

Timber Ridge Property Owners Association, Inc. (TRPOA)

Board of Directors Meeting Minutes

Date: Thursday, July 16, 2026

Time: 6:00 PM

Location: Timber Ridge Golf Course Clubhouse

Roll Call

Meeting called to order at 6:00 PM by President Mark Kujawa

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

Absent: None

Proxies: None

Members Present: Rich Klatt

Approval of Agenda

Motion to approve the agenda by Barb, seconded by Jim. Motion passed unanimously.

Approval of June Minutes

Motion to approve minutes from the *June 23rd* Board Meeting by Jim, seconded by Dean. Motion passed unanimously.

Note: The June 16th date listed on this month's agenda was incorrect.

Treasurer's Report: Jim

Financials as of 6/30/2026

- Balance Sheet remains strong.
- Significant dollar amount checks written in June for the pool lease and Annual Meeting expenses.
- CD6 for \$100,000 matures on 8/18/26 and would auto renew (principal and interest). We have a 10-day window to cancel the renewal without penalty. With \$45,000 in our Money Market and \$104,000 in CD5 (which matures on 11/4/26) and except for the August final pool lease payment, no significant cash outlays should arise between now and November. Jim's advice to the Board is to renew CD6.
- The WC Audit has been submitted, with the expectation that the premium of \$903 will remain the same.
- The fiscal year end (5/31/26) financials have been submitted to Peterson-Metz. Work on our tax returns will start in early August, with a 9/15/26 filing due date.

Secretary's Report

- Annual Meeting packets were sent out the first week of July. Ballots are starting to come in via the USPS. An Eblast will be sent out early next week reminding members to mail their ballots as soon as possible, even if they plan on attending the Annual Meeting on 8/8/26. This will help expedite the registration process the day of the meeting.

Committee Reports

Roads Report: Rich Klatt

- Rich and Larry traveled the nine miles of our Timber Ridge roads and found no areas in need of patching.
- Rich also mentioned that the coating on Timber Ridge Rd where the Bearskin Trail crosses will need to be addressed sometime in the near future as is showing signs of wear from snowmobiles.
- Questions were raised about two areas (Timber Ridge Rd and Trailwood/Deerwood intersection) that experience washout/drainage issues during heavy rains. Rich and Larry will work on a plan to address and consult with vendors, as necessary.

Road Right-of-Way: Dean

- Dean inquired about the process to get our maintenance person involved in dealing with right-of-way (ROW) issues or work requests that arise. Rich stated that in the past, he was usually the one that provided direction and forwarded requests for maintenance; however, Dean can also provide that direction. Typical work requests would include mowing the ROW, cutting small trees/limbs that fall on the road and moving to the ROW, installing/removing signage, and changing batteries in the flashing lights.
- There was discussion on where the ROW starts given that GIS mapping is inconsistent. Generally speaking, it would be 33 feet from the centerline of the road.

Design Review Board: Barb

New Home Construction Project Updates:

(Decision made at the meeting to include just exterior progress in report going forward)

- Woodgate Pl/Spec Home - Kolt Construction Lot 419 (per builder)
 - Siding getting "finalized" today
- Woodgate Ct/Private build – Kolt Construction Lot 404 (per builder)
 - Garage door arriving next week, followed by siding.
- Woodgate Ct/Spec Home - Cornerstone Custom Builders Lot 401 (per builder)
 - Concrete sidewalk/aprons will be poured tomorrow if rain holds off.
- Pine Grove Cir/Spec Home – Lakeland Investments/Custom Caretaking Lot 166 (as observed per drive-by)
 - Basement wall poured, floor joists in place.
- Ridgewood Dr/Private build – Jon Ottoson Builder Lot 284 (as observed per drive-by)
 - Excavation complete, basement formed and poured.

Major Addition Project Update:

- Woodland Cir/Private build - Mike Sailer Contractor Lot 26 (conversation with Owner)
 - Discussion regarding gable/peaks with assurance they will blend into the new roofline.

Upcoming New Home Construction Projects:

- Trailwood Dr/Spec Home – Fieck Lot 157
 - Planned submission to DRB of remainder of required materials later next week for DRB review.
- Pine Grove Cir/Spec Home – Lakeland Investments/Custom Caretaking Lot 167
 - Required materials/permits/house plans submitted. Waiting to hear from builder to schedule final on-site meeting with DRB Committee. Reminder sent regarding 1-year exterior completion date requirement as stated in Covenants.

Approved TRPOA Request Forms:

- 7420 Golfway Ct – Minor Site Alteration Request to move propane tank on adjoining property.
Approved 6/6/2026
- 7424 Trailwood Rd – Tree Removal Request for tree leaning toward house.
Approved 6/29/26
- 7413 Deerwood Rd – Tree Removal Request due to septic system failure/new drain field needed.
Approved 7/7/26

Covenant Review: Mark

- Mark reported that he will provide an update on the Covenant Review process at the Annual Meeting, along with implementation iterations and timeframe.

Open Forum for TRPOA Attendees

- No issues or comments.

Old Business

HOA Software Update: StefAnn

- StefAnn provided an update on the proposed roll-out of the new Vlge-Village HOA software. The Board will gain access, receive training, and start using the software between now and the end of August.
- An overview of the software will be presented at the Annual Meeting. The implementation of various features of the system will occur in phases, with various training tools available to members.
- The vendor has been very accommodating to our requests for updates to their system with over 200 updates completed to date.

Pool: Mark

- Mark has been receiving regular updates from members on that status of the pool. The quality of the water has been good; however, it appears that in some areas, previous repairs made to the pool's painted surfaces are chipping off. Mark will discuss items brought to his attention with Jay Pritzl, the TRGC General Manager/Superintendent.

Annual Meeting-August 8, 2026: Mark

- Lunch
The TRPOA is again providing lunch immediately following the meeting. The Hazelhurst Volunteer Fire Department is hosting a menu of pulled pork, hamburgers, brats etc. Lunch tickets will be available at the registration tables prior to the meeting. Members will need to present the ticket to those serving the meal.
- Board Seat Elections
Mark informed the Board that a member expressed interest in a Board seat but missed the deadline to be included on the ballot. The ballots had already been printed. Mark communicated this to the member and also explained that an 8th director may be appointed by the Board at a future date.

New Business

DRB Review Fees: Jim

- Given that:
 - Current fee to review house plans is \$150 and that amount hasn't changed in a decade or so.

- Minimum square footage home requirements in Timber Ridge have increased twice.
- Home designs have become more complicated.
- Positioning of a home on a lot has become more critical.
- Review of plans take time, with a fair amount of back and forth with builders on details.
- Covenants require all exteriors to be completed within a year, and for various reasons this may not happen.
- Perhaps it's time to review the fee structure:
 - Rather than a flat fee, a "cents per square foot" might be a solution for all structures considered.
 - Structure = new home, additional living space to existing home, shed, addition to garage, etc.
 - Modifications during construction could remain a pre-set flat fee.
 - Penalties (or an up-front surety bond) could be assessed for builders failing to complete the exterior in the one-year time frame or if construction stops for any numbers of reasons.

Next Meeting Date

Due to scheduling conflicts, the next regular monthly Board Meeting will be held on **Thursday, August 13, 2026** at 6 PM at the Timber Ridge Golf Course Clubhouse.

Adjournment

Meeting adjourned at 7:48 PM.

Closed Session

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

Respectfully submitted,

Laurie Peterson

Laurie Peterson/TRPOA Administrative Assistant