

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Thursday, March 20, 2025
Hazelhurst Town Hall

I. Roll Call

President Mark Kujawa called the meeting to order at 6:02pm. Jim completed the Roll Call and those present were Barb Felsecker, Dean Musbach, Mark Kujawa, Chris Clabots, Jim Kleifgen and Administrative Assistant Laurie Peterson. Paul Weeks joined the meeting at 6:05pm. Angela Huber was absent; however, she submitted her proxy to Barb. Members in Attendance: Rich Klatt, Larry Felsecker, and Brian Fink

II. Approval of Agenda

Jim made a motion to amend the agenda to add the topic of the annual meeting date under New Business. Chris made a motion to approve the amended agenda and Dean seconded, and the motion passed unanimously.

III. Approval of Minutes

Jim made a motion to approve the January minutes, Paul seconded, and the motion passed unanimously.

IV. Open Board Seat— Mark Kujawa

Mark reiterated that due to Pat Van Hefty's resignation from the Board, we now have an open seat. The person the Board approves will serve the remainder of Pat's term (until the Annual Meeting in August, 2025) and if so desired, would then be placed on the ballot to run for a two-year term going forward. We received interest from two members regarding their desire to fill the open position. Mark reached out to both to discuss responsibilities, etc., and only heard back from Larry Felsecker. After discussion regarding Larry's current and past contributions to the Board as a member in attendance, and his engineering background, Paul made a motion to approve Larry to fill the open seat on the Board. Jim seconded the motion, and the motion passed unanimously. Larry was welcomed to the Board and asked to join other members at the Board table. The Board will retain the information on the second applicant for potential future Board openings, or their desire to be added to the ballot in August.

V. Treasurer's Report – Jim Kleifgen

a. February/YTD financials

- Notable checks included the January snowplow invoice - \$6,672.86, and the QuickBooks Desktop software renewal of \$1,054 (note: 30% increase over last year's annual fee-Intuit's motivation appears to be to entice users over to the Online version-which hasn't had many good reviews from Desktop users).
- All bank accounts reconciled.
- Early March activity included a snowplow invoice of \$4,562.39, bringing the season to date total to \$19,482.85 (slightly under budget). We also paid a \$1,000 downpayment to MSA Professionals on the \$4,100 contract for the road re-surfacing engineering consultation for the Deerwood/Ridgewood bid process. This amount will be added to the cost of the project.

b. New CD Purchased (March)

Another 6-Month CD was purchased on 3/12/2025 in the amount of \$100,000 at 4.04% APY. As a side note, the current \$200,000 CD will mature the 3rd week of April.

c. Past Due Member Accounts to Attorney

As of the beginning of March, we have eight members who have not paid their 2025 dues/late fees. Monthly statements were sent in February, and again last week. Those remaining unpaid in April will receive statements and a letter outlining the consequences of remaining in arrears.

We have three members with multi-year past due amounts. One member continues to make monthly payments on their balance, and we will continue to manage this balance in-house. The other two have significant balances due. Each was sent a letter offering an opportunity to contact us by 3/10/2025 to discuss the balance and no response was received. They both have been turned over to our attorney Tim Melms, who will be managing all items, correspondence, and conversations regarding these unpaid member balances.

d. Side notes from Jim

At next month's meeting, Jim will be presenting the preliminary 2025-26 budget numbers. He has already had conversations and received information from Rich (roads) and Karen Strait (gatehouse) on next fiscal year allocations. Dean will also provide his input regarding roadside brush and tree trimming/removal.

VI. Secretary's Report – Jim Kleifgen

a. Corporate Transparency Act

Jim provided an update on the ever-changing status of the Corporate Transparency Act filing requirements. The day after last month's meeting Jim learned that the US Treasury has put the filing requirements on hold. There is no new filing due date, and no penalties will be assessed while in review. President Trump has said he feels this filing should be directed at foreign entities instead of imposing a burden on small businesses in our country. Jim feels we don't need to proceed with anything at this point, and Barb stated a "wait and see" approach sounds good, The Board agreed.

