

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Wednesday, November 20, 2024
Hazelhurst Town Hall

I. Roll Call – Jim Kleifgen

The meeting was called to order at 6:05pm. Jim did Roll Call and those present were: Barb Felsecker, Paul Weeks, Pat Van Hefty, Jim Kleifgen and Administrative Assistant Laurie Peterson. Those absent were: Chris Clabots, Angela Huber, Mark Kujawa (proxy to Jim), and Dean Musbach (proxy to Pat).

Members in Attendance: Mike Dornak, Rich Klatt, Larry Felsecker
Paul Weeks chaired the meeting in Mark's absence.

II. Approval of Agenda – A motion to approve the agenda was made by Pat and seconded by Jim. The motion passed unanimously.

III. Approval of Minutes – A motion to approve the October minutes was made by Jim and seconded by Barb. The motion passed unanimously.

IV. Secretary/Treasurer's Report – Jim Kleifgen

- Jim indicated our October Balance Sheet is strong.

- On the October Income Statement, there was no significant deviation budget versus actual, except for the realtor sign rental. This may fall short of the \$3,000 projection due to less listings in recent months. The actual income should fall within the \$1,500 range. Also, our accounting fees will exceed the \$750 budget by \$900 due to the accounting procedure review which was authorized by the Board.

- The \$200,000 CD matured in October with a total of \$4,926.47 interest earned. The entire amount was rolled over into a new 6 month CD at 4.5% APY (maturing in April).

- Significant expenses paid included \$5,630 to Auto Owners for our Property, Casualty & Liability insurance and \$2,004.50 (downpayment) to Foley's Tree Service for removal of dead, dying, and troublesome trees in the road right-of-way.

- Jim had a conversation with Kit Koski regarding the two parcels that the TRPOA is paying taxes on that are not listed as Common Areas. Apparently when the TR community development was done in 1977, the developers forgot to deed these areas to Timber Ridge as Common Areas. The recommendation is to get these formally designated as Common Areas and Jim will obtain paperwork from the Oneida County Courthouse to rectify this issue.

- Jim reported that his research does not show that the TRPOA is a 501c4 organization and as a result we will need to complete the Beneficial Ownership Information filing that is part of the Corporate Transparency Act. Jim will work with our attorney Tim Melms to get this completed prior to the January 1, 2025 deadline.

V. Design Review Board – Barb Felsecker

Barb reported the following activities have taken place:

– two tree removal requests were approved

- onsite meeting for spec home (TJP Construction/Tim Peterson), approved 1633 sq ft ranch

- onsite meeting for private home build (Kolt Construction/Ryan Robison), approved 2268 sq ft ranch

Barb is expecting at least two more lot owners to submit plans in the near future.

VI. Covenant Violations Report – Barb Felsecker (Dean Musbach absent)

Barb was happy to report that in the September/October time frame, with the help of Pat, Dean and Mark, all violations from January 2024 to present have been resolved. The committee will monitor to ensure compliance continues.

a. Covenant Revisions – Paul Weeks

- Jim has been working with our attorney Tim Melms, on the Long-Term Rental Covenant wording. An affidavit form is being developed for members to fill out when rentals are taking place, and it was suggested that the form also specify the penalties if the covenant regulations are not adhered to.

- There was discussion regarding allowing small fences around trees to protect them from deer.

- Last month we touched on the topic of the number of cars/trailers/etc. allowed in driveways and this area continues to be addressed for clarification.

