

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Thursday, July 25, 2024
Timber Ridge Clubhouse

- I. Open Meeting/Roll Call** – The meeting was called to order by President Mark Kujawa at 6:05 PM. Board Members present: Mark Kujawa, Jim Kleifgen, Barb Felsecker, Pat Van Hefty, Dean Musbach, Paul Weeks, Angela Huber, and Laurie Peterson (Administrative Assistant)
Board Members absent: Chris Clabots
TRPOA Members present: Larry Felsecker, Rich & Nancy Klatt, Carol Peters, and Joan Hauer
Mark also welcomed Angela Huber as our newest board member. He asked Angela to provide some background information about herself. Angela stated she is a MN native, but has also lived in VA and IN, came to WI during the pandemic to stay at their cabin, and she and her husband Jake have now moved to Timber Ridge. They have two children, Evelyn and Elise. She works in the medical device industry.
- II. Approval of Agenda** – Mark wanted to add a couple items to the agenda under New Business; nomination of officers this year and tree trimming at the Gatehouse. A motion was made by Jim and seconded by Pat to approve the modified agenda. The motion passed unanimously.
- III. Approval of Minutes** – A motion was made by Paul and seconded by Pat to approve the June 12, 2024 Board Meeting Minutes. The motion passed unanimously, although technically Angela abstained since she wasn't on the Board at the time of the June meeting.
- IV. Setting Board Goals for 2024-2025 fiscal year** – Mark Kujawa
Mark expressed a concern that setting goals for the Board will keep us focused as we go through this new fiscal year. Pat agreed that having goals is constructive. The following is a list of ideas Mark has that we could focus on:
- 1) Zero in on covenant violation evaluation process
Mark feels this is better managed by a committee with a Chair position instead of by the President. He has already started a spreadsheet which the committee can use. Previously the DRB under Fred did a review of violations and reported them to the Board. As the President, Mark was responsible for writing the notification letters, and assigning the violation follow-up to the other Board members.
 - 2) Current covenant review
This could be managed the same as the committee that reviewed the rental process with the resulting covenant proposal. This topic could also be made up of a committee with a Chair, who would bring back suggestions to the Board on covenant changes, additions, and deletions.
 - 3) Identify and secure an emergency exit
This item was discussed between Pat and Glenn Schiffmann, along with conversations Dan had with Jay Pritzle, Course Superintendent. An easement off Blue Lake Road is in place, and this item is one that we hope to complete this year.

4) Member contact info

We are assessing where we are with existing email addresses for members. Laurie is working on this and has compiled the information necessary to complete this project. She has suggested sending an email to those addresses that are ambiguous to find out who they belong to and add that information to a contact record in Outlook, and then to an email distribution group.

5) Barb suggested adding an additional goal regarding resending a resident survey as was done several years ago. Her understanding was that this should be done every three years. She suggested sending the survey this November, allowing time for the Board to review the survey results, provide answers and present their findings at next June's Annual Meeting.

V. **Improvements or Changes for 2025 Annual Meeting** – Mark Kujawa

Mark heard many positive comments regarding the Annual Meeting! It was by far the largest attended meeting we've ever hosted. The lunch helped attract members to the meeting. Pat felt this meeting was one of the best run meetings we've had and gave kudos to Mark on a great presentation. Barb felt the "parking lot" idea for topics of concern was an effective way to keep track of items for future discussions. Mark also wanted the Board to give some thought as to how we could facilitate advance notification by members who wished to have items added to the agenda for discussion. Jim said that the average attendance in the past was in the low 50's and this past meeting count was 82. He wondered if we may need to consider a larger venue for next year and then have lunch catered in. He also stated that Mark set the tone and cadence for the meeting at the onset, resulting in very few people airing their grievances. Laurie mentioned two areas we could improve on which included adding another sign-in table staffed by two people, and another table for ballot turn in. She also asked that those who want to speak during the meeting need to clearly state their name to ensure the minutes reflect accordingly. Jim also suggested having the attendees fill out a post card with their information instead of having to sign in on the attendance sheet.

VI. **Design Review Report** – Barb Felsecker

Barb reported that since the June meeting, the following items were approved:

- three tree removals
- one swing set
- one trampoline/backyard

The following item has been completed:

- paved driveway on the recently completed home on Woodgate

The following items are in process:

- new 3200 sq ft ICF home on Woodgate by Kolt Construction
- Ridgeway Ct – siding is being applied
- two property owners on Trailwood are putting together plans for their new homes

The following build has been suspended:

- Chad Marquardt from Everest Custom Homes has indicated he is suspending the construction on his proposed spec home on Woodland Circle due to the numerous requests their company has received for private home builds.

Gatehouse:

- Karen Strait had indicated that the tree near the Gatehouse has not been trimmed due to an existing bird nest with eggs. The trimming will be done after the birds have left the nest. Dean has indicated that when that trimming is completed, the debris can be placed on the side of the road for pickup.

