

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Thursday, May 16, 2024
Timber Ridge Clubhouse

- I. **Roll Call** – The meeting was called to order by President Mark Kujawa at 6:03 PM.
Board Members present: Mark Kujawa, Rich Klatt, Jim Kleifgen, and Dean Musbach, Laurie Peterson (Administrative Assistant).
Board Members absent: Paul Weeks, Barb Felsecker, Pat Van Hefty (proxy given to Dean), and Chris Clabots (proxy given to Mark).
TRPOA Members/Guests present: Michael Dornok, Jack and Nancy Ottinger and Carol Peters.
- II. **Approval of Agenda** – A motion was made by Rich and seconded by Dean to approve the agenda. The motion passed unanimously.
- III. **Approval of Minutes** – A motion was made by Jim and seconded by Dean to approve the April 18, 2024 Board Meeting Minutes. The motion passed unanimously.
- IV. **Design Review Board (DRB)** – A written report by our new DRB Chair Barb Felsecker was submitted to Jim and will be included in the post meeting packets.
- V. **Roads Report - Rich Klatt**
Resurfacing Timber Ridge Rd Schedule
Rich spoke with Pat Lewandowski/Pitlik & Wick, and they are still looking at mid-summer for resurfacing Timber Ridge Rd, but he agreed to put together a schedule for Rich.
Roadway Spring Cleanup
Rynder's had indicated that they feel they are done with the spring roadway cleanup. Rich will take a drive to confirm.
Asphalt Patching
Two to three weeks ago, Dean and Rich identified areas of concern on the map and sent to Pitlik & Wick. Matt Gaulke/Pitlik & Wick hasn't provided any cost figures yet.
4-Way Stop at Trailwood Dr/Timber Ridge Rd
Steve Pribis/Maintenance has installed the Stop Ahead and Stop signs/flashers at the intersection. There was discussion regarding whether the flashers were working, and if so, only at night. Rich commented that there are only two modes available: flashers on steady all the time or flashers on only at night. This project was recommended by one of the residents. Positive comments were received from guests in attendance.
- VI. **Secretary/Treasurer's Report** – Jim Kleifgen
Jim talked about the process he and Laurie Peterson (new remote Administrative Assistant) have been going through to get up to speed with QuickBooks/spreadsheets/etc. as they assume their new duties. Communication has been through emails, scans, and calls, and with time a routine will be established.

Account Balances and Activity/New Bank Relationship

Jim reported that going forward, the balance and activity date reporting will reflect the previous month end. As of 4/30/24, the Balance Sheet shows a total of 386,390.63 in our bank accounts, with 200,000.00 in a new Incredible Bank CD at 5%, 130,648.52 in a new IB Money Market at ½%, and 1,000.00 in a new IB Checking account. The AB checking had 54,742.11, of which 30,000.00 was moved to IB Checking a few days ago, and the remaining balance was moved to IB Checking today, in essence closing out the AB Checking account. Jim discussed an existing 50.00 out of balance discrepancy in the AB Checking account, which hasn't been able to be resolved and he recommended doing an adjusting entry to clear it for now. If the issue is resolved in the future, the adjusting entry can be reversed.

2024-2025 Budget

Jim reported there was no reason to modify any budget amounts approved at last month's meeting. The budget stands as was submitted in the April post meeting packet.

Monthly Financial Reporting

The Check Detail report was included in the meeting packet, but specifics were not discussed. Jim reported the Profit & Loss Budget vs. Actual report shows we are slightly ahead in revenues and significantly lower on expenses to budget. The savings were comprised of the delay in roads infrastructure projects, tree service (approx. 5,900 less), snow removal charges (approx. 13,000 less), roadway mowing/spring cleanup (approx. 1,200 less), and road repairs (approx. 8,000 less). We were over budget on computer system/printer cartridges and sign rental refunds. We have received some payments on past due association fees, and will be getting more aggressive addressing these issues starting in June.

VII. Open Form for TRPOA Attendees

Association Fees

Jack Ottinger expressed concern regarding any members that are in arrears on their association fees and was glad to hear the Board will be addressing. Jim mentioned there are three owners who have been delinquent for the past number of years and some agreements are in place for monthly payments to resolve the issue. He also mentioned implementing a new process to send reminder letters when 30 days past due, another after 60 days, and the third would be a certified letter at 90 days past due. Another option is to have the Board sue in small claims court for those amounts in arrears that total less than \$5,000.

Covenant Violations

Jack Ottinger also inquired about the covenant violations pertaining to two houses on Trailwood, where multiple items are parked in the yard including boats, vehicles, and cargo/work trailers. Dean addressed the trailer concern stating that no one should be running a business from Timber Ridge. Jim attempted to contact the Lot 140 owner, but there was a mix-up with the phone number. He will attempt to meet with them in the upcoming week.

