

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Thursday, August 15, 2024
Timber Ridge Clubhouse

- I. **Open Meeting/Roll Call** – The meeting was called to order by President Mark Kujawa at 6:01 PM. Board Members present: Mark Kujawa, Jim Kleifgen, Barb Felsecker, Pat Van Hefty, Paul Weeks, Angela Huber, Chris Clabots, and Laurie Peterson (Administrative Assistant)
Board Members absent: Dean Musbach (Proxy was emailed 8/15/24 to and accepted by Pat Van Hefty)
TRPOA Members present: Larry Felsecker, Rich Klatt, Steve and Karen Strait, and Don and Leesa MacGowan.

- II. **Approval of Agenda** – A motion was made by Paul and seconded by Chris to approve the agenda. The motion passed unanimously.

- III. **Approval of Minutes** – A motion was made by Pat and seconded by Chris to approve the July 25, 2024 Board Meeting Minutes. The motion passed unanimously.

- IV. **Design Review Report** – Barb Felsecker
Barb reported the following:
 - Building permits approved for a back deck and a front porch deck on Golfway Ct
 - Kolt Construction has the footings marked for the ICF basement on Woodgate Pl
 - Owner Fassino is progressing on his new construction on Ridgeway Ct, doing most of the work himself

- V. **Roads Report** – Rich Klatt
Rich indicated that the resurfacing portion of the Timber Ridge Rd project is complete, and the shoulder work is nearing completion. The shoulders are being seeded (vs aggregate) since mowing operations run alongside the road. Patching is also complete, along with the shoulder work from Highway 51 to Forest Rd. Paul mentioned he noticed a few areas again washing out from the recent rains we have had. Rich mentioned that larger aggregate was used, compacted, and the finer material appears to have risen to the top. He said gentle curbing may help and could be looked at in the spring. Jim also mentioned the existence of five potholes that were not fixed. These may not have been originally identified on the map given to Pitlik & Wick. Jim will identify the areas for Rich and cold patch could be used to fill these in.

- VI. **Secretary/Treasurer's Report** – Jim Kleifgen
 - a) **Account Balances and Activity**
As of July month ending, we have a total of \$200,000 in our CD that matures in late October. We are just shy of \$143,000 in our Money Market account; however, our resurfacing/patching costs will be coming in soon. Jim reminded the Board that 18% of that bill will be charged back to the Timber Ridge Golf Course, and he will coordinate that with David Eliason, along with providing him with an invoice. Jim mentioned his goal is to keep a minimum of \$1,000 in our Checking. Our July Balance Sheet showed \$1,923, but as of today, we are at \$1,020, so he will be replenishing the Checking account very soon with funds from the Money Market account. Mark agreed with keeping a

reserve in the Checking account and Jim also stated that Money Market transfers can be done immediately if a larger bill is received that the Checking can't cover. Jim also reviewed the Check Detail report, outlining the larger amount of \$16,000 for the second and final pool contract installment. He also noted the two checks to the USPS; \$170 for our PO Box renewal, and the purchase of 340 stamps before the rate increase went into effect.

b) Annual Meeting date schedule

Jim opened discussion on our current Annual Meeting date requirement (4th Saturday in June) as stated in our by-laws (since 1977). The issue we are running into is that today, the meeting occurs just three weeks after the close of our fiscal year end (6/1 - 5/31). It would be extremely hard to pull together all the financials as of FYE, copy materials and mail out in that three-week period. As a result, we end up using financials from 4/30, and it isn't a true representation of our FYE. Rich commented that the Budget spreadsheet included in the packet does show budget data from the last several years though. Jim felt it would be more feasible to move the Annual Meeting to the first or second week of August, which would allow for the meeting packet to reflect the full 12 month/FYE financial statements. Jim stated we don't need membership approval to change the date, but the Board would need to amend the by-laws. He suggested revisiting this at next month's meeting to allow time for the Board to contemplate the change. Mark agreed and asked the Board to bring their thoughts to next month's meeting.

c) Rental covenant recording and past due member status

- Jim stated he sent past due letters to five members regarding six lots that are unpaid from this year. If we hear nothing, the second letter will include stronger language. The final notice will trigger a lien filing or going to small claims court. The real serious past due members have received emails also, but we haven't heard back from any of them in the past couple months.

- He also received a call from a member that stated they paid their dues on the lot they owned, however forgot they actually own two lots. They have always been current in their payments, and Jim proposed waiving the late fee on the second lot as it was an honest mistake. The Board agreed.

