

Timber Ridge Property Owners' Association, Inc.
Board Meeting Minutes
Thursday, September 21, 2023
At Timber Ridge Club House

- I. **Roll Call** - The meeting was called to order by President Mark Kujawa at 6:04 PM. Members present were, Mark Kujawa, Rich Klatt, Pat Van Hefty, Paul Weeks and Dean Musbach. Guests included: Jim Kliffgen, Betty Schneider, Don & Leesa MacGowan, Steve & Karen Strait, Ken & Karen Willborn, Jack Ottinger and Margie Musbach.

Author's Note: Initially the meeting began without a quorum, as a result the meeting began with discussion items only. A fifth board member did arrive and the meeting officially proceeded.

- II. **Approval of Agenda** – Rich requested that the discussion concerning the pool agreement be moved earlier on the agenda to allow Jim Kliffgen to present his review of the agreement. A motion was made by Pat and seconded by Dean to approve the agenda. The motion passed unanimously.

- III. **Approval of Minutes** – A motion was made by Paul and seconded by Dean to approve the August 17, 2023 board meeting minutes. The motion passed unanimously.

- IV. **Design Review Board (DRB)** – Fred was not at the meeting to provide a report.

V. **Secretary/Treasurer Report – Rich Klatt**

- Rich reported that the TRPOA bank account statement indicates, as of September 20, 2023, a balance of \$197,586.24 in the checking account and \$80,538.91 in a money market account. Both accounts total \$278,125.15.
- Significant expenses from August 16 to September 20, 2023 were as follows:
 - \$1,500.00 to MSA Professional Services for a required retainer before MSA will begin their work on the specifications for resurfacing Timber Ridge Road;
 - \$525.00 to Oneida Title to conduct a title search for delinquent lot owners;
 - \$660.00 to Petersen Metz to reconcile the checking account and prepare the Federal income tax return; and
 - \$850.00 to Rich Klatt for secretarial/treasurer services for September.
- Mark and Rich met with our attorney, John Houlihan, on September 6th to discuss foreclosures, liens, pool contract and short-term rentals. Per Stacy Phillips, the lien and foreclosure letters are prepared and are waiting on John Houlihan's review.

VI. **Roads Report/Discussion** - Rich Klatt

- **Roadway Improvements 2023-24** – A notice to proceed was given to MSA Professional Services (MSA) to prepare specifications and a cost estimate to overlay Timber Ridge Road from Forest Dr. to Trailwood Dr. The cost for their services is \$3,500.

- **Dead Tree Removal within the Roadway Right-of-Way** – Two tree service firms, Foleys and Todd's Tip Top Tree Service submitted proposals, Todd's Tip Top Tree Service (TTTTS) submitted the low bid of \$4,095.00. The notice to proceed has been issued to TTTTS. The work will be done either on October 4th or 9th.
- **Vegetation Removal** -- Dean has surveyed all the Timber Ridge roadways to identify locations where the vegetation needs to be removed for safety concerns. Dean and Rich will prepare the bidding documents.

VII. Open Forum for TRPOA Attendees

- Jim Kliffgen has reviewed the draft swimming pool agreement and provided his comments in writing. Some of his comments were:
 - Not pay the entire cost prior to the pool opening but retain a portion to be paid after the pool has been opened;
 - Remove the cost of living increase in the yearly fee; and
 - Have the pool for the exclusive use of Timber Ridge lot owners.
 Rich will incorporate Jim's comment into the draft agreement prior to a special meeting to discuss only the pool agreement.
- Steve Strait had several concerns. He indicated that the roadway edges in front of his home have not been mowed. (*Author's note: He lives on Woodland Circle*) He also indicated that he was not receiving our email notices. (*Author's note: his email address along with his wife have been added to the TRPOA email list.*)
- A guest felt that all the notices that are now being emailed, should be mailed so that all TRPOA members receive the information.
- A number of guests were concerned about some motorist speeding in Timber Ridge. Suggestions to improve the problem were speed bumps or speed humps. Speed bumps have been tried in the past, but were removed after residents complained. School bus drivers and delivery vehicles have been observed speeding.

VIII. Committee Reports

- **Social Activities**
 - **Christmas Party, Wednesday December 13th** – Rich indicated that George Nelson will be meeting with Norwood Pines and Reulands Catering next week. The details need to be resolved prior to the distribution of the Fall Newsletter.
- **Short Term Rental** – Mark Kujawa
Mark presented a preliminary report of the short-term rental survey. The consensus was that short-term rentals, (those less than 30 days) should be prohibited while long-term rentals (those 30 days or more) are acceptable.

IX. Web Site/Media Report – No report.

X. Old Business

- **Swimming Pool Agreement** – Was discussed above during the open forum.
- **Covenant Updates** – Tabled until the October meeting.

- **New-Member Welcome Letter** – The letter is completed and a methodology for determining new residents needs to be formulated. Pat and Rich will establish a procedure for locating new residents and letters will be mailed. Other information like merchant coupons will be investigated and could be included in the future.

XI. New Business

- **Establish Second Access location for Timber Ridge.** – Chris Clabots and Dean will investigate further a second access point.

XII. Next Meeting Date – The October Board Meeting will be Thursday, October 19 at 6:00 PM at the Hazelhurst Town Meeting Hall. Prior to the meeting, the agenda will be distributed via our email list.

XIII. Adjournment –A motion was made by Dean and seconded by Paul to adjourn the meeting. The motion passed. The meeting was adjourned at 8:05 PM.

Respectfully submitted,



Rich Klatt
Secretary/Treasurer