New Construction

An inquiry was made regarding the new structure on Ridgeway Ct. and whether multiple driveways were being allowed, as it appears there are garage doors on the front and back. It was felt the back garage door was not going to have a driveway onto Timber Ridge Rd.

Pool

There was also general discussion and questions about how the pool had been paid for in the past. Prior to 2002, a resident paid a separate fee per year to use the pool. Since 2002, the pool fees were included in the HOA amount. During the annual meeting that year, a motion was made from

the floor to increase the HOA fee by \$25, which would then include pool usage. That motion passed and as a result, even though not everyone uses the pool, the HOA fee includes it. Other questions included whether the bathrooms will be fixed-the Board wasn't sure about that for this year, although it sounded like a new roof, and painting/staining the exterior of the building would be completed by the owner, although these items are not something the TRPOA is involved in. Opening, closing, and operating costs were all discussed with the pool negotiations, and the owner costs are considerably higher than the TRPOA pool fee we would be paying. Dean mentioned that some residents are for the pool and others not, and this year's pool membership will be treated as we did with the short-term rental situation-by getting feedback from the membership during this upcoming season.

VIII. **Committee Reports**

Rentals - Mark Kujawa

Mark reported that the new property covenants regarding rentals (verbiage agreed on at last meeting) will be included on the Ballot/Proxy form to be voted on by owner members.

Swimming Pool Contract – Mark Kujawa/Jim Kleifgen

Mark and Jim have been in discussions with new owner Donald Eliason's son David, regarding the specifics of the new pool contract. Communications were positive and the new relationship is a good fit for the TRPOA. Dave is interested in a long-term agreement to keep the pool open. Not all the pool operation cost estimates are known to the owner yet, and there was discussion on whether the electric meter was for more than the pool and Dean felt it also included three golf course irrigation pumps. Dean also made a point to mention that he recused himself from the pool negotiations as Timber Ridge is one of his clients. An agreement was reached for a potential one-year contract for 32,000. The payment would be made in two installments- May and July. The pool open date will be June 5th, with a September 15th closure date. Mark and Jim were also interested in keeping track of the number of days the pool is closed for whatever reason, to provide for reimbursement of a prorated portion of our contract fee. In previous years the pool could have closed in June and there would have been no reimbursement for the unusable time.

Spring Garage Sale – May 17 & 18

George Nelson and Fred Miller have the signs and flyers ready, so everything appears to be ready.

IX. **Annual Meeting Packet – Jim Kleifgen**

The annual meeting packet information is being compiled by Jim and Laurie and packets should be sent out next week.

Covenant Changes/Short-Term Rentals – Information on agreement reached regarding the short-term rental policy and resulting proposed covenant changes will be included in the packet and on the ballot.

Board Nominations for Annual Meeting – Our by-laws provide for a four-seat board rotation every year, with Chris Clabots, Angela Huber, Jim Kleifgen, and Paul Weeks appearing on this year's ballot. Nomination information is included in the packet.

X. **New Business**

George Nelson's Retirement - Since George retired his position as a Board Member effective 5/1/2024, Mark called for a nomination to fill George's seat on the board. A motion was made by Jim and seconded by Rich to nominate Barb Felsecker as the new board member. The motion passed unanimously. Barb will fill the seat until June of 2025, at which time she will then be up for re-election. George was the Chair of the Activity Committee (including Garage Sale, Christmas Party

and Pool Parties) and that chair position is now open. Also, Karen Strait has agreed to take on the Guardhouse responsibilities.

Timber Ridge For Sale Signs - Jim explained that the current process for agents/brokers obtaining a residential Timber Ridge For Sale sign, includes a one-year lease amount of \$120, with a refund for any unused months of the year after the home is sold. In today's market it can take as little as 60 days from listing to close and it doesn't make sense to incur the cost of issuing so many refund checks. The new proposal would change the lease agreement from a one-year term at \$120 to a six-month term at a non-refundable lease amount of \$60. Jim presented a new Rental Agreement outlining those terms for the Board to review. A motion was made by Rich and seconded by Dean to accept the change to a six-month term with a \$60 fee. The motion passed unanimously.

- XI. Next Meeting Date: Annual Meeting, June 22, 2024, 9:00 AM, Location -Timber Ridge Clubhouse**
Jim reported that the Board will be hosting a light lunch immediately following the meeting instead of the morning donuts we've had in previous years. The menu will include pulled pork and chicken finger sliders with sides. The lunch also provides for the building of a good relationship with the Eliason's.

Rich also questioned whether we would be having a regular Board meeting prior to the annual meeting. After discussion, it was agreed this would be a good idea to tie up any loose ends prior to the annual meeting. The date/time of Wednesday, June 12 at 6:00 PM was set. Fred will post on the website.

- XII. Closed Session**
The Board went into closed session. There were no decisions made by the Board during the closed session. The closed session adjourned at 7:53.

- XIII. Adjournment**
The regular Board meeting was adjourned at 7:16 PM.

Respectfully submitted,

Laurie Peterson
Administrative Assistant