VII. Roads Report – Rich Klatt

-Rich reviewed our snow plow contract with Rynder's, pointing out we are in year 2 of a 5-year contract. They are allowed to raise their hourly rates a max of 3%, but only for cost-of-living increases per specifications.

a. Roadside Trimming – Dean Musbach (absent)

b. Highway 51 Construction – Angela Huber (absent)

- There was a short discussion regarding the draft proposal for the right turn lane into Timber Ridge from Hwy 51. Rich talked to Pitlik & Wick regarding their thoughts on cost and they advised talking to the DOT on specifications and then after that's obtained, they would be able to provide a more formal estimate. There were discussions regarding a survey of members on the topic and whether that could be included with the 2025 Dues Invoices and then mailed back with payment. However, we are running out of time to put that together since invoices will be going out approximately December 1st. Jim also commented that a survey should include cost estimates, and we don't have those yet. He suggested that an "advisory" question on the Annual Meeting ballot form may work. A member commented on how the idea of a right turn lane even came about and Rich reiterated the concerns members expressed for safety when turning into Timber Ridge. It was then brought up again as a potential inclusion in the Highway 51 reconstruction project that is now scheduled for 2031. Jim suggested it would be best to have the DOT give us the requirements for a right turn lane, and how it might be incorporated into their plans. We can put this topic on the agenda for next month and continue discussion about inclusion on the Annual Meeting ballot.

VIII. Open Forum for TRPOA Attendees

A member asked about the status of the pool agreement and Jim stated that discussions will start after the first of the year. There was also discussion around the numerous issues members are having with deer eating landscaping, along with some suggestions for varieties that have proved successful in deterring deer.

IX. Unfinished Business

a. Rental Covenant – Jim stated the past six weeks have been back and forth between himself and our attorney Tim Melms, but we are at a point now where the covenant is written clearly, covers all association concerns, and specifies only long-term (greater than six month) rentals. Jim emailed a copy of the Landlord/Tenant Affidavitt to the Board. This will need to be signed by the member and their tenant prior to occupancy. There are currently no existing lease agreements in place to the Board's knowledge, and if there are any, they will need to adhere to the new covenant. A member in attendance asked if there was a demand/interest in renting houses and Jim answered that there is and that's how we have arrived at the point of a covenant governing rentals. There was also discussion regarding any limitations to the number of people occupying the rental property, and if there were any concerns for current septic size related to occupancy. Jim felt we don't need any additional language regarding this and Mark Kujawa had commented that it wasn't the TRPOA's intent to limit the number of people that could occupy a rented property. The main concern was just not allowing short-term rentals less than 6 months. Barb asked how we will be communicating the final covenant to our members. Jim replied that each member of the Board needs to approve and sign the covenant, then it will be filed, and after that either an email or snail mail notification will go to all members. Paul asked for a motion to approve the final version of the covenant and affidavitt authored by Tim Melms. Pat made the motion and Barb seconded. The motion passed unanimously.

b. Emergency Exit

Pat reported he is continuing his discussions with various parties regarding a location for an emergency exit, and will report on additional findings as they become available.

c. Pool Agreement Negotiation Preparation

Jim reported that he hasn't started discussions with David Eliason yet and is planning to start those discussions after the first of the year.

d. Deer Population Investigation – Chris Clabots (absent)

e. Playground Investigation – Angela Huber (absent)

f. Holiday Party Attendance Update

Laurie reported that she and Bernie Nelson have been receiving RSVPs for the holiday party, but there is still room for additional attendees. The deadline to reply is December 4th. Rich provided Laurie with sample items (name/dinner choice place cards and lanyard name tags) from last year's party that can be created and used again this year if we choose.

X. New Business

There was no new business to discuss.

XI. Next Meeting Date – Paul Weeks

In the past, it was practice to not hold a Board Meeting in December. The Board discussed whether a meeting was needed in December, and all agreed it was not. If anything arises, the Board can call an emergency meeting to address any urgent issues. The next Board Meeting will be held on Thursday, January 16, 2025 at 6pm at the Hazelhurst Town Hall.

XII. Adjournment

A motion to adjourn the meeting was made by Pat and seconded by Jim. The meeting adjourned at

7:00pm.

XIII. Closed Session

The Board went into Closed Session at 7:05pm. The Board made the following decisions during Closed Session:

- Approval to turn three long-term past due members over to collections. Tim Melms will start the process.
- Starting this month, the Administrative Assistant salary will increase to \$875 a month.

The Closed Session adjourned at 7:15pm.

Respectfully submitted,

Laurie Peterson

Laurie Peterson
TRPOA Administrative Assistant

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