

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Thursday, September 26, 2024
Timber Ridge Clubhouse

- I. Open Meeting/Roll Call** – The meeting was called to order by President Mark Kujawa at 6:03 PM. Board Members present: Mark Kujawa, Barb Felsecker, Angela Huber, Chris Clabots, and Dean Musbach
Board Members absent:
- Jim Kleifgen (proxy emailed to and accepted by Angela Huber 9/10/24)
- Pat Van Hefty (proxy emailed to and accepted by Dean Musbach 9/25/24)
- Paul Weeks
- Laurie Peterson
TRPOA Members present: Rich Klatt, Carol Peters
- II. Approval of Agenda** – A motion was made by Chris and seconded by Angela to approve the agenda. The motion passed unanimously.
- III. Approval of Minutes** – A motion was made by Chris and seconded by Angela to approve the August 15, 2024 Board Meeting Minutes. The motion passed unanimously.
- IV. Design Review Report** – Barb Felsecker
Barb reported the following:
- 8/11 Shed approval (Lot 416-Tony and Susan Richardson/10063 Woodgate Pl)
- Tree removal (Lot 988-Gary Maki/10001 Ridgewood Dr)
- Tim Peterson Inquiry - Requirements/process for new home build (Lot 56/7473 Trailwood Dr)
- V. Roads Report** – Rich Klatt
Rich indicated that Highway 51 through Minocqua will be repaved in 2031. A turn lane addition into Timber Ridge may be done and paid for by the State. We can still comment on the project. The suggestion was made that we as a Board could send a survey to the TRPOA owners, potentially with the annual dues invoice. The results of that survey, along with a safety concern suggestion to change the speed limit to 45MPH would then be submitted to the DOT.
- VI. Secretary/Treasurer's Report** – Jim Kleifgen
Mark presented a written report from Jim with the following information:
Peterson Metz
-Peterson Metz has completed the FYE Federal Tax Return, and it has been signed/filed in a timely manner. The State of Wisconsin does not require HOAs to file a return.
-They have also started the review of our accounting procedures and systems, comparing source documents to our financial statements. Their report should be available by the October meeting.
Annual Payroll Audit
Jim prepared and submitted the required annual payroll audit for our Workers Comp insurance underwriter. Our \$903 premium was underestimated by only \$1.

Past Due Payments Received

- Jim reported that we received two payments from members that are past due on their dues, which totals three out of six having been received. He resent 2nd notices with stronger language to the remaining three via certified mail.

Real Estate sign duties

- Our real estate sign installer Jeff Conner, has officially retired as of the end of August. Steve Pribis has agreed to take over those responsibilities. An orientation meeting with Jeff, Steve and I took place on Thursday, August 29. The transition is expected to be seamless.

August Financials

- For August, there were no out of the ordinary income or material expenses to report.
- Significant dollar amount check was written out in September to Pitlik & Wick - \$77,800 for repaving Timber Ridge Rd (of which we will receive a reimbursement of \$14,020 from the golf course owners per conversation with David).
- Expecting two more invoices from Pitlik & Wick for patching various roads (\$13,825) and patching the Timber Ridge Rd/Hwy 51 intersection (\$3,255).

VII. Covenant Violations Report – Barb Felsecker

Barb discussed the committee's function and rotation through the Board Members and the use of our Happenings email blasts. The next Happenings blast is expected to go out around 10/7. Question was raised as to whether we should mail the covenant violation review in October, although email is our preferred method of communication.

VIII. Open Forum for TRPOA Attendees

Comments included:

- Send meeting notices out via email.
- Excessive deer herd issue. Chris will call our DNR Warden regarding an assessment of the issue and the potential option of bow hunting.

IX. Old Business

a. Parking Lot Items – Pat Van Hefty

Pat's written report was read in his absence

TRPOA Board Meeting with Condo Board – Pat felt the Condo Board should be encouraged to ask for a Rep from the TRPOA Board to attend their meeting if they deem it's needed. All Condo Members are also members of the TRPOA and are welcome to attend all of our monthly meetings. Perhaps a letter could be sent to each Condo Board President encouraging them to have their members attend our meetings and advise the we would be happy to send a TRPOA Board Member to attend their meetings if requested.

