

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Thursday, October 16, 2024
Hazelhurst Town Hall

- I. **Open Meeting/Roll Call** – President Mark Kujawa called the meeting to order at 6:00 PM. Board Members present: Jim did Roll Call and those present were Mark Kujawa, Barb Felsecker, Angela Huber, Chris Clabots, Dean Musbach, Pat Van Hefty, Paul Weeks, and Jim Kleifgen. Administrative Assistant Laurie Peterson was also present. TRPOA Members present: Larry Felsecker, Rich Klatt, and Joan Hauer

- II. **Approval of Agenda** – Prior to approval of the agenda, Rich Klatt asked if we could include the Old Business/Highway 51 Construction Input (Old Business topic e.) with his Road Report as he was unable to stay for the entire meeting. Mark also wanted to add two items to New Business (Rentals Inquiry and Holiday Decoration Contest) and to Old Business (Annual Meeting Date Change). Mark called for All in Favor, and the Board Members were unanimous in their agreement to approve the modified agenda.

- III. **Approval of Minutes** – Rich Klatt had a question on the September minutes regarding the wording of sentence two in the Roads Report and the implication that the State *would* be paying for the right turn lane on Hwy 51 into Timber Ridge. He wanted to clarify it was “*could pay.*” Mark said more would be coming regarding those discussions and suggested we just leave as is for now. Chris made a motion to approve the September 26, 2024 Board Meeting Minutes, seconded by Dean. The motion passed unanimously.

- IV. **Design Review Report** – Barb Felsecker
Barb reported the following:
 - Fassino build on Ridgeway Ct/Lot 266 is complete, along with the asphalt driveway
 - Robison/Kolt Construction spec home build on Woodgate Pl/Lot 419 is in the concrete pouring phase
 - Tim Peterson/TJP Construction submitted plans for a 1633 sq ft home on Trailwood Dr/Lot 56
 - Inquiry from owner of Lot 1/Trailwood Dr regarding our covenant pertaining to paving of a 200 ft. driveway as she is looking for a less expensive option than blacktop. The Board discussed “seal coating” and this is potentially the cheapest option that still complies with the covenant.

- V. **Covenant Violation Report** – Barb Felsecker
Barb submitted a “Covenant Violations and Action(s) Taken” report to the Board which reflects the decisions and actions taken by the committee comprised of Barb, Pat, and Dean, with an ongoing assist from Mark. It included a total of 16 violations, 12 of which are now resolved. The remaining four include two properties on Trailwood Dr, one property on Pinehurst Dr, and one property on Golfway Ct. Next month we will see the rotation of committee member Dean to the position of Chair, and two new committee members from the Board to replace the outgoing two.

VI. Roads Report – Rich Klatt

Rich's report also includes the Old Business, Highway 51 Construction Input topic.

