal Expense	\$6,000	0%
Office/Printing/Telephone	\$1,080	10%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	61%
SRE Only Court 100 Street Lights	\$840	60%
Misc. Fees, Taxes, Etc	\$6,750	92%
Non Fee Based or Budget Carryover	\$6,000	0%
Cart Path	\$0	0%
	\$410,857	68%

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		\$ 33,194.98
Income	\$ 129,214.88	\$ 126,343.92	\$ 131,580.71	\$ -	\$ 387,139.51
Transfers/Sewer	\$ (32,065.66)	\$ 12,938.25	\$ 60,000.00	\$ -	\$ 40,872.59
Total Income	\$ 97,149.22	\$ 139,282.17	\$ 191,580.71	\$ -	\$ 428,012.10
Routine Expense	\$ 102,792.64	\$ 86,892.79	\$ 91,704.70	\$ -	\$ 281,390.13
Reserve Expense	\$ -	\$ 6,997.50	\$ 134,445.00	\$ -	\$ 141,442.50
Total Expense	\$ 102,792.64	\$ 93,890.29	\$ 226,149.70	\$ -	\$ 422,832.63
End Balance	\$ 27,551.56	\$ 72,943.44	\$ 38,374.45	\$ -	\$ 38,374.45

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
	\$170,414	83%

Income	\$564,211	76%
Expense	\$581,271	73%

V. OLD BUSINESS

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

The vote passed 102 - 11 which was 72% of 142 units having submitted their vote on the amendment. Per our attorney, Gardner needs to revise the purchase document with Steinhaus stating they purchased both U315-U316 lots, not just U316 lots. Our attorney has stated that we need to include tracking of mortgagees. We will be following up on this issue.

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 and Gruss seconded.. The meeting adjourned at 6:30 pm.

Next board meeting is scheduled for Monday, August 11, 2025, at 5:00 pm, at Bethlehem Lutheran Church fellowship hall.

The next coalition meeting is scheduled for Monday, August 25, at 5:00 pm

Submitted by:

Vicki Vogts

SREA Secretary

Approved: August 11, 2025