

Timber Ridge Property Owner’s Association, Inc.
Annual Meeting Minutes
9:00 AM – Saturday, June 22, 2024
Timber Ridge Golf Course Clubhouse

I. Parliamentary Procedures

Board President Mark Kujawa reviewed housekeeping items and then called the Annual Meeting to order at 9:20AM. Seventy-five (75) property owners registered their attendance. Mark reviewed the quorum requirements and the use of the “parking lot” feature to record future discussion topics for the Board.

II. Introduction of Incumbent Board of Directors

The board members in attendance included Mark Kujawa, Rich Klatt, Jim Kleifgen, Barb Felsecker, Chris Clabots, Pat Van Hefty, and Paul Weeks. Board Member Dean Musbach was absent due to another commitment (he gave his proxy to Pat Van Hefty via an email to Pat and Jim). Administrative Assistant Laurie Peterson was also present. Each introduced themselves and gave brief background information. Mark also explained the previous organizational structure of the Secretary/Treasurer also being responsible for the administrative TRPOA duties and the recent restructuring to a separate administrative assistant position.

III. Approval of Minutes from June 24, 2023 Annual Meeting

Mark Kujawa called for a motion to approve last year’s minutes, and the motion was made by Paul Weeks and seconded by Chris Clabots. The motion passed unanimously.

IV. Previous Business

Annual Report – Mark Kujawa

Mark used a Power Point presentation to highlight a summary of the TRPOA year in review which he referred to as Refresh, Resolve, Improve and Change. He outlined the Board’s goal of attacking items that needed attention such as, installing new computer software/updates and fixing the mass emailing issues, along with establishing new processes that will enable our organization to run more efficiently. Mark reviewed the make-up of the Board that has changed over the past year including the retirement of two Board Members and the election of interim replacements until the retired member’s term is up, the new Secretary/Treasurer, and new President and Vice-President. He explained the reasoning behind the addition of the new paid Administrative Assistant position. Committee Chair changes included the Guard House, and the Design Review Board, a complex position second only to the Treasurer position.

In the past, member communications were frustrating as we attempted to deal with the mass emailing issues, due to personal email not managing the volume easily. The Best Buy technical team rit istly reviewed the TRPOA laptop and installed Outlook email software, and we are continuing to refine the process.

The monthly Board meetings moved from Board Members’ homes to public spaces; the Timber Ridge Golf Clubhouse in the months it’s open and the Hazelhurst Town Hall during the winter months.

Mark explained the responsibility of the Board in addressing road safety issues. A sub-committee consisting of Rich, Dean, and Chris are attentive to safety issues that arise. They have explored options including cutting back foliage to increase visibility, speed bumps (not well received) and stop signs to address speeding issues. There are some members who have raised concerns about the new stop signs. The Board's goal was to slow down the drivers and provide a reminder of the safety issue speeding presents. There are currently no plans for additional stop signs.

A process is in place to move to a better database management system involving electronic archiving of TRPOA records. This will result in more efficiency and accessibility of our records, which in turn will contribute to better member communications.

Process changes are being implemented to address covenant violations that include initial notification of the violation, addressing the issue in person with the member, providing suggested solutions, and being transparent on these issues with our members.

The new rental covenant grew out of concern members had for the potential of frequent renters occupying members' homes. A three-member committee sought feedback from members and reached the most reasonable compromise for the members to vote on.

V. New Business

A. Guest Speaker – Jerry Collins

Jerry Collins, the manager and golf pro at the Timber Ridge Golf Course, gave an update on items they are working on at the Clubhouse and on the course. He has been in his position and has also resided in Timber Ridge since 2012.

