

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Thursday, January 23, 2025
Hazelhurst Town Hall

I. Roll Call – Jim Kleifgen

The meeting was called to order at 6:04pm by President, Mark Kujawa. Jim did Roll Call and those present were Barb Felsecker, Paul Weeks, Pat Van Hefty, Jim Kleifgen, Mark Kujawa, Dean Musbach, Chris Clabots and Administrative Assistant Laurie Peterson.

Angela Huber was absent.

Members in Attendance: Rich Klatt, Larry Felsecker

II. Approval of Agenda – Chris made a motion to approve the agenda, Paul seconded, and the motion passed unanimously.

III. Approval of Minutes – Paul made a motion to approve the November minutes, Chris seconded, and the motion passed unanimously.

IV. Treasurer Report – Jim Kleifgen

November

- Invested \$50,000 in a new CD @ 3.75%, matures in May, 2025

- No significant expenses

December (no meeting)

- Saw great response to 2025 dues billing of \$147,000, with \$87,640 in member payments

- Significant expenses included Foley's Tree Service-final tree cutting balance (\$2,004.50), Melms, Hogan & Francois-rental covenant (\$960), Peterson-Metz-accounting procedure review (\$905), Gatehouse-decorations (\$230)

January forecast

- Additional \$16,500 dues payments received

- Legal fees of \$1,120 for rental covenant filing, consult on Corporate Transparency Act, consult on emergency access for ingress/egress

- Plowing/Sanding expense of \$8,175 for Nov/Dec

- 1099's went out

V. Secretary Report – Jim Kleifgen

a. Corporate Transparency Act

There has been activity at the legal level regarding the filing required by the Corporate Transparency Act to include lawsuits, injunctions, appeals, and other court actions. The requirement is currently on hold with new motions hearing slated for 3/25/2025.

b. Common Areas

There are currently two parcels that belong to TRPOA, Inc. that are not considered part of the common areas. These parcels (MI-2483 end of Deerwood Rd and MI-2501-4 portion of Timber Ridge Road from US Hwy 51 to the stop sign at Forest/Ridgewood) were never included in the original certified survey map due to an oversight by the original developers. Jim has been consulting with the Oneida County Register of Deeds and Land Information Offices to untangle the

history of how these lots evolved. TRPOA currently pays real estate taxes of \$8.64 and \$19.93 respectively for these lots. Discussion on this topic included what could/should be done with the Deerwood parcel including simply leaving things as they are, incorporating it into a Common Area (a legal expense would be incurred and this is mostly wetland), or explore if there is any interest if we want to sell it. The financial outlay for these parcels is minimal, so we will re-visit in the future.

VI. Roads Report – Rich Klatt

a. Roadway Master Plan/Roadway Repair

Rich presented the updated Roadway Master Plan which was a 20-year plan created in 2016. He reviewed the past projects, along with future projects in the schedule, which include repaving of the Deerwood/Ridgewood and Forest/Trailwood roadways. Dean inquired as to the level of deterioration on these two sections and whether one is worse than the other. Inspections will be done this spring to accurately determine this, or if both are in comparable condition. Rich supplied costs to repave/blacktop overlay of \$165,000/mile and chip seal \$30,000/mile; however, those costs could rise an estimated 3% per year. Discussion ensued regarding timelines for these projects, monies available, and budget amounts needed in reserve for emergency issues/projects that arise. The Board agreed that our roads are our biggest asset, so more discussion on timelines and budget considerations will be held at the February meeting.

VII. Emergency Ingress/egress/access easement – Pat Van Hefty

Pat gave a summary of where things stand with the limited options we have available for creation of an emergency only ingress/egress for the TRPOA and Timber Ridge Golf Club community. Both the north and south options have their own issues and costs, but Paul expressed the concern that we need to address this now due to its importance. Mark asked for a draft proposal by June.

VIII. Design Review Board (DRB) Report – Barb Felsecker

Barb stated she only received one request for a shed on Forest Dr, which she approved.