Rich discussed the option for a Highway 51 right turn lane onto Timber Ridge Rd, explaining that the DOT may be more inclined to include it as part of the US Highway 51 project, but who would pay for all or part of it needs to be explored. If we want the turn lane done sooner, we will likely bear the entire cost burden. Rich would then need to get a cost estimate, along with the approval from the State. Mark suggested we solicit member input on the turn lane. Angela commented that even if we would have to pay for a right turn lane at the time of the project, the cost may be negligible if done at the same time as the road project. Angela asked how long we have to provide input to the DOT letter dated October 2023. She feels we should respond to the letter now regardless of the fact we don't already have input from a member survey. She is concerned there may be a narrow window for comments and does not want to miss the opportunity to express our opinion and concerns. Mark approved responding to the letter from the DOT. A response to our input may provide insight into who would be responsible for the cost, and we could then include that information in the member survey. Rich suggested those interested in the project refer to the WI DOT project brochure (US 51, Oneida St and Manitou Park Dr, Oneida Co) on the Wisconsin DOT website. Joan Hauer/Member commented that she has observed many people who are coming from the north incorrectly driving in the bike lane for their right turn onto Timber Ridge Rd. Discussion then focused on the safety concern we have with the speed limit at 55MPH from the end of the Hazelhurst 45MPH zone going north to the start of the Minocqua 45MPH zone. The Board would like to see the speed limit reduced to 45MPH for the entire stretch. Those concerns could also be included in the survey. Jim suggested a signed petition would carry more weight with the DOT and feels we should invite the business owners along the 55MPH zone to sign that petition also. Paul Weeks commented that our area should already be on the DOT's radar as Highway 51 from County K to D is one of the most dangerous stretches of highway in the state. Discussion then turned to Timber Ridge roads and Jim mentioned he still hasn't received an invoice from Pitlik & Wick for road patching and wondered if Rich has received anything-he has not. Pat asked about the remaining potholes that need fixing and Jim said he has driven all the roads and really only identified two spots on Forest Dr. Pat suggested a process of filling with cold patch and then immediately driving back and forth over the hole, then repeating that process until no sinking occurs. Rich will talk to Steve about taking a look at it now that the weather will be warmer in the coming days and the patch will be more flexible.

VII. Secretary/Treasurer's Report – Jim Kleifgen

Balance Sheet

Our balance sheet remains strong with approximately \$2,000 in Checking and \$75,000 in our Money Market account. Early transactions in October included moving \$17,000 from Checking to Money Market (due to Golf Course reimbursement for Timber Ridge Rd) and later moving \$1000 back from the Money Market to Checking to cover expenses.

The Balance Sheet appears to be missing two "outlots" which the tax lister shows the owner of as TRPOA, Inc. as of 5/27/83. We pay approximately \$20 or less each year for these parcels. Jim handed out a map to all Board Members which outlined the taxed properties in yellow, and also the outlots considered "common areas" which are assessed as part of the tax bills for all 420 lots. Jim will be discussing these parcels with the assessor.

Income Statement

The Timber Ridge resurfacing project shows \$63,868.57, which reflects net investment after reimbursement of \$14,019.93 from Donald R. Eliason LLC for their share of the cost. We have not yet received an invoice from Pitlik & Wick for patching. That invoice should be in the \$13,000-\$14,000 range.

Actual vs Budget

We are starting to see variances in Actual vs Budget numbers, including the doubt we will see anticipated real estate sign income of \$3,000. Jim expects half of that amount due to the decrease in the number of signs going in. On the expense side, accounting fees could double from the budgeted amount due to the financial analysis being done by Peterson Metz.

One Year Past Due Certified Letters

Jim sent certified letters to three (one year) past due members. Two acknowledged receipt of the letter and we have received those dues/penalty payments. One refused/ignored receipt of the letter. I suggest filing a small claims action (by/on behalf of TRPOA) or referring to our legal counsel for collection or other options. As a side note, our new layer, Tim Melms, is managing the larger past due accounts.

CD Renewal

Our \$200,000 6-Month CD matures on 10/23/24. Jim has authorized renewal of the CD with a 4.5% rate for the next six months (one year term would be 4.25%). Jim is expecting we could see a .25 basis rate point drop by calendar year end. He is considering putting \$50,000 into another 6-Month CD, but that has yet to be determined. He expects we will have enough available funds to pay our remaining obligations before we start seeing association dues arriving during December. The Board agreed.

Beneficial Ownership Information Report/Corporate Transparency Act

There is a new US government filing requirement-the Beneficial Ownership Information Report (BOIR)-part of the Corporate Transparency Act, which is due by the end of this year. The goal is to uncover money-laundering activities that may be flowing through small businesses. Various corporate structures are exempt from filing. Our HOA might be exempt if we are structured as a 501(c)4. In looking through past records, Jim was unable to locate the TRPOA Articles of Incorporation from 1997. He has requested copies from the Wisconsin Department of Financial Institutions. More to come on this at the November meeting.