- We also have a member that owes on their second lot, but the home/two lots is in the process of being sold, so the amount due will be paid at closing.

d) Real Estate sign duties

Jeff Conner is retiring and we are looking for a volunteer to assume the duties for the real estate signs. Rich mentioned that Steve Pribis may be interested, and he will reach out to him.

e) Peterson Metz accounting review proposal

Jim discussed a proposal for services letter from Peterson Metz that was dated 1/2024, and he wasn't sure if there had ever been a motion to approve this. Mark stated that this stemmed from a discussion he and Rich had regarding their interest in transparency of accounting due to concern that was expressed by some residents. They had determined that a full audit of the books wasn't necessary, but asked for a management review, a sub category of an audit. Rich stated that the timing of the management review would be at the end of a fiscal year and would also provide a review of accounting practices. Mark feels it would be valuable for us to have the management review done. Peterson Metz is looking to do the past fiscal year. Jim stated that the tax return has been completed, signed, and sent in. Pat asked what the goal was in spending the \$900 and Chris responded the goal was for the Board to be up-front, honest, and provide the residents with confidence in our accounting practices. Mark also stated the review provides the Board with valuable feedback on what we are doing right and on what we can improve. Jim also stated he will abstain on the vote. A motion to approve the \$900 contract with Peterson Metz for a management review was made by Chris and seconded by Barb. The motion was opposed by Pat, but the

remainder of the board were unanimous in their approval.

VII. Covenant Violations Report – Mark Kujawa

Mark reviewed the conversations last month on the Board's covenant violations process, a divide and conquer approach with a committee of three including the Chair. The plan was to do a quarterly rotation of Board members throughout the year to enable the entire Board to be involved in the process.

Since then, Barb had an idea to change the committee rotation from quarterly to a two-month rotation. She envisions keeping one Board member from the committee on the next committee in the rotation. This would allow for the new committee to benefit from the knowledge gained from the previous committee. The President and Secretary/Treasurer would not serve on the committee, but the remaining members would rotate through. Mark stated this is a work in progress and he and Barb will create an organizational draft and send it to the Board members for review. He would like to see the committee work beginning sooner than later. He also reminded the Board that this committee will only address covenant violations, not covenant reviews. His expectation is the committee will accept, review, execute and report to the Board as a whole. Paul also stated that he sees two categories of violations, minor and major. Angela asked what constitutes a major violation, and Paul responded that major violations may include properties that look like a junk yard, multiple violations, or simply not complying with the requests to conform to the covenants. Pat asked if we are doing a motion tonight to approve the creation of the committee and Mark stated we will wait until next month, so the Board has time to review the organizational draft. Pat also questioned the reporting process when covenant violations are received from whomever, and Mark responded that it is similar to the process for reporting downed trees. He will be the contact and then send the reported violation to the committee.

VIII. Open Forum for TRPOA Attendees

Comments included:

- Leesa MacGowan asked for an update on the current violations and expressed concern as to where the "teeth" are in the covenants, and if we have them, there has to be substance. Mark replied that they are handled as the Board receives them, are kept private, and not discussed in open discussions. He reviewed the options we have of using letters, daily fines of \$0-\$500/day, penalties such as small claims court for non-payment, liens on properties and lawyer involvement in foreclosure. Jim stated there is a \$275 small claims court fee and any case could be dismissed by a judge. He reiterated we need to stand our ground. Rich expressed the necessity for standards within the rotating violations committee, so there is uniformity in handling violations from one committee to the next.

- Karen Strait asked where we are with the issues regarding the covenant violations on Trailwood and said it's contagious to other property owners when it appears it's not being addressed. Mark commented that it is hard to legislate many of these. Fines do not always solve the problem, and we need to figure out how to motivate the owners to care for and take responsibility for their property. Barb suggested sending a copy of the covenants and by-laws to the owners by email. Chris agreed and said we could do a TRPOA Happenings email with one or two covenants at a time. Larry Felsecker also suggested seasonal emails reminding owners to put your snow trailers away in spring before putting your boats out, or ideas for placement of trash bins.

- Pat stated the covenants keep 90-95% of the members conforming, while the remainder will violate. Chris said it is easier for an owner to comply with covenants with new construction, but harder to control when the build is complete. Barb reminded everyone that a complaint should be

filed with the Board instead of confronting neighbors yourself. Larry Felsecker also commented that the prospect of a new attorney may help to address the issues since our current attorney hasn't met our expectations in this area.

- Leesa MacGowan also thanked Larry Felsecker for trimming the trees at the entrance.

- Rich also asked if the Board was planning on doing a Fall Newsletter. He felt it could be used as a vehicle for covenant reminders, reservations for the Christmas Party, etc.

- Barb also asked if we have anyone in mind to take on the role of Activity Director and Mark said we have a volunteer to Chair the Christmas Party – Bernie Nelson with help from her husband George.

IX. Old Business

a. Parking Lot Items – Pat

Mark asked Pat to review the items on the parking lot list from the Annual Meeting and provide recommendations on where we can start. Pat will Chair the Parking Lot Committee and recruit two more Board members to assist.

b. Roadside Trimming – Dean

Mark read a report submitted by Dean regarding roadway tree removal.