New Improvements

- The clubhouse was repainted, and new landscaping and patio furniture was added.
- The parking lot was re-sealed and new angle striping was added, resulting in larger parking spots that allow for easier parking and unloading.
- The men's and women's restrooms received a facelift.
- Window replacement was completed to address those with fog issues.
- The restaurant is open again, with Dan Thomas taking the reins as the new manager. The fully operating kitchen offers lunch and dinner every day, and even an occasional breakfast sandwich in the morning! He encouraged the members to try it. The menu provides good comfort food, with a Friday fish fry also. Jerry's wife Dana oversees the food/beverage on the course, on the beverage cart and at the snack shack. A completed phone upgrade provides a new restaurant option when you call the main golf course number (715-356-9502). You can use this option to contact Dan or to order take out.
- Jerry also encouraged the members to use the golf course as they will see a course that it is fabulous condition! Members may have noticed trees marked with ribbons that will be coming down soon. The intent was to do this project last year, but with the mild winter, the ground was not frozen, making it difficult to get heavy equipment on the course. The reason for the tree removal is two-fold; to provide a better growing surface as the white pines are monopolizing the nutrients in the soil, and their roots are creating issues with the golf cart paths. The goal is to maintain the golf experience and eliminate potential damage to golfers' carts. Tree work is on schedule for this fall, followed by repair of the golf cart paths near those trees. New course equipment purchased includes a greens roller, rough mower, skid-steer, and maintenance is now able to do stump grinding on the course. Jerry wanted to thank Jay Pritzl, the course superintendent for all his maintenance efforts which are providing a great golfing experience.

- The road from the new 4-way stop sign to the parking lot will be resurfaced by Pitlik & Wick.
 - The pool opened on June 5 and unfortunately the rainy weather has put a damper on pool usage. The night-time pool cleaner is back up and running. The bathrooms are clean and checked by the staff various times throughout the day. Although the pool building is older, upcoming improvements include a new roof and bathroom stall dividers.
 - There are currently two pickle ball courts up and running. The owner's budget includes work on an additional two courts for this year. Thanks to Steve Anderson, Craig Westman and TRPOA member Jim Secard for their efforts in getting the courts open. There is no fee to use the courts and a whiteboard is available to sign up for time slots. Paddles and balls are available at the clubhouse if needed.
- Questions from the members included:
- Roman Murkowski commented on the removal of the split rail fencing on the way into the parking lot. Jerry said the fencing had deteriorated so much and there is a lot of maintenance in regard to trimming around the fencing.
 - Joan Condon asked about the snow plow damage that was done on the golf course property near the new 4 way stop signs and Jerry said this will be addressed.
 - Paul Weeks commented on the sand traps and Jerry commented that the course crew is "spinning the traps" when conditions allow, and they've also put the trap rakes back out for golfers to use.

B. Recognition of Services to the TRPOA – Mark Kujawa

Mark wanted to take time to recognize the services of our retiring board members here today, (Fred Miller was not able to attend). Mark said that our organization succeeds on the back of those before us.

Rich Klatt - Mark recognized the contributions of Rich Klatt who is retiring after 15 years on the Board, with 7 ½ of those years as Secretary/Treasurer. Rich was responsible for the creation of the 20 Year Roadway Master Plan. He will stay on as "Road Supervisor" addressing front line road safety and mentoring others on the Board.

George Nelson – George retired from the Board this year and had been a Board Member for the past 5 years. George was instrumental in saving the guard shack from destruction and personally repairing (with the help from a few others) and landscaping the building to restore it to good condition. He also chaired, (along with his wife Bernie as co-chair), the Activity Committee, and was chair of the Design Review Board for many years. He brought forth initiative-taking ideas and measures on wildfire safety, with assistance from Chris Clabots. There is no one that loves Timber Ridge and its residents more than George and Bernie!

C. The Pool – Mark Kujawa

Mark outlined the efforts to get the pool open for 2024 under a one-year agreement with the Golf Course owners. He stated that in past years there was a long-term agreement in place, but we decided to take this year to assess and zero in on the pool costs. After which, the vision is to partner with the owner on a long-term relationship that will work for both parties, allowing the owner to make investments that will pay off.

Questions from the Members included:

- A member asked what the rules are regarding who can use the pool? Mark said that any golf course member can use the pool, and there was discussion that there may be an additional fee for that usage, but that is not in place now. However, the TRPOA members are most of the users.