- Larry Felsecker also asked for permission to trim around the north TR stone/concrete entrance posts at the same time the Gatehouse tree is being trimmed. Dean and Mark agreed and that debris can also be piled on the side of the road for pickup.
- Mark also wanted to remind the Board Members that if anyone feels uncomfortable or unsafe when discussing issues with surly residents, they should take a step back and bring their concern to the Board.

VII. Roads Report – Rich Klatt

Rich indicated that he has spoken with Pat at Pitlik & Wick and their plan is to start the resurfacing of Timber Ridge Rd toward the end of next week. We originally thought the road would need to be closed, however they have indicated they only need to close one lane at a time. He also spoke to Matt Gaulke regarding the patching project which is to coincide with the road resurfacing. Rich asked for a two or three day notice so we can relay information to Laurie to send an email blast in addition to posting a notice on the website. Jim asked if Pitlik & Wick would also be doing the portion of the drive from the stop signs to the Golf Course parking lot at the same time, and Rich replied yes. There was also discussion regarding the patching schedule and specifically the area of Timber Ridge Rd out to Hwy 51 before the Gatehouse. Rich indicated that the DOT won't be addressing that, so we may need to. There is also a washout area on the shoulder that needs to be addressed. Rich also clarified that only the tree limbs from the Gatehouse and Entry trimming are allowed to be placed on the side of the road for pick up. Other discussions centered around trees that came down after storms. Often residents take the initiative to clean up themselves, but they should notify Rich so he can coordinate with Tip Top Tree Service to pick up the debris. Steve Pribis also takes care of downed trees over the road.

VIII. Secretary/Treasurer's Report – Jim Kleifgen

a) Account Balances and Activity

As of June month ending, we have a total of \$363,863.87 at Incredible Bank, comprised of \$200,000 in a 5% CD that matures in October, \$3,106.07 in Checking, and \$160,757.80 in our Money Market account. The balance in the Money Market account will drop as we pay for the resurfacing and patching projects. Jim stated he currently has no plans to move any money to new CDs. He also reviewed the Check Detail report, outlining the larger amount checks for roadway mowing and spring cleanup.

b) Realignment of Income and Expense accounts

Jim will be reviewing all income and expense accounts, in an attempt to consolidate accounts since many aren't being used, while being cognizant of budget amounts and comparative numbers. He also stated that the Profit & Loss Budget vs. Actual will be the main report presented monthly until we get closer to 2025 budget discussions, at which time we may revisit the previously used Budget spreadsheet (which contained income and expense year comparisons).

c) Recap of Annual Meeting Expenses

Jim reviewed the expenses for the Annual Meeting:

- \$998.00 Copy Cat – money well spent on the Annual Meeting packet contents
- \$490.00 USPS – postage to mail the large packet envelopes
- \$204.00 USPS – postage on the ballot forms, although half of the ballots were never returned and the rest were turned in at the meeting
- \$75.00 – sound system
- \$490.00 – lunch for a head count of 82, we were only billed for 70

IX. Open Forum for TRPOA Attendees

Comments included:

- Rich said it was nice to be on the other side of the table after all these years!
- Larry Felsecker commented on the damage done by the deluges of rain we've had. He wondered if the Golf Course had a power broom that could be used to try to push the washed-out material back into place. No one was aware of that equipment existing.
- Carol Peters asked about the feasibility of email notification of the monthly meeting dates/times to stir interest in getting the members to attend. She also suggested including a calendar (subject to change) in the annual packet that would include the monthly Board Meeting dates and other events throughout the year. Rich commented that he has a list of approximately 20 members that don't use email. Laurie suggested perhaps posting the email blasts on the Gatehouse bulletin board, and expressed concern for those without email being left out on communications.
- Dean wondered how up to date our contact information is and wondered if we could include something in the Annual Meeting packet that would list the current contact information that each member could verify and return if there were changes that need to be made.

X. Covenant Violations – Mark Kujawa

Mark commented on our capability to have letters sent out to violators will be an added benefit to those on the new Covenant Violations committee. The Board Members discussed potentially putting out an email blast to the residents to bring awareness to various covenants around items such as trash cans, camper/boat/trailer storage, and signage. Mark said he could draft something up for an email blast.

