

Timber Ridge Property Owners Association, Inc. (TRPOA)

Board of Directors Meeting Minutes

Date: Tuesday, June 23, 2026

Time: 6:00 PM

Location: Timber Ridge Golf Course Clubhouse

Roll Call

Meeting called to order at 6:02 PM by President Mark Kujawa

Present: Mark Kujawa, Jim Kleifgen, Dean Musbach, Chris Clabots, Barb Felsecker, Larry Felsecker, StefAnn Windhorst, and Laurie Peterson-Admin Assistant.

Absent: Paul Weeks (no proxy given)

Members Present: Rich Klatt, Nathan Brewer, Steve Strait, Brad Werger, Kelly Knobeck

Approval of Agenda

Mark asked to amend the agenda to reflect that item “X. New Business, b. August Annual Meeting Catering” be moved to “IX. Old Business, d. Annual Meeting, ii. Lunch”. Motion to approve the amended agenda by Larry, seconded by Dean. Motion passed unanimously.

Approval of March Minutes

Mark asked that we approve minutes from 4/16, 5/21, and 5/29 in one motion. Jim abstained as he did not attend the 5/21 meeting. Motion to approve minutes from all three board meetings by Barb, seconded by Chris. Motion passed unanimously by Board members voting.

Treasurer’s Report: Jim

Financials for FYE 5/31/2026

- Association Dues is not equal to what was budgeted due to an adjustment made to previous year’s fees.
- Earned Interest was understated due to road replacement billing being received late in season.
- TR Activities Expense was over \$125 due to garage sale expenses.
- Legal Expense saw increased attorney fees, especially in the area of debt collection/liens. This should not be an issue in 2026/27 fiscal year.
- Increased number of mailings and postage cost resulted in the overage in the Postage & Supplies Expense.
- Road Repair Expense was less than anticipated.
- Snowplow/Sanding Expense exceeded budget by \$11,500 due to ice storms and increased sanding.

Balance Sheet

- Cash balance is good. We are in a strong position for tree cleanup, etc.

Upcoming

- In the process of compiling information for the WC Insurance Audit. The audit itself should not increase premium unless other policy coverage premiums increase.

- With Jim leaving the Board after the Annual Meeting, new Board Officer nominations will take place at the regular August Board Meeting.

Committee Reports

Roads Report: Rich Klatt

- Rich and Larry will be working to identify potholes and other areas of concern on all the Timber Ridge roads.

Road Right of Way: Dean

- Dean received an inquiry from an owner wondering who is responsible for fallen trees in the right-of-way. If the fallen tree originally stood on the owner's property, then the owner is responsible. If the tree originally stood in the right-of-way, then the TRPOA is responsible for removal. Owners can contact Dean for any right-of-way tree issues or questions.

Design Review Board: Barb

- New Home Construction Project Updates:
 - Woodgate Pl/Spec Home - Kolt Construction Lot 419 (report submitted by builder) Vertical siding and rear dormer shakes to be completed when extra materials arrive. Mechanicals will be roughed in after Woodgate Ct/private build is completed. Request for 6-foot garage door approach with blacktop drive-approved via email. There have been inquiries regarding this home but no commitments on a sale yet.
 - Woodgate Ct/Private build – Kolt Construction Lot 404 (report submitted by builder) Mechanicals going in now, should be able to finish house as soon as cabinets are ready.
 - Woodgate Ct/Spec Home - Cornerstone Custom Builders Lot 401 (report submitted by Manager) Drywall/painting completed, masons working on fireplace and exterior pillars, septic system installed last week, well drilling next week, cabinets to be delivered week of 7/6, flooring scheduled week of 7/13, and siding begins week of 7/20. Interior trim, final grade, and landscaping to follow with completion anticipated by third week of August.
 - Forest Dr/Spec Home – Cornerstone Custom Builders Lot 206 (reported submitted by Cornerstone Rep) Permits in process, perk test completed, upcoming DRB submission along with preliminary house plans.
 - Pine Grove Cir/Spec Home - Custom Caretaking/Lakeland Investments Lot 166 (as observed per drive-by) Floor trusses delivered, basement floor concrete pour underway.
 - Woodland Cir/Private build - Mike Sailer Contractor Lot 26 (as observed per drive-by) Roof trusses delivered.
 - Ridgewood Dr/Private build – Jon Ottoson Builder Lot 284 All required materials submitted and approved by DRB, with building permit issued. Construction scheduled to begin after 7/4/2026.

Covenant Review: Barb

- No updates.

Holiday Party: Barb

- Brad and Lisa Werger worked with Barb and Larry on the holiday party. Brad provided an update on the desire to get more people to attend the holiday party. They are reviewing costs, feedback from last year's party, options for type of party (sit-down versus heavy appetizers), and activities (trivia, Vegas night). They have reserved a date at The Whitetail Inn for early December and are looking into bus transportation/costs.