VIII. Open Forum for TRPOA Attendees

Joan Hauer had a question regarding the new home build on Woodgate Pl. She is questioning all the styrofoam forms located there and what will happen to them afterward. Barb and Pat explained they are part of the ICF (Insulated Concrete Formwork) method of construction the builder is using, which utilizes styrofoam forms filled with poured concrete. This method creates a strong and well insulated structure. The styrofoam forms are covered with a vapor barrier and become part of the final structure to which traditional siding and drywall is added.

IX. Old Business

a. Parking Lot Items – Pat Van Hefty

Pat reiterated that these items arose from the Annual Meeting Open Forum. His report from last month outlined items Board Members are addressing, and also which items do not require further

action. He asked how we want to communicate the progress and decisions on the parking lot items and Mark stated he will create a communication for members.

b. Roadside Trimming – Dean Musbach

Dean has identified 16 trees for trimming or removal and has received quotes from Todd's Tip Top (\$5995 plus tax) and Foley's Tree Service (\$4,000 includes tax). He had also contacted Custom Caretaking but did not receive a quote from them. Dean recommended that the Board accept one of the bids, and then recused himself from the vote due to having worked with one of the vendors. Chris made a motion to accept Foley's bid, seconded by Jim. The motion passed unanimously. Dean also commented that there is money left in our Roadside Trimming budget to also address the removal of foliage on the blind corners.

c. FY2025 Board Goals/Progress

1. Reorganized Covenant Revisions Process – Paul Weeks

Paul has done a high-level review of the major areas of our Covenants document. He is looking at our Covenants from the perspective of our changing population in Timber Ridge. For example, we have more families with children resulting in more cars and recreational vehicles that need a place to park. We may have residents that do not run a business from their home but have to bring home a trailer for their equipment. The minimum size requirement for homes has come into question due to the economy. We are seeing more requests for sheds and swing sets. And we may need to further define/clarify the definition of a "vehicle." These are all items we need to revisit, and Paul plans to start by taking one covenant section at a time. Mark suggested getting a team together and involving a resident(s) for input. Larry Felsecker volunteered to help.

2. Updated Member Contact Information/In Progress – Laurie Peterson

Laurie explained that while she has created 177 contact (email) records in Outlook, this really only represents 143 households/lot owners as we can have multiple email addresses in one household. There are 14 members who in the past have said they do not use email, and 53 email addresses for which we cannot identify the email address owner name. Laurie requested the approval to send an email to the 53 email addresses asking them to identify themselves (name, address/lot) to confirm they are still TRPOA members. Those that do not respond to the email would be removed from our distribution lists.

Discussion last month around the potential for doing member surveys resulted in research into the Survey Monkey online tool. Laurie found there is a free version, and three tiers of services we would have to pay for. The lowest priced version is \$39/month, (billed annually) and then two higher priced options. We would need to define the survey type, scope, and results compilation goals more clearly before we could decide which version best fits our needs. However, obtaining email addresses for all members who do use email is required before we can attempt to send email surveys out to members.

We also discussed the Happenings format for email blasts. The Board discussed the pros and cons of putting verbiage directly into the email body vs by PDF attachment. They agreed that short notifications (i.e. pool closure dates, meeting reminders/date changes, entertainment at the Club House, etc.) are probably better suited for direct verbiage in the body of the email, whereas longer documents (covenants, etc.) which members may want to print for future reference could be included as a PDF attachment. Email users are getting increasingly skeptical of opening attachments. We also discussed the option of a Happenings logo, if it is really necessary or would just increase the size of the email. Mark will work with Laurie to define the content and format standards.