IX. Garage Sale dates/Activities Chair/Committee – Barb Felsecker

Barb reviewed the dates we had the community garage sales in 2024—one in May and one in August. She felt that in May the weather isn't always conducive for garage sales and wondered if we would be better served moving it to June. The August sale didn't see as much interest in participation. Chris made a motion to set the 2025 date to June 6-7 and eliminate the fall sale, Paul seconded the motion. Chris then amended his motion to use the verbiage "the first weekend in June" instead of a specific date to ensure the motion is valid for all upcoming years. Barb seconded the amended motion, and it passed unanimously.

X. Mitigating Fire Threat in Timber Ridge – Barb Felsecker

Barb expressed her desire for the Board to be proactive in conveying the fire threat during exceptionally dry periods and suggested sending reminder email blasts. These blasts could include information on burning regulations and bans, safe practices, and fire prevention. Chris's experience in the DNR (fire management) can be tapped to help provide resources to our members. There was also discussion regarding how the Board (via communication, DRB and covenant updates) can communicate to members what the national/state/local recommendations are for foliage setbacks from residences and other fire prevention recommendations. A public comment was made

suggesting that TRPOA sponsor a weekend brush debris pickup, and this was received well by the Board. Mark feels this should be part of an overall fire awareness program that he and Barb will work to develop. This topic has become increasingly important given the wildfires we are seeing in the western US, and it is important we stay ahead of the issue and be proactive and prepared.

XI. Open Forum

More discussion ensued regarding the potential brush pick up day, when it would be held and how we would coordinate with a contractor for pickup/disposal, etc.

XII. Old Business – Mark Kujawa

a. Activating an on-line survey service platform

Mark expressed the need to get an on-line survey tool set up soon. We had looked at using Survey Monkey and there was confirmation from Paul and Rich as to this being one of the better tools available. We need to define our survey goals and data collection objectives in regard to the level of software subscription required. Jim made a motion to have the Board approve contracting with a survey service at an annual cost not to exceed \$1000, Dean seconded the motion, and it passed unanimously. Laurie indicated we have made good progress in obtaining missing email addresses for our members, and the insert that was included in those members' dues invoices was well received. We have 283 unique home/lot owners and now have email addresses for 241. Laurie will send a spreadsheet to the Board of the remaining members to see if the Board has additional information on these members.

b. Moving Annual Meeting to July/August

The previous Board Meeting discussions around moving the annual meeting from June to the July/August timeframe was spurred by the constraints we face when having to compile the financial data, copy materials, assemble packets and send out 4-5 weeks ahead of the meeting (basically prior to May 31). This results in the inability to use May 31 (end of fiscal year) data, and as such, the April 30 ending data is included in the packet. Mark asked for input from the Board, and they were receptive to the annual meeting date being moved out in order to provide complete financials to members. The Board agreed that August, potentially the 2nd Saturday, was the better option over the July timeframe. The TRPOA By-Laws allow the Board to change the date from the 3rd Saturday in June, but the document will need to be updated to reflect the new date. The terms of the Board Members would also need to be changed to run from August to July, since voting can take place in person at the annual meeting. Jim made a motion to move the 2025 Annual Meeting from the 3rd Saturday in June to the 2nd Saturday in August, and to rewrite the By-Laws to show the Annual Meeting date as the 2nd Saturday in August and to make any other changes needed in the document to align with that decision. The motion passed unanimously.

XIII. New Business – Mark Kujawa

a. Lot 371 Snowmobile Access

Mark was approached by the owner of Lot 371 (1.56-acre parcel on Knollwood) who has this parcel for sale. He was curious as to whether the TRPOA had interest in purchasing the property since it has direct access (snowmobile/hiking/biking etc.) to the Bearskin Trail. After discussion, there were only two Board Members who expressed an interest in exploring this more, so Mark will contact the owner to decline the offer.

XIV. Next Meeting Date – Mark Kujawa

The next Board Meeting will be on Thursday, February 20, 2025 at 6pm at the Hazelhurst Town Hall.

XV. Closed Session – Jim Kleifgen

The Board went into Closed Session at 8:21pm. The Board made the following decisions during Closed Session:

- Board approval was granted to turn over any member with outstanding dues as of 1/31/25 to Collections. Tim Melms will start the process to sue for payment.

The Closed Session adjourned at 8:35pm.

Respectfully submitted,

Laurie Peterson

Laurie Peterson
TRPOA Administrative Assistant