Garage Sale: StefAnn/Barb

- Bernie reported that the garage sale went well with 25+ owners participating. The 100 maps didn't last long, and discussion was held on using Rich's version of the maps going forward. Laurie will forward the map copy to StefAnn and Barb. Comments were made regarding parking on both sides of the road and the congestion and

safety concerns it presents. Reiterated that any continual garage sales held by owners every week are not acceptable.

Open Forum for TRPOA Attendees

- **Covenant Violations**

Member expressed frustration regarding covenant violations and notification letters that seem to only be going to a subset of owners, leaving some members feeling targeted. Observation has been made that in the past three years, the same people have violated various aspects of the Covenants, and nothing has been done to resolve the issues. Member felt that everyone should be treated equally. The Board responded that a complete neighborhood canvass was done in May to assess the trash/recycling bin issue. 37 violations were observed and 37 letters were sent out. This was after numerous email blasts were sent out with reminders on covenant violations observed. There was discussion by members in attendance regarding how the climate/demographics are shifting in the TR community and they welcomed the upcoming member survey and forums to provide feedback to the Board. Additional issues such as violation fees, poorly written Covenants, using a single trash/recycling vendor, and member confusion on Covenant procedures were also brought up. Dean wanted to reassure members that Covenant revision work is being done behind the scenes. Mark stated that Covenants is also a topic on the Annual Meeting agenda. However, changing individual aspects of the Covenants will require a ballot vote by TRPOA members, and that could not occur until the 2027 Annual Meeting. Until then, the Covenants as stated need to be abided by.

Old Business

HOA Software Investigation Update: StefAnn

- StefAnn provided a demo of the new Vlge-Village software and the extensive features it offers.
- An invite will be sent to the Board in July to complete their account set up during a meeting with StefAnn.
- A presentation of the Vlge software will be given at the August Annual Meeting outlining the roll-out schedule.

Guard House Sign Update: Larry

- Larry provided an update on the issues surrounding the location of the electronic sign near the entry.
- Potential locations were discussed along with the considerable costs to run electricity.
- In the end, the decision was made not to move forward with the sign installation.
- Motion to “cancel the project, not move forward, and sell the sign to recoup a portion or all of our investment” was made by StefAnn, seconded by Dean, opposed by Larry, with Barb abstaining. The motion passed by majority.

Pool Monitoring/Maintenance: Mark

- Mark stated the pool is open and he has stopped 2-3 times a week to ensure all looks good.
- Dean observed participants eating on the pool deck and food spilling into the pool.
- There isn't an official group assigned to ensure that pool rules are followed, and the Board is not expected to monitor activities either.
- Reminder that golf course members are not entitled to use the pool, and TRPOA Members must accompany any of their invited guests.

Annual Meeting-August 8, 2026: Mark

- Agenda – Board received copies of the agenda to review. Mark will provide a presidential letter for the packet.

- Lunch – The Hazelhurst Volunteer Fire Department will provide lunch with the TRPOA making a financial contribution to the Fire Department for providing lunch.
- Board Member Roles and Responsibilities – Jim and Laurie provided an update on the planning activities for the meeting.
 - Greeter - Dean
 - Two registration tables - Barb and Larry
 - Ballot table - StefAnn and Laurie
 - Easel/Whiteboard - Larry
 - Projector/Screen – Mark
 - Extension Cords – Dean & Jim
 - Ballot Box – Jim
 - Setup – Board Members should arrive by at least 8:00 to help set up tables and chairs.
- Board Seat Nominations
 Deadline for nominations is Wednesday, June 24 to ensure we meet our ballot printing deadline with the printer. We have received three nominations to date. The Board can function with 7 Board Members. An 8th director may be appointed by the Board at a future date.

New Business

Procedural Process Changes: Mark

- Using the Resolution Procedure
 Mark expressed his thoughts on process changes the Board needs to consider, including the Resolution procedure with the ultimate goal of providing transparency. This process would be used to defer voting on projects based on factors such as a defined cost threshold or for contentious issues. This would allow for 30 more days to do research before a final vote would take place. It helps to slow the process down and obtain input from the committees involved. Mark will outline a work document outlining what specifics would trigger the Resolution process as this would potentially result in an addendum to our By Laws.
- Covenant Review Prioritization Process
 Mark addressed Covenant concerns recently raised by Members and suggested that we need to work on prioritizing the most important changes needed to the document. It is possible that we could hold a Special Meeting to vote on changes instead of waiting until the next Annual Meeting, however, we would need a quorum at that meeting, and that may be a challenge.

Next Meeting Date

The next regular monthly Board Meeting will be held on Thursday, July 16, 2026 at 6 PM at the Timber Ridge Golf Course Clubhouse.

Adjournment

Meeting adjourned at 8:39 PM.

Closed Session

There were no formal decisions or votes held during Closed Session.

Respectfully submitted,

Laurie Peterson

Laurie Peterson/TRPOA Administrative Assistant