XI. New Business

a) Parking Lot Items - Pat Van Hefty

Pat reminded Board Members that we need to address the issues that were added to the Parking Lot during the Annual Meeting so that residents know their concerns were heard and are being addressed, and then follow up with a response. Mark reiterated that we need to keep communications with members open and transparent regarding addressing the topics on the list. Some of the item topics that were discussed included:

- Request for TRPOA Board members to meet with Condo Board members – Mark suggested that both parties could attend each other's meetings.
- Revisit residence square footage requirements – in 2022 the change was made to increase the square footage to 1600, now suggestion was made to reduce to 1200. Barb suggested that lowering the requirement may cause property values to decrease, and wanted to explore what the rush was to change the covenant. Pat felt this may stem from the drastic increase in building costs to a point where it's hard to even get into a home that's less than \$400,000. He also wondered how we deal with the issue of those who buy a lot with the understanding of the existing covenants at the time, but then don't build on it right away and then the covenants change. Paul suggested putting the topic in the survey. He also expressed how issuing variances on building size based on the lot size or shape could be an issue. Dean stated that a smaller home with more attention to finishing and landscaping may be more pleasing than a larger house without those aesthetics.
- Second Entrance/Exit – The Black family may be open to entering into this discussion.
- Pool – There were a couple parking lot items regarding the pool cost and also what the decision process was around the pool contract specifics.
- Excess sand on the roads – Some people feel it was too much, others say it was not enough.
- Playground – Dean has indicated that he has identified an area for a playground.

- Gym Facility – Comment was made this sounds like something more appropriate for the Golf Club to address.

b) Roadside trimming - Dean Musbach

Dean indicated that we've been looking into the safety issues around blind corners for the past year. He indicated he's been doing some of the pruning himself, especially on Forest Drive and near the Maintenance Building. Rich indicated that we have a budget of \$10,000 to address areas that need pruning and it's a work in progress. Options for addressing these areas include using a tree company, a contractor like Rynder's, and/or someone with a machine that would grind and pulverize debris.

c) Process for expeditiously clearing roads – Dean Musbach

There was concern among several residents regarding the time it took to clean up downed trees blocking roads after the last storm. Dean questioned whether there is a process in place to address when storm damage affects roads. Mark stated that residents should call/contract Rich if they see downed trees that are blocking roadways or presenting safety hazards. Rich will then determine the level of service needed and contact the appropriate person(s). Rich also reminded the Board that when residents are doing this work on their own, an issue is created when they cut the tree limbs into too small of pieces resulting in a more labor intensive cleanup for loading and removal.

d) Rental covenant – Jim Kleifgen

Jim reminded the Board that the result of the ballot vote at the Annual Meeting means the new rental covenant is now in place. Jim delivered our covenant ballot wording to our attorney the Tuesday after the Annual Meeting so they can create the legal document. Jim has since asked for an update on that document but was told the attorney was busy.

e) Mid-August garage sale – Barb Felsecker

Jim questioned whether this was an activity for the Board to address or the Activity Committee. Since George retired from his position as the Activity Committee Chair, no one has stepped up. Barb said she could address the topic, decide on a date, and arrange for an ad. She will coordinate with Laurie on an email blast.

f) Loose gravel on roads – Barb Felsecker

See previous notes on earlier discussion this evening.

g) Pool furniture/umbrellas – Mark Kujawa

There were reports from residents that much of the pool furniture is in disrepair. Angela did an inspection of the pool area and reported the following:

- Lounge chairs – She understood there were supposed to be sixteen lounge chairs and only eight were found. Four of those were in poor condition, exhibiting cracking issues in the seating area that could result in pinching, and four were discolored and could use a power washing. (Jim stated current contract called for eight lounge chairs)
- Umbrellas – She understood there were supposed to be four umbrellas and only three were found of which one was broken and two were in acceptable condition.
- Tables/Chairs – Four tables showed signs of wear with the composite material cupping in numerous areas. The chairs seemed ok but the cushions were worn.

Mark felt the sentiment of the contract was to replace items that weren't working, however not to make an investment in new furniture for this first year contract.

h) Tree Trimming/Gatehouse

See previous notes on earlier discussion this evening.

i) Nomination of Officers for this fiscal year – Mark Kujawa

Mark didn't announce this topic in June and suggested we could set up an operations meeting to discuss. The positions of President, Vice-President, and Secretary/Treasurer are up every year. The official nominations are normally done at the August meeting. Pat then asked Jim if he was willing to stay on as the Secretary/Treasurer and Jim's answer was yes. He asked Paul if he was willing to stay on as Vice-President and Paul's answer was yes. He asked Mark if he was willing to stay on as President and Mark's answer was also yes. Pat then made a motion to nominate Jim, Paul, and Mark to their respective positions for another year. Dean seconded the motion. The motion carried unanimously.

XII. Closed Session

The Board went into Closed Session at 8:20PM. A motion was made by Paul Weeks and seconded by Barb Felsecker to approve the Board taking action to seek new legal representation for the TRPOA. The motion passed unanimously.

Paul made a motion to adjourn the Closed Session at 9:28PM. Angela seconded the motion. The motion passed unanimously.

XIII. Next Meeting Date

The next regular Board Meeting will be August 15, 2024, at the Timber Ridge Golf Clubhouse at 6PM.

XIV. Adjournment

A motion to adjourn the regular Board Meeting at 8:02PM was made by Paul Weeks and seconded by Jim Kleifgen. The motion passed unanimously.

Respectfully submitted,

Laurie Peterson

Laurie Peterson
Administrative Assistant