3. Emergency Exit – Pat Ven Hefty

Pat reported that he is still working on two options for an emergency exit and will provide another update as discussions progress. Angela mentioned growing interest in a second FULL (non-emergency) entrance/exit. She is willing to explore this from an investigative perspective but feels that the increased safety issues we face from tornados, storm winds, downed trees, and fire has a direct correlation.

d. Pool Agreement Negotiations/Next Year's Contract – Mark Kujawa, Jim Kleifgen

Jim indicated there is nothing to report at this time. Angela asked what topics the negotiations include, and Jim outlined contract price, contract terms (David Eliason would like to see a multi-year contract-which would be in our best interests also) and facility upgrades/maintenance. We would like to start negotiations early enough to provide ample time to come to a beneficial agreement for both parties.

e. Highway 51 Construction Input – Rich Klatt

See the Roads Report above.

f. Annual Meeting Date Change – Mark added this item

Jim initiated discussion regarding changing the Annual Meeting date at a previous meeting and Mark said he wants to keep this on our radar. He feels from a business perspective, changing the date makes sense. Barb indicated that she would check with the HOA Leader to see what resources they may have on this topic. Mark and Laurie will work on survey options for getting input from the members.

X. New Business

a. Holiday Party – George/Bernie Nelson

George and Bernie could not attend, but asked Mark for recommendations on how we will communicate the party details to our members and how they will RSVP. The party is set for Wednesday, December 11th at Norwood Pines Supper Club, time to be determined. Laurie will send out a "Save the Date" Happenings email blast and add the notice to our website. We will then mail a hard copy invite/reply to members in November.

b. Deer Population Investigation – Chris Clabots

Chris had discussions with the Oneida County DNR Wildlife Biologist and learned that they do not get involved in deer control on private land. Their responsibilities only address deer quotas across the board in coordination with annual hunting seasons. As of now, the only option to immediately reduce the deer population in Timber Ridge would be hunting within our community, similar to what other municipalities do within their boundaries. We would be able to set up specific dates (within the regular season) and areas within Timber Ridge where hunting would occur. The DNR hunting rules would remain in place. Issues arising from the excess deer population include the damage occurring to native species and landscaping, the potential for herd disease, excess deer droppings in yards, and potential for vehicle accidents. Dean reiterated the need for input from the community as there was opposition to hunting in the past. A decision was made to move this topic to the next level of investigation, outline the pros and cons, and create a plan to gather input from our members, perhaps at a town hall style meeting. Chris and Angela will co-chair the committee.

c. Playground Investigation – Angela Huber

Angela reported she doesn't have any real updates yet. She is looking for clarification from the Board on what areas to include in her investigation, such as location options, equipment, parking, walking trails, and cost range for the project. Mark explained that her investigation should explore

all options she feels are appropriate and present those to the Board. We would then decide how to approach polling the community on the project as a whole or on various aspects of it. A playground may be a positive when it comes to increasing home values.

d. Holiday Decoration Contest – Mark added this item

Pat suggested having a holiday decorating contest for our community. Mark suggested contacting Karen Strait to see if she has interest in getting involved since she oversees the gatehouse decorations. Angela said she would be happy to help out also. The Board agreed to proceed with the contest.

e. Rentals – Mark added this item

Mark received a letter from a realtor who has a client interested in purchasing a property in Timber Ridge. They were wondering if there are any covenants covering the rental of properties. Jim suggested our response should be yes; we have a rental covenant, approved by members at our last Annual Meeting, which requires rental terms to be no less than 6 months. Mark will respond.

XI. Next Meeting Date – November 21, 2024 at 6PM at Hazelhurst Town Hall

Pat inquired as to whether we could change the date of the next meeting to Wednesday, the 20th of November instead of the 21st. Jim will check to see if the Hazelhurst Town Hall is available on that date, and if so, we will communicate the new date via email and our website.

XII. Adjournment

Chris made a motion to adjourn the meeting at 8:35PM, seconded by Jim. The motion passed unanimously.

XIII. Closed Session

There were no topics that needed discussion in a Closed Session.

Respectfully submitted,

Laurie Peterson

Laurie Peterson
TRPOA Administrative Assistant