- dead trees have been identified and will be marked and placed on a map

- will begin marking roadsides to be cleared out

- will have a plan and costs ready for the September meeting

- monies budgeted for this year will be used for work starting this year and may take a few years to complete

Rich stated we will need a contract to spend the \$10,000 and will touch base with Dean on that.

c. Pool Furniture/Umbrellas – Angela

There was discussion regarding David Eliason's response to Jim's email regarding concerns in this area. Upon inspection, there are five new lounge chairs and umbrellas in every table!

d. August Garage Sale Update – Barb

Barb stated that email reminders have been sent out the past couple weeks with the last email coming out on the 19th. She placed ads in the Lakeland Times and the Shopper and will be making a map that highlights the participating residences with red dots. The map will be posted at the Gatehouse and people can simply take a picture of it with their phone. The banners will be placed at the entrance on Monday the 19th. The sale runs from Friday the 23rd through Saturday the 24th. As of today, we have 9 or 10 owners participating, but she reiterated there is still time to sign up.

e. Legal Counsel Search – Pat Van Hefty & Paul Weeks

Pat stated he has spoken with Tim Melms regarding the services we are requesting. Tim stated he is able to manage all items and would be happy to work with us. Paul said he has used Tim for his business in the past. Mark said he agrees with the Tim Melms recommendation. Pat suggested we draft a letter of engagement to Tim to put our expectations into writing. Jim stated we need the change in our legal representation to happen quickly and was wondering how the transition from old to new will take place? All prior legal work/history should be the property of the TRPOA and be able to be passed on to Tim. He also questioned if we need a special meeting to approve the contract, and that meeting could be done via email with 100% Board approval of the contract.

f. FY2025 Board Goals Progress – Mark

Mark stated his role in the Board Goals process was to be responsible for moving items along to ensure everything is being addressed.

- Reorganized Covenant Violations Process

This was already discussed early in our meeting tonight.

- Reorganized Covenant Revisions Process

Mark reiterated this would be committee work and asked if Paul would be willing to Chair the committee for this fiscal year (organize meetings-whether in-person or online, compile list of potential revisions, provide recommendations for proposed changes and procedures for member approval). Pat agreed to Chair the committee. Rich said it would be a good idea to have an owner member on the committee, and Larry Felsecker volunteered.

- Updated Member Contact Information

Laurie provided an update on where things stand with getting the remaining member emails identified to owners and placed in Outlook. Emails have been sent to those “ambiguous” email addresses asking if they are still TRPOA members, and if so to provide their name to update our records. She stated she has received responses to several of the emails but will continue working to identify the rest. She is starting to update QuickBooks with the property sale information and has gone back as far as first quarter sales data on various real estate sites to then compare to the Oneida County tax system. She asked if Pat would be able to assist in this area since he is the one most familiar with property sales within Timber Ridge, and he graciously agreed to help! Laurie also stated she wants to implement a new procedure that would change how we record property sales in QuickBooks. Currently, when a new owner buys a property, that new owner’s name replaces the former owner’s name associated with the Lot Number. She is proposing creating a new record for the new property owner name with the Lot Number, and then adding OLD to the former owner’s name and that same Lot Number. The latter record can be inactivated within QB, but still referenced if necessary. This would keep invoicing attached to the correct owner’s name for the time the invoices were issued.

Laurie also asked if all Board Members had MS Word and Excel, and all replied they did. This will save time when sending items out that won’t need to be saved as PDFs.

- Emergency Exit

Pat will be addressing this as part of the Parking Lot committee responsibilities.

X. New Business

a. Fall/Winter Meeting Location – Mark

Mark wanted to address the use of the Hazelhurst Town Hall location for our fall and winter meetings again this season. He said they are open to having us and we would just need to provide them with the dates we will be there and can then pay for the term with one payment instead of the previous monthly payments. Comments regarding use of the Hall were as follows:

PA System – Barb felt it would be helpful if we had a PA system as it was hard for the audience to hear given the size of the building.

Furnace Noise – Chris felt the above was partially due to the noise of the furnace running.

Clubhouse Meetings – Jim just wanted to reiterate that we are able to use the TR Clubhouse for as long as the course is open and anticipates that would be through September, so we’d probably be at the Town Hall from October through April.

Parking Lot/Facility Size – Although a few other meeting locations were brought up, both Chris and Paul felt that it was important to have a parking lot that’s always plowed, both the parking lot and the hall provide for a large amount of attendees, and it’s a short walk to the door.

b. Pool Agreement Negotiations, Next Year's Contract – Mark/Jim

David Eliason's recent email seems to indicate that he is receptive to starting discussions on next year's contract soon. Mark stated he would like others on the Board to become involved in our internal discussions on the contract and said he and Jim would strategize on what that board involvement would look like.

c. New Item

Barb asked if she could mention an item that was not on the agenda. She is requesting if anyone is aware of or receives a request for items related to the Design Review Board, that they contact her immediately since we have a specific time frame in which to reply to the request. She offered an example of a member who submitted their request in April, but Barb did not receive the request until July. This can result in situations where work is started before formal approval is given.

XI. Next Meeting Date

Due to conflicts Pat, Jim and Laurie have with the next regular meeting date of September 19, the Board decided to move the meeting to the following Thursday, September 26 at 6pm. This will be the last meeting at the TR Clubhouse. Laurie will post the change on the TR website.

XII. Adjournment

A motion to adjourn the regular Board Meeting at 7:54PM was made by Pat and seconded by Chris. The motion passed unanimously.

XIII. Closed Session

There were no items that needed to be address in a Closed Session this evening.

Respectfully submitted,

Laurie Peterson

Laurie Peterson
Administrative Assistant