- Ken Willborn asked how the Board reached the decision to proceed with a pool contract. Mark stated that the Board was actively involved in seeking feedback from the members and conducted a survey several years ago, involving both users and non-users of the pool. Many respondents felt it helped their property values and said they would enjoy the benefit of the pool. Others were ok with having member pool access but said they would never use it. Others opposed it entirely. Ken asked if Mark had any numbers on the percentage of people responding to the survey and suggested a future survey or vote might be an option. A member commented that the minutes from last year's meeting do state the survey showed 75-80% were in favor of having access to the pool. The Board evaluated all the member feedback received and then determined whether it would benefit the TRPOA and how it would affect the budget. Mark stated that he and Jim participated in the negotiations with the goal of creating a partnership between the owner and the TRPOA. Paul Weeks did remind members that the Board "negotiated" on the pool contract and did not just accept the first offer on the table. Kitt Koski asked for a show of hands from those in attendance, regarding who is in favor of the pool and the result was a majority of the members raising their hands. Susan Landsdown expressed her appreciation for the Board's efforts in exploring and evaluating the costs. Curt Christensen inquired as to how the pool costs affect the budget. He expressed concern that when you vote for the budget, you are voting for the pool. He wondered if it is possible for someone to bring up a motion at the meeting to adjust the budget to spend less on the pool, get a second on that motion and have the budget changed. Mark explained that the TRPOA by-laws do not allow for that option, as there are a large number of members who are not in attendance at the annual meeting. He also explained that the option of not voting for the budget on the ballot exists if someone has a concern about the pool expenditure.

Howard Honig commented that members have expressed ideas about the pool, about creating a potential playground or a gym on the grounds also. We placed this on our "parking lot" white board for future Board discussion.

Dan Landsdown commented on the gym idea, stating he wondered if the association could purchase a lot and then construct a gym on that lot.

D. 20-Year Roadway Master Plan Update – Rich Klatt

Rich provided a history of how we arrived at the 20-Year Roadway Master Plan. He explained that in the past, any leftover money from the budget went toward the Roads budget. In 2014, we hired an engineer consultant at a cost of \$17,000 to assess the condition of the Timber Ridge roadways. The consultant provided an estimated cost of \$750,000 over a 20-year period to complete chipseal, asphalt overlay, or complete replacement of roadway surfaces as applicable. Starting in year 2017, we added \$90 to the POA fees and since that time, the additional \$90 POA fee resulted in an additional \$302,000 toward those road projects. To date, we have completed 60% of the chip seal, along with the reconstruction of various roads for a total of \$96,000. Mid-summer, Pitlik & Wick will complete the overlay of Timber Ridge Rd, and all road patch work for a total of \$77,888. This amount is offset by the 18% or \$14,000 contribution from the golf course. To date, we have spent \$228,000 on the 20-year road plan.

E. Design Review Board – Barbara Felsecker

Barb gave some background information regarding how she arrived in the position of Design Review Board Chair. At the April Board Meeting, there was discussion on the open DRB Chair position. Barb said the position sounded intriguing and her background as a Consumer Education and Art Teacher, along with her master's degree, provided for experience in the DRB duties. At the May Board Meeting, she was nominated and voted in as a new Board Member and accepted the Chair position. She thanked the Board and Fred Miller for the support she has received and said she is committed to doing the best job she can to ensure compliance with covenants/by-laws is met.

Barb outlined the following items in progress:

- A couple tree removal requests were approved.
- Chad Marquardt/Everest Builders will be starting a spec home on Woodland Cir.
- Three lot owners are in the process of gathering house/elevation plans, permits, materials list, etc.

Barb reminded everyone that any questions can be directed to her. Mark commented on Barb's ability to step into the role and appreciated her diligence in adhering to the covenants. She has provided effective communication to the members and the Board regarding questions and requests concerning tree removal, sheds, parking vehicles/trailers in yards, etc. Mark also reminded members to think about their requests and whether that request will adhere to our covenants, and to also avoid potential conflicts by providing notification to the Board before taking any action.