VII. Roads Report – Rich Klatt

a. Status of MSA and the 2025-2026 Re-surfacing Project

The engineering estimate that MSA completed came in at \$281,288 conservatively (slightly above what we expected). MSA prepared contract/bid documents that Rich will send to five contractors early next week with a return deadline of 4/10/2025. The re-surfacing contract includes a completion date of 10/3/2025. Mark thanked Rich for his extensive preparation and reporting on this project. Larry asked if Jim was comfortable with the \$281,288 estimate budget wise, since we had hoped it would be less. Jim stated that with Board approval, we could dip into the \$100,000 emergency fund if necessary.

There was also discussion on the 20-year Master Road plan, with Barb asking if there was value in reviewing the Master Plan now that we are at the mid-point of the 20-year term. Her request stems from the fact that Forest Dr. may need work also. She mentioned that four new houses are being constructed in the vicinity of Forest Dr. and questioned if we complete Ridgewood Dr. first, then how long would it take to fund the next project (the Forest/Trailwood section). Jim felt it would be 6-8 years. Others had comments surrounding doing extensive work on Forest Dr. prior to completion of those projects which may not be prudent. Past Board member Brian Fink (in

attendance) reiterated that originally the roads were given a longevity ranking from worst to best, and the plan was then developed. Rich was not sure if re-evaluating the Master Plan would be beneficial, as other roads on the list are reviewed annually. Blacktop/re-surfacing is used for highly traveled roads, while chip-sealing can be used on those roads with less traffic. Larry also provided photos of numerous serious cracks on Golfway Ct. that will need sealing before additional damage occurs. He asked if there was a current plan/budget dollars for newer pavements to be crack filled and Dean and Rich both replied there wasn't. However, the budget does have allocated dollars for pothole repair, and this could fall under that category. Rich will come up with an estimate on crack-filling and add that to the budget numbers he provided to Jim.

b. Suggested 2025-2026 budgets

Jim reiterated that Rich has provided information to him on his forecast for next year's road budget. There was discussion as to whether offering brush cleanup will be included in the budget and what would be the estimated cost of that. Rich said we did it in the past after a bad storm, but he was unsure of the cost. Laurie will look for past payments in QuickBooks to either Tip Top Tree Service or Foley's to assist in that estimate. Currently, \$90 out of every \$340 of association dues fee is allocated toward the Master Road Plan. Dean had mentioned that although not popular, the assessment option is out there as a last resort.

VIII. DRB Report – Barb Felsecker

Barb presented the following Design Review Board updates:

Lot 419 Woodgate Pl – spec home build, progressing as weather allows

Lot 404 Woodgate Ct – private home build, foundation starts this week

Lot 56 Trailwood Dr – spec home build, lot cleared with construction to begin as weather allows

Lot 57 Trailwood Dr -private home build, lot cleared with construction to begin as weather allow

Barb presented the following Covenant Violation Committee updates:

- A reminder was sent to a resident addressing three violation issues. One of the three issues has been resolved. Another letter will be forthcoming.

Discussion took place around a request for pillars at the end of a driveway. There is nothing specific in the Covenants regarding pillars, however Mark feels this falls under the sub-covenant that describes items needing to fit within the community, in addition to complementing the property/home design. He also said he will research placement of items near the road and how the right-of-way and setback rules need to be developed and determined.

IX. Open Forum

Brian Fink brought up the topic of garbage collection and feels it's getting out of hand in our community. There are currently three different vendors doing pick-up so numerous trucks are on our roads various days/times throughout the week. He and another TRPOA member have experience in waste management, and he is suggesting that the TRPOA bid out garbage collection to a single vendor. He feels that a 5 or 10-year contract could be reached, with minimal cost of living increases, at a rate that would be competitive for our members. To avoid having the association pay for the entire contract, the vendor could bill the members individually, ideally an annual billing at the beginning of the year. We would need to evaluate having either garbage and recycling pickup on the same day (requiring a split body truck) or whether it would be feasible to have garbage pick-up every week, with recycle pickup every other week. Barb outlined various issues they had with garbage/recycle pickup on her street, and their solution. She offered to be a

resource on this topic. Mark told Brian the Board would consider his suggestion and add it to the agenda for next month's meeting.

