

BOARD OF DIRECTORS MEETING

June 9, 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: Ingrid Poppy (U640), Tyler Kroneman & Todd Kronemnan (TRK), Drangstveit-Gruss (U507)

I. CALL TO ORDER - CERTIFY QUORUM:

Schumann called the meeting to order at 5:06 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 June 6, 2025.

III. REVIEW MINUTES AND APPROVAL OF LAST MEETING MINUTES:

Motion made by Brunner to approve the May minutes as presented; seconded by Turner; approved by all.

IV. DIRECTOR UPDATES:

A. Grounds (reported by Turner):

1. **Work Request:**
3 submitted.

2. **Lawn Mowing & Snow Plowing Contract Renewal:**

The board met as a group on May 27, 2025, to discuss the details of TRK's proposed multi-year contract for lawn mowing and snow plowing. The consensus was that we would have a contract for lawn mowing, monthly debris pick up and spring/fall clean up - snow plowing may be a possible separate contract.

We will include 20 events of lawn mowing for the year in the three-year contract and then pay for any additional mowings at an agreed upon flat rate. Monthly debris pick up, and spring/fall clean up will be included in the three-year contract. Brush pick will be the 3rd week of the month on the same day as mowing and hopefully not on trimming day. Dethatching is in the fine print and SREA would like it done, when needed (every 2-3 years depending on the condition of the lawns). The contract would be effective January 1 - December 31 and SREA would pay the contract amount over 7 months (March - September) so to keep the expenses in the same fiscal year. SREA will pay 5.5% sales tax in addition to the contract amount

TRK will invoice SREA monthly and payment will be due in 15 days. We want to change our mowing day to Wednesday instead of Monday - it will be effective when the contract is signed. Snow plowing and fertilizing will be a separate "pay per event" contract.

Snow Plowing and lawn fertilizing will be a separate contract based on a per event basis. TRK could do a hybrid contract with per event snowplowing to the lawn mowing contracts. If we have a long snow event and they need to use extra equipment to move excessive snow onto empty lots, we would be charged an agreed upon hourly rate.

The following items in the contract were discussed:

Termination by either party, but mutually agreed upon, at any time with a 60-day notice by certified mail. Parties will mutually agree upon any monies that may be returned.

Property Damage. Brunner talked to TRK about the damage being done to our siding of buildings with grass growing up to the side of the house. Tyler said his guys are trained to “throttle back” near siding so a rock doesn’t fly into a window. Owners are responsible for the three feet around their condo - who should spray the grass near the siding? The board will discuss it later. The board recommends owners to purchase a concrete splash block (Menards \$12) to place under their downspout in the yard to avoid the downspout of accidentally being damaged or run over. Weed trimmers will not damage the block.

Fines. TRK mentioned that there is an excessive amount of dog poop in our yards. They mentioned that if one yard has dog poop in it, the poop will be carried into the next year on the blades and tires. TRK will notify SREA as to who’s unit has excessive dog poop so we can address it with the resident (TRK charges us \$10 fine). SREA will charge the owner a \$25 fine.

Social Media & Marketing. SREA has the right to approve any photos and/or videos taken on SREA property. It will be given to the grounds director for approval.

Snow Plowing:

Even though some driveways have less snow than other driveways, TRK will average the inches of snow plow for billing purposes and all driveways will be plowed.

TRK and SREA will need to mutually agree if a large amount of snow needs to be moved. TRK will bill us per snow event, not at the end of the month.

Material Cost. If material cost increases significantly, TRK will not charge SREA mid-season (e.g., salt shortage).

Schumann will send the updated contract to TRK tomorrow and we will have it by next Monday.

TRK will not be mowing the week of August 9-16 due to their family vacation. They will mow and trim before and after their vacation.

3. **Dirt Pile:**
Talked to Phil G. and he said he will pull weeds and weed whack the dirt pile by the pump house.
4. **TruGreen:**
Turner has the contract and will follow up with them to determine areas that will be done.
5. **U6012 Retaining Wall.**
TRK will be replacing the west retaining wall in August.

