

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Wednesday, June 12, 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, Rich Klatt, Jim Kleifgen, Barb Felsecker, Chris Clabots, Pat Van Hefty, and Laurie Peterson (Administrative Assistant). Board Members absent: Dean Musbach and initially Paul Weeks (who joined the meeting later at 7:08PM) Jim reported receiving an email from Dean requesting Pat Van Hefty to be his proxy. TRPOA Members present: Roben Haggart (on the agenda).

- II. **Expectations for Today's Meeting** – Mark Kujawa
Mark outlined that his expectations for tonight's meeting would be focusing on the following topics:
 - an update on our financials
 - request from Roben Haggart to be included on the agenda regarding the new stop signs at Timber Ridge/Trailwood/Fairway intersection
 - assignments for the upcoming Annual Meeting

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

- IV. **Approval of Minutes** – A motion was made by Jim and seconded by Pat to approve the May 16, 2024 Board Meeting Minutes. The motion passed unanimously.

- V. **Financial Report** – Jim Kleifgen
Balance Sheet
Jim reported that our Balance Sheet is strong. We have \$200,000 in our IB CD and \$160,625.78 in our IB Money Market at ½%. Jim would like to transfer a portion of the Money Market funds into a CD at a higher interest rate but is reluctant due to the timing of funding for our road and patching projects. A feasible option would be to move \$50,000 to a 6-month CD, which is the shortest term available.
Check Register Report
Jim highlighted the most significant dollar amount items were the two Associated Bank checks to transfer AB funds initially to our IB Checking, then on to the Money Market as applicable. Also noted was the 998.08 check to Copy Cat to produce essentially the entire Annual Meeting packet. These items included the custom Timber Ridge envelopes with our pre-printed return address, owner labels for those envelopes, Timber Ridge addressed ballots, and copying of all included documents. Jim reiterated what a professional job they did with an exceptionally good turnaround time. Postage costs were 1.87 an envelope and .68 for each of the return ballots. Last year Rich used our TRPOA printer to print all items and we ended up spending over \$1,000 in ink. Chris mentioned how labor intensive it is for us to produce the materials ourselves, and the wear and tear on our printer offsets the Copy Cat costs. Jim also mentioned the suggestion to email our Annual Meeting packet, however not all our members use email, and that would also necessitate research into how online voting would work.

Past Due Association Fees

Jim received two to three payments from owners who are significantly behind in their fees. Jim also mentioned the upcoming 6/20 meeting with our attorney to discuss a couple of significantly past due accounts.

Bills /Quotes Received

We received the final bill from Rynder's for the spring road sweeping, bringing the total to \$2500. The final payment was made in June and not reflected in the 5/31/24 Check Detail report.

Rich also mentioned receiving the road patching quote from Pitlik & Wick for \$12,825, which included all areas on the map Rich sent to them. Rich explained we did not go out for bids as they said they would do this the same day as the road project. Pat added that we should keep in mind that the "patching" project involves cutting out and repaving the area, not simply patching over the problem. A motion was made by Rich and seconded by Chris to accept the bid amount of \$12,825 for the road patching project. The motion passed unanimously.

VI. Open Forum – Mark Kujawa

Mark reiterated that the Open Forum is being postponed for this meeting so members can bring their items to upcoming Annual Meeting for everyone to hear.

VII. Committees

Design Review Board – Barb Felsecker

Barb provided the Board with a report of DRB activity from May 2, 2024 through June 12, 2024. Highlights of that report include:

Lot 57 – received email from lot owner that original home square footage will be increased (requiring new house plans/elevations, etc.) All new materials are being prepared and will be submitted soon.

Lot 28 – approved new spec home construction by Everest Builders, everything was submitted perfectly, construction to begin in June

Lot 266 – Ridgeway Ct – construction in progress, owner doing most of the work with help of son

Lot 419 – Woodgate – spec home by Kolt Construction, in the process of receiving necessary permits and expect to hear more in the next couple weeks

Lot 97/98 – new owners in the process of putting together required paperwork and permits. They inquired how to get an actual address. This would normally come with a town driveway permit, but since TRPOA approves the driveway, they just need to contact the Town of Minocqua for an address number.