New Build Square Footage Requirement – This item should be addressed by the new Covenant Review Committee. We can advise members of this update.

Second/Emergency Entrances to Timber Ridge – Pat has discussed this with David Eliason and believes we can make progress on this. More to come. Chris also clarified that this involves the potential locations off Agawak Rd and through Black Cliff's land off Ridgewood Dr.

Pool Contract – This was brought up by a member at large. We already have a pool contract negotiation team in place. Perhaps we could communicate on how this is being handled.

Concern Over Sand On Roadways – Pat feels we can dismiss this concern with a note to members that we work closely with our new snow removal contractor and will continue to monitor the situation this upcoming snow season.

Establishing a Neighborhood Playground – Pat’s personal opinion is that we would struggle to get this off the ground. Issues include:

- Location and land purchase
- Safe equipment by standards we would need to research
- ADA compliance/accessibility concerns
- Cost/maintenance expense
- “Buy in” by enough members to make it fly
- Insurance and liability concerns

Pat’s guesstimate is \$35,000 for land, \$100,000 for equipment, and \$50,000 for a soft cushion base (wood chips/sand won’t meet code). With all the other incidentals of installation, liability etc., he foresees a \$250,000 expense to make this happen. Questions include whether it would draw new owners, increase property values, or cause headaches. His suggestion would be to ask for member assistance-someone with a background in this area who could offer a better perspective on the process and anticipated costs. Another option would be to form a committee and contact a consultant to take us through the process.

Establishing a Gym Facility – See the previous item as much of the same concerns apply, but for adults.

His overall feeling is that while a playground and gym facility are great ideas, they may be difficult to support given our limited TRPOA income (\$142,800/yr), especially when members are telling us they feel the pinch with a \$340/yr HOA fee. He defers to Mark as to how we can communicate the response/update members to follow up on all parking lot items received at the Annual Meeting.

b. Roadside Trimming – Dean Musbach

Dean shared a map outlining the locations of the proposed work which will include the removal of sixteen trees. He is waiting on the quotes.

c. Legal Counsel Search/New Attorney – Mark Kujawa

Tim Melms is our new attorney. Jim and Mark will be meeting with Tim next week to review our legal issues.

d. FY2025 Board Goals Progress – Mark Kujawa

- Reorganized Covenant Violations Process – Mark Kujawa/Completed
Process was revised and is working.
- Reorganized Covenant Revisions Process – Paul Weeks/In Progress
- Updated Member Contact Information – Laurie Peterson/In Progress

This includes email address updates of which all available email addresses have been added as Contacts in Outlook and assigned to a distribution lists. There are still numerous owners we have no emails for, owners that don’t use email, and an Unknown distribution list of emails that we don’t know who they belong to. Property sales information has been gathered and former owners will be assigned OLD to their Lot # and Inactivated in QB with the new owner taking over the lot number. Those updates have still to be made.

- Emergency Exit – Pat Van Hefty/In Progress
See above comments in Pat’s Parking Lot report.
- Annual Meeting Date Change – added goal/In Progress

e. Pool Agreement Negotiations-Next Year’s Contract – Mark Kujawa/Jim Kleifgen/Ongoing Process

X. New Business

a. HOA Information Resource Service – Barb Felsecker

We have subscribed to this service which will provide resource to our Board Members via webinars and newsletters. The annual subscription cost is \$119/yr.

b. 2024 Holiday Party – George/Bernie Nelson

The date for our annual holiday party is Wednesday, December 11th at Norwood Pines.

XI. Next Meeting Date

Due to conflicts with the next regular meeting date of Thursday, October 17th, the Board decided to move the meeting to Wednesday, October 16th at 6pm. This will be the first meeting at the Hazelhurst Town Hall. This will be posted on our website.

XII. Adjournment

A motion to adjourn the regular Board Meeting at 7:28PM was made by Chris and seconded by Barb. The motion passed unanimously.

XIII. Closed Session

The Board went into Closed Session. The topic of discussion was Covenant Violations and the time frame to impose fines that is stated in the letter. The decision was made to reach out to our new attorney for advice and counsel.

Motion was made by Chris and seconded by Pat to adjourn the Closed Session at 8PM.

Respectfully submitted,

Dean Musbach

Dean Musbach
TRPOA Board Member