B. Buildings (reported by Brunner):

1. Work Request:
5 submitted. 5 completed.
2. Spring Bush/Hedge Trimming
Let's all make sure our bushes/hedges are trimmed 4 to 5 inches away from all buildings/siding. Vogts sent an email to all owners on June 6.
3. Vogts made a motion and Turner seconded to approve Brunner deck.

4. Per Joswiak, another duplex may be reroofed, if the bid is within budget. A quad roof is not going to be done for the remainder of the 2024-2025 budget year.

C. Roads (vacant):

1. Road Videos completed by Joswiak are uploaded to the "Roads" folder in the SREA Google Drive.
2. We received an estimate from MOST on snow plowing; Schumann picked it up on the way to the meeting. Turner will contact Mark Oehlhoff to get more data for comparison to the proposed TRK contract.

D. Utilities (reported by Gruss):

1. Lift Station 5 is up and running - the new cable has been replaced.
2. Gruss got 2 gallons of paint from Sherwin Williams for the water pipes in the well house and the pump house. I spoke with Phil about scraping and touching up the paint.
3. The Consumer Confidence Report for our water has been drafted and I reviewed. It will be released later this week. We will need to email all our residents and I will send to the other associations to do the same. We should also post on our website.
4. Electrical costs have gone back to "normal" - conclusion must be the older heaters causing the overage. Gruss will look into possibly purchasing new, more efficient electric heaters.
5. Lucas Lyzwa from General Engineering told Gruss the new coupler for the duty pump went out again (installed two months ago). We may need to go to a higher quality coupler that can last for 10 years.

E. Secretary (reported by Vogts):

1. No Welcome Packets were emailed to an owner in May.
2. Four (4) phone messages were left on the association phone voicemail in April. Messages forwarded to the appropriate director to take care of the issues or calls returned by me.
3. Shelley Drescher (SRA) and Vogts (SREA) are in charge of the 2025-2027 Saddle Ridge Resident Directory. Lorriane Ortner-Blake, has recreated the maps and Vogts will be sending her revisions after a meeting on June 5.
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 May financial reports. We are running on budget.
2. Review and Approve the Financial Audit Results from Fiscal Year 2023-2024 (October 1 to September 30).
3. Motion made to approve the financial report and the 2023-2024 audit by Vogts; seconded by Brunner; all approved.

ACTUAL INCOME & EXPENSE BY QUARTER

YEAR TO DATE 10/01/2024 - 05/31/2025

REVENUE				
Sum of DEPOSIT	Column Labels			
Row Labels	1	2	3	4 Grand Total
1010	\$ 128,759.00	\$ 125,700.00	\$ 87,600.00	\$ 342,059.00
1020	\$ 305.88			\$ 305.88
1030			\$ 180.71	\$ 180.71
1034		\$ 343.92		\$ 343.92
1040				
1050				
1060				
1070	\$ 150.00	\$ 300.00	\$ 300.00	\$ 750.00
Grand Total	\$ 129,214.88	\$ 126,343.92	\$ 88,080.71	\$ 343,639.51

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	\$ 7,223.84	\$ 28,895.36
2102	\$ 26,163.60	\$ 26,163.60	\$ 17,442.40	\$ 69,769.60
2103	\$ 12,934.34	\$ 12,938.25		\$ 25,872.59
2104	\$ 12,083.45	\$ 5,419.00	\$ 4,586.00	\$ 22,088.45
2105	\$ 14,001.00	\$ 14,001.00	\$ 9,334.00	\$ 37,336.00
2106	\$ 185.76		\$ 1,047.89	\$ 1,233.65
2107	\$ 7,500.00	\$ 7,500.00	\$ 5,000.00	\$ 20,000.00
2108	\$ 7,242.00	\$ 7,386.84	\$ 4,972.84	\$ 19,601.68
2109	\$ 1,925.50	\$ 1,929.62	\$ 1,306.59	\$ 5,161.71
2110	\$ 4,160.81	\$ 220.95	\$ 1,202.68	\$ 5,584.44
2120				
2130				
2140	\$ (18.00)		\$ 129.65	\$ 111.65
2150		\$ 40.00		\$ 40.00
2160				
2170	\$ 164.24	\$ 174.27	\$ 111.98	\$ 450.49
2180	\$ 5,614.18	\$ 283.50	\$ 197.00	\$ 6,094.68
2185				
2190				
Grand Total	\$ 102,792.64	\$ 86,892.79	\$ 52,554.87	\$ 242,240.30