Lot 174 – garden fence posts were denied because the garden location was too close to the road.

The garden location plans were never submitted to the DRB for approval in the first place so garden relocation options were discussed in addition to fencing material options that our current covenants require.

Barb also sent a friendly reminder to all new home construction owners/builders regarding the requirement that no work, including tree removal, is to begin without the appropriate permits, fees and onsite visit completion.

Rich commented that the number of new homes being constructed at the same time is the busiest he's seen in a long time.

TRPOA Annual Meeting Process and Duties – Jim Kleifgen

- Jim reported that the Annual Meeting packets have all been mailed, the agenda is set, and the sound system is ordered and will be set up by 8:00AM.
- Jim will be here at 8:00AM.
- Jim made the name cards for the Board Members at the Board table.
- We will need an additional table and three chairs to facilitate greeting the members, having them sign in, fill out a name tag, and to turn in their ballot. Jim asked for two board members to accompany Laurie at the table and Barb and Pat volunteered.
- We will need a ballot box, and Roben Haggert offered a metal box with a slot and a lock she has at the Town Hall that we can have.
- Laurie will be using a spreadsheet to record the ballots as they are turned in. We will stop taking ballots shortly before 9:00AM. Jim noted that we mailed out 271 ballots, and 107 have been returned so far. Jim also had Fred post a ballot return reminder on the TRPOA website and it was also posted on the unauthorized Facebook page. In addition, a blast email will be sent out to all members who have email addresses on file. Rich asked Pat to remind Glenn Schiffmann to return his ballots.
- There is seating capacity for 50 members.
- The post meeting luncheon buffet will be placed along the back wall and will offer pulled pork and chicken tender sliders, sides, condiments. A cash bar is also available.
- Mark will chair the meeting and is thinking of doing a PowerPoint overview of the last year. He also suggested using a whiteboard as a parking lot to record items needing deferred action or for future meeting topics.
- Chris volunteered to do the free association dues drawing for the members.
- Jim asked the Board Members to arrive between 8:00 – 8:30.

VIII. Old Business

Swimming Pool Update – Jim Kleifgen

Jim said he has been checking the pool daily and has seen three to four course/crew workers getting the pool up and running. He was surprised at what it takes to get from winter to the pool opening, including getting the pumps going, acid washing/repainting the surface, refilling the pool, and adding chemicals. There were some issues reported with the surface of the pool bottom and Jim talked to Jay about it. The vacuum that cleans the bottom needed a new power cord, which was ordered, and when replaced, the issue will be resolved. Due to the pool being considered a public pool, the state requires reports on water quality, and Jim will receive a copy of those reports. A maintenance log is being kept which outlines dates/times bathrooms are cleaned and serviced and by whom. Jim also provided additional details on the prior pool agreement, which was somewhat one-sided. He feels we have arrived at a reasonable one-year agreement with the new owners, and we now have protections in place that we have not had in the past. If for unforeseen reasons the pool is closed (other than for weather), after three days of closure, we will receive a \$175 per day credit toward the next year's lease or a cash refund. There were significant negotiations done from the first offer on the table, to reaching a final agreement for an initial one-year term. The owners are, however, interested in a long-term agreement for 5-10 years, so they can make the necessary investments for the future. TRPOA will also be named as an additional insured on the owner's insurance policy. Barb asked whether members have been using the pool, and Jim replied they have, from 8AM to sunset! There was discussion about the use of the pool by member guests, and the policy states that guests must be accompanied by a member. Pat

questioned how we will enforce that policy, and the hope is that the TRPOA members will report any issues they see. Pat also asked about the contract payment. Jim replied that the \$32,000 fee is split into two payments, \$16,000 was paid in May and the remaining \$16,000 is due in July, which ends up being split between two fiscal years. Jim feels the two-payment method works well. Pat wondered how much that comes out to per day given the 100-day season. Barb thanked Mark and Jim for their efforts.

IX. New Business

Board's Decision Process in Executing Road Safety Improvements – Mark Kujawa/Roben Haggart

Roben Haggart had requested time at the meeting to address how the Board reaches decisions on road safety improvements, particularly regarding the new four way stop sign. There was extensive discussion on this topic and Roben's comments and the Board's responses follow.