F. Treasurer's Report/Budget Review – Jim Kleifgen

Jim opened with a timeline of when he took over as Secretary/Treasurer, approximately two months ago. Jim stated there was no reason to make modifications to the budget Rich had developed for 2024-2025 fiscal year. Jim provided an overview of the budget as of fiscal year ending 5/31/24. Comparing Budget to Actual, our income was higher, mainly due to the collection of past due association dues. Other than computer-related expenses (ink and software) that came in over budget, we saw lower expenses in several areas. These included tree service-50% lower due to the work delayed until this upcoming fiscal year, snowplowing-55% lower due to the lack of snow this past winter, and pool expenses-50% lower due to the timing of our contract payments. We are now making two payments on the contract-50% paid in May and the remainder due in July. As a side note, the new contract provides for the owner to meet certain conditions that will safeguard TRPOA's financial investment. Should there be reasons the pool shuts down for more than three consecutive days (i.e., non-weather-related issues such as equipment failure), we will receive a credit or refund on our contract. There was also an agreement made with the owner that TRPOA be named as an "additional insured" on the owner's insurance policy, at their expense. Jim explained that the Board started research on the pool costs back in August of 2023. He said he visited the pool one to two times a day talking with the crew and staff. It takes an unbelievable amount of work to get the pool up and running-from work on the pumps, to acid washing/repainting the surface, and then refilling the pool and adding the necessary chemicals.

Jim also outlined the reasons behind making the switch from Associated Bank to Incredible Bank, focusing on receiving a better return on our investments. We are now earning .05% interest on the \$160,000 in our money market account (previously .016% at AB), and the \$200,000 CD is earning 5%. Jim stated he monitors our balances to ensure we have cash on hand when needed to fund projects, in conjunction with taking advantage of short-term CDs when we can. Currently, the minimum term for a CD is six months. Our balance sheet is strong, we have money in the bank and are earning interest on our investment.

G. Ballot Results of 2024/2025 Budget (Agenda had a typo-2023/2024 Budget)

Mark asked Laurie to present the tally of the ballot results regarding the Budget and Rental Covenant:

| Budget | Rental Covenant | Proxy |
|--------------|-----------------|--------------|
| Yes - 278 | Yes – 220 | Yes - 180 |
| No – 13 | No – 74 | No - 96 |
| Abstain – 79 | Abstain – 79 | Abstain – 30 |

H. Ballot Results of Board Member Elections

Laurie continued with the tally of votes for the following Board Members:

Chris Clabots – 352, Angela Huber – 353, Jim Kleifgen – 356, Paul Weeks – 357

Mark introduced our newest board member Angela Huber, and said she is a mother and resident who looks forward to bringing the "family" perspective to the Board. He congratulated all the Board Members and thanked the retiring Board Members for their service also.

VI. Open Membership Forum

The membership forum opened with Curt Christensen stating he felt there was too much sand put on the roadways this past winter.

Another member expressed concern for upholding and controlling the new rental covenant as we struggle to enforce the covenants we already have in place. Mark reiterated that doing nothing on the rental topic was not an option as it would get out of control. Our attorney will finalize the wording into legalese to ensure it is enforceable. A member questioned why there wasn't an option on the ballot restricting any rentals at all. Mark responded that the Board was responsible for bringing forth a covenant that most members requested, providing guidance to allow for a rental compromise. Paul Weeks also reiterated that the Board did consult with the Town of Minocqua, Town of Hazelhurst, and Oneida County on the criteria for rentals.

Items that were placed on the "parking lot" board for further review included:

- Evaluating pool costs
- Decision process around pool
- Too much sand on the roads during winter
- Playground facilities
- Gym facility

A few slips were added to the board post meeting, and included:

- Request from Sheila Meyer (715-490-1020) to have the Board meet with the Condo Boards
- Revisit/reduce the square footage requirements for dwellings (Pat Van Hefty)
- Work on a secondary exit/entrance to Timber Ridge (Pat Van Hefty/Glenn Schiffmann)

VII. Waiver of Dues Drawing

The waiver of dues drawing took place with Jim Kleifgen mixing up the ballot box (donated by the Town of Minocqua) and Angela Huber drawing a ballot. The winner was Frank/Amy Theis (lots 166 and 167), from Batavia, Illinois. We will waive the 2025 dues amount for one of their lots when billing is completed later this year.

VIII. Mark called for a motion to adjourn the annual meeting, and Curt Christensen made the motion. The meeting adjourned at 10:49 AM.

IX. Light Lunch

Mark invited everyone to the light lunch hosted by the TRPOA. He reiterated our relationship with the golf course, and this being an excellent way to get acquainted with their food offerings.

Respectfully submitted,

Laurie Peterson

Laurie Peterson/Administrative Assistant