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	\$ 88,080.71	\$ 343,639.51
Transfers/Sewer	\$ (32,065.66)	\$ 12,938.25	\$ 60,000.00	\$ 40,872.59
Total Income	\$ 97,149.22	\$ 139,282.17	\$ 148,080.71	\$ 384,512.10
Routine Expense	\$ 102,792.64	\$ 86,892.79	\$ 52,554.87	\$ 242,240.30
Reserve Expense	\$ -	\$ 6,997.50	\$ 134,445.00	\$ 141,442.50
Total Expense	\$ 102,792.64	\$ 93,890.29	\$ 186,999.87	\$ 383,682.80
End Balance	\$ 27,551.56	\$ 72,943.44	\$ 34,024.28	\$ 34,024.28

Budget 2024 - 2025 % of Budget

Maintenance Dues (142 units @ \$300/month)	\$511,200	67%
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	61%

Transfer from CD/Money Market
Sewer Hookup Fees

\$0

Portage Utilities Sewer	\$0	0%
Water Expense	\$43,343	67%
Sewer Expense	\$104,654	67%
Insurance Premium Payments	\$51,771	50%
Lawn & Yard Maintenance	\$39,975	55%
Mowing	\$56,004	67%
Tree Replacement	\$2,000	62%
Snow Removal	\$30,000	67%
Garbage & Recycling Pickup	\$29,620	66%
Street Light Expense - Electric	\$7,920	65%
Bldg Repair & Maintenance	\$24,600	23%
Condo Power Washing	\$0	0
Legal Expense	\$6,000	0%
Office/Printing/Telephone	\$1,080	10%
Bookkeeping Services/Audit	\$0	0%
Computer & Internet	\$300	0%
SRE Only Court 100 Street Lights	\$840	54%
Misc. Fees, Taxes, Etc	\$6,750	90%
Non Fee Based or Budget Carryover	\$6,000	0%
Cart Path	\$0	0%
	\$410,857	59%

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 68%

Expense \$581,271 66%

V. OLD BUSINESS

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

As of today, 82 of 142 units have submitted their vote on the amendment. We need to have 67% of the owners vote to pass the amendment. Tom Steinhaus and Don Chatfield have volunteered to go door-to-door to encourage owners to vote by the June 15th deadline.

B. **SREA Responsibility of “Appenditures”**

A local realtor asked if the SREA is responsible for repairing a deck attached to a condo. According to Article VI(6)(1) of the SREA Bylaws, “*owner shall be responsible for keeping the interior of his unit and all of its equipment, fixtures and appurtenances in good order, condition and repair and in a clean and sanitary condition, and shall be responsible for such maintenance and repair with respect to his unit and certain of its appurtenant limited common areas as is more fully set forth hereinafter.*” An example is an improvement that is attached to a property such as a deck, concrete patio, parking pad, etc., and is the owner’s responsibility to maintain.

C. **Any Other Old Business Items:**

None.

VI. NEW BUSINESS

A. **Website Hosting Renewal:**

Schumann received a notice from our website host that the annual cost may be increasing. They only allow you to pay month-to-month. The fee is paid on Schumann’s personal credit card (SREA does not have a credit card) and then she submits for reimbursement from SREA once a year.

B. **Any Other New Business Items:**

None.

VII. ADJOURNMENT

Joswiak made a motion to adjourn. Meeting adjourned at 7:00 pm.

Next board meeting is scheduled for Monday, July 14, 2025, at 5:00 pm, at Bethlehem Lutheran Church fellowship hall.

Submitted by:

Vicki Vogts

SREA Secretary

Approved: July 14, 2025