X. New Business

Annual Meeting Date – Jim Kleifgen

Jim discussed his concern for our new Annual Meeting date which was recently revised to the second Saturday in August. Jim has confirmed that our "What's the Buzz" audio vendor is available, and although not confirmed yet, the assumption is that the Timber Ridge Golf Course clubhouse will also be available. However, we had wanted a backup site (Hazelhurst Town Hall), but the hall is already booked for Saturday, August 9th (for what we believe is an ongoing annual community event), so this is not a viable backup option going forward. Our options include:

- leave the date as Saturday, August 9, for 2025 since this has already been publicized, and go without a backup site, and confirm TRGC clubhouse is available
- consider changing the date for 2026 going forward to the 3rd Saturday in August, and then decide if we will move the meeting to the Town Hall exclusively

Paul commented on the overflow attendance at the June 2024 annual meeting at the TRGC clubhouse, and expects the attendee count will remain the same, or grow going forward if we offer a lunch in conjunction with the meeting. Barb also commented that if we move to the Hazelhurst Town Hall, there are kitchen facilities available and opportunities for catering also.

XI. Old Business

a. Emergency ingress/egress, access easement – Dean Musbach/Chris Clabots

Dean handed out a report on the status of the emergency ingress/egress project. He has reviewed the research that Pat Van Hefty had compiled and has collaborated with Chris and Jim on various aspects regarding the proposed emergency access location (near the TRGC maintenance facility) for the TRPOA community and the Timber Ridge Golf Course staff and guests. The following observations include:

- The overall length of the access road from S. Agawak Rd to the paved driveway east of the TRGC maintenance building is 885ft. The easement from S. Agawak Rd to the north property line of the TRGC maintenance facility is 675ft and there is another 210ft to the paved driveway east of the maintenance building.
- The easement is overgrown with brush and trees, and it appears that 675ft x 50ft would need to be cleared prior to installing road base. The road base would need to be connected to the existing paved driveway roughly 210ft.
- A lockable gate would need to be installed on the access point to keep trespassers out of the TRGC property. We would need to provide keys to the gate to police, fire, EMS, as well as several board members and the TRGC management.
- If this project is approved, we will also need to budget for future maintenance and snowplowing throughout the winter.

The first discussion point was that there will be significant hurdles to cross with this project and we need to consult with numerous parties to ensure all planning/access requirements are met (i.e. fire department, surveyor, contractors, adjacent neighbor). Dean will also consult with the Town of Minocqua to see what assistance they can provide. It was reiterated that this is an EMERGENCY ENTRANCE/EXIT ONLY and not a regular second entrance/exit to be used regularly by our members. It will be gated. This is not TRPOA common land, so walking/hiking etc. will not be allowed on the

property. This ingress/egress would be used by members and public safety officials in cases of evacuation and emergency assistance in the community when downed trees, fire, etc. prevent the normal Timber Ridge Rd from being used or additional access is required. There was discussion amongst the Board regarding procedures for downed trees, emergency storm cleanup and how extensively we as a community/volunteer crews could/or if we should even address those issues before/if outside vendors become involved. Mark asked Larry if he would put together his thoughts and provide a report for the April meeting.

b. Turn lane viability, cost assessment – Angela Huber

Angela was not able to attend tonight's meeting due to spring break. Mark asked that Rich and Angela prepare/present a report on recommendations for proceeding with contacting the WI DOT regarding issues surrounding the viability of a right turn lane into Timber Ridge from US Hwy 51 southbound. Rich stated he feels the DOT would still be open to receiving comments on the turn lane in conjunction with their US Hwy 51 project in 2031. Rich and Larry also outlined some issues that would need to be addressed such as:

- whether the turn lane would inhibit visibility looking north for traffic when pulling off Timber Ridge Rd onto US Hwy 51
- numerous utility lines are buried along US Hwy 51 that would need to be addressed/moved
- drainage ditch issues at the intersection

XII. Next Meeting Date

The regular date set for the April meeting would be 4/17/2025, however this falls during Easter week so discussion was held as to whether the week before or the week after would be best for all Board members. It was decided to move the meeting to the week after, 4/24/2025 at 6pm. The new location will be the TRGC clubhouse at 6pm.

XIII. Regular Meeting Adjournment

Chris made a motion to adjourn the regular Board meeting at 7:40pm. The motion was seconded by Barb and the motion passed unanimously.

XIV. Closed Session

The Board went into Closed Session at 7:42pm. There were no formal decisions requiring motions during the session. The Closed Session adjourned at 8:14pm.

Respectfully submitted,

Laurie Peterson

Laurie Peterson
TRPOA Administrative Assistant