Roben's comments included:

- How did the Board arrive at the decision to install the four way stop on Timber Ridge Rd?
- In the past six years, there have been no issues at that intersection.
- Neighbors are refusing to stop for the new stop signs.
- The Minocqua Police Chief was consulted on the new stop signs and he commented that they were not logical and were confusing, and the Director of Public Works said they would never do that configuration on a public road.
- Why wasn't a survey of members done on the potential stop signs as was done with the rental issue?
- Timber Ridge Rd is a main thoroughfare meant for cars, not pedestrians, and many walkers do not pay attention to or move over for approaching vehicles. Common sense says they shouldn't be walking on such a busy road.
- If a resident thought it was dangerous, what did they witness to come to that conclusion?
- Suggestions to just trim the vegetation were made versus requiring vehicles to slow down to a stop.
- David Eliason was not asked to provide input on the four-way stop.

Board comments included:

- Mark commented that after the speeding issue was brought up by a resident, the Board discussed that it was clear they were responsible for keeping our community safe, and the reasonable way to bring awareness to residents to slow down is to use stop signs when appropriate. We tried speed bumps, and they did not work. The stop signs provide a level of extra safety by slowing down traffic. As an association, we cannot issue violations for speeding, and only reckless driving or OWI issues will be addressed by law enforcement. He said he does not accept that certain residents are blatantly going against the rule and refusing to stop. He also commented that people may not agree with the Board's decision, but once a concern becomes a safety hazard, the Board will address it, and pulling out the stop signs now is not an option. Mark stated our by-laws do not require a motion to make a safety change.
- Pat said that since he has been on the Board, he has received comments and requests during the last few years to do something to control and slow down traffic. It is hard to see Trailwood as you are traveling on Timber Ridge Rd, and the only two options were speed bumps or stop signs. He did suggest it may be prudent to hire contractors to do tree cut back along the roads a couple times a year to increase visibility, which would help avoid accidents. He also reminded the Board members that yellow/white lines on the road had been discussed in the past, however it created liability for the Board to do it on one road and not on another. He thanked Roben for coming to give her thoughts on the topic.

- Jim agreed with Mark that refusing to stop at the intersection is not acceptable. He also said he personally comes off Trailwood regularly and more than trimming bushes is needed as there are approximately seven trees that may need to be trimmed or taken down. However, they are not all within the road easement. He also wondered why that 10-12 second max stop time creates such an issue-why does it matter so much?
- Rich interjected that this was not the first time the speeding issue came up, and perhaps it could have been an agenda item.
- Chris said the number one complaint the Board receives is for excessive speeding on our roads, and stop signs being ignored. We have so many walkers-some who have almost been hit. Recently, there was also a lost child who could have been hit by a speeding vehicle. He said safety comes first, especially if there is a chance that accidents can be prevented. He also mentioned that there are alternate routes within the community that would avoid the stop signs, just as alternate routes are used when the roads are icy. Chris also said it may have been 5-6 years ago since vegetation trimming was done on our roads.
- Paul also mentioned that he lived on that corner for two years and rarely saw anyone slow down for the intersection.
- Barb received a letter from the mother of a child with disabilities who was concerned about speeding issues as the child routinely walks between the Clubhouse, the Bearskin Trail and her aunt/uncle's house.

Additional Items

Chris brought up an issue at 7411 Forest Dr where tree brush from wind damage was piled in the right of way. He suggested sending a reminder to them that this is not allowed. It is the resident's responsibility to take care of their own brush. Todd's Tip Top only picks up tree debris from their cutting.

Paul also said he noticed residents piling boulders along the side of the road, which also is a concern.

X. Next Meeting Date

The next meeting will be the TRPOA Annual Meeting on June 22, 2024, at the Timber Ridge Golf Clubhouse at 9AM. The July regular Board Meeting will be on July 18, 2024, at the Timber Ridge Golf Clubhouse at 6PM.

XI. Closed Session

The Board went into closed session. There were no decisions made by the Board during the closed session. The closed session adjourned at 7:43.

XII. Adjournment

The regular Board meeting was adjourned at 7:21 PM.

Respectfully submitted,

Laurie Peterson

Laurie Peterson
Administrative Assistant