

Timber Ridge Property Owner's Association, Inc.
Board Meeting Minutes
Thursday, July 10, 2025
Hazelhurst Town Hall

I. Roll Call

President Mark Kujawa called the meeting to order at 6:03pm. Jim completed the Roll Call and those present were Barb Felsecker, Mark Kujawa, Chris Clabots, Larry Felsecker, Paul Weeks, Jim Kleifgen, Dean Musbach, and Administrative Assistant Laurie Peterson.

Absent: None

Members in Attendance: Steve & Karen Strait, Rich Klatt, and StefAnn Windhorst

II. Approval of Agenda

Paul made a motion to approve the agenda, Chris seconded, and the motion passed unanimously.

III. Approval of Minutes

Paul made a motion to approve the June minutes, Dean seconded, and the motion passed unanimously.

IV. Treasurer's Report – Jim Kleifgen

a. June YTD financials

- Financials look good and are in balance. We had our standard expenses in June, with the exception of the Ice Storm Damage cleanup, which was a non-recurring expense. All other expenses are within budget.

- Jim pointed out that the copy of the current budget, which also outlines the capital improvement funds category, was included in the Board Meeting packet.

- We have a \$100,000 CD due to mature in September and this one will not be renewed. The funds will be transferred to the Money Market account until needed for the upcoming road project that month.

- We will revisit whether we renew the other two \$100,000 CDs at their maturity time.

- July activity so far includes some larger bills; our WC insurance policy renewal at \$903, road shoulder mowing at \$635, and Annual Meeting costs so far at \$870 (which includes packet document printing, envelopes/printing, and postage).

- Discussion then ensued regarding the shoulder mowing. Dean noticed that no mowing was done in areas where there is a grade change, due to the rider mower used. He also noticed that there was only one mower width mowed and felt this wasn't wide enough. He agreed that at times it isn't possible due to the saplings/larger foliage found along the road that the mower wouldn't be able to cut. Jim and Mark asked what instructions were given for completion of the job and asked Rich to reach out to Steve. Rich said he is in contact with Steve via text and the mowing usually occurs three times a year, at a cost of \$575/mow. He will reach out again and explain the mowing width issue. Suggestions were made by Dean and Chris that a side implement cutter/mower would be needed to remove the saplings/larger foliage to widen the shoulder area, and Dean will research what options we have.

V. Secretary's Report – Jim Kleifgen

a. Annual Meeting logistics, Board Member assistance

- Jim indicated that set-up for the Annual Meeting would begin at 8am on the 8/9/2025. He asked for volunteers to assist with set up and help with member sign-in, name badges, and ballot submissions. Barb, Larry Dean and StefAnn volunteered. In the end we decided on parallel tables to facilitate two lines, located just off the entry foyer on the way to the meeting area. Jim and Laurie will be located at an additional table to receive day of ballot submissions and record votes on the spreadsheet.

- What's the Buzz has been confirmed and will arrive at 8am.

- Jim has spoken to Dan regarding his ideas for the luncheon, and he is working on the menu.

- The pool table will again be used as the Board table, and Laurie has the Board Member name cards created.

- Mark will be doing a PowerPoint presentation again this year, and will use the screen for the presentation (screen should be located in the storage unit).

- During the public forum, Laurie will be recording "parking lot items" on Post-It notes that will be placed on a white board on an easel (easel should also be located in the storage unit).

- We discussed revising the attendance sign-in sheet so there aren't so many items for each member to fill in. Since we have the majority of the email addresses, and members rarely know their lot number, we could eliminate those boxes, leaving only name, address and perhaps phone number. That would help facilitate faster registration.

- Jim also discussed research he will be doing into whether electronic voting could be used for next year. Given the cost of postage, this would save the TRPOA money and is a viable option.

b. Resident request to consider ATV/UTVs on Association roads

This item was mistakenly listed here and will be addressed under New Business.

VI. Roads Report – Rich Klatt

- Rich indicated that he and Mark created a letter to the State of WI DOT requesting consideration for a 45mph speed limit on Highway 51 from end of Hazelhurst to the current 45mph speed limit point in Minocqua. The letter was sent to the DOT on 7/10/2025.

- Rich also indicated that he hasn't heard back from the DOT regarding the right-turn lane correspondence that was sent several months ago, despite numerous un-retuned calls to his DOT contact.

- The resurfacing project for Ridgewood and Deerwood will be done by American Asphalt and is scheduled to take place after Labor Day. This timeframe will work well given that school will be back in session by then.

- Rich will work with Larry to schedule the pothole patching/crack sealing project on-site identification of the areas needing attention. Mark also mentioned that perhaps they could include the washout area near the entrance in their review to determine what options we have there.

VII. DRB Report – Barb Felsecker

Barb provided information on the following construction projects:

- Six homes are under currently under construction in Timber Ridge.

- She received and approved a request for a circular drive at the spec home on Woodgate Place, which included approval to remove some trees to accommodate the drive.

Barb also reported on the following Covenant Violations activity:

- She received resident comments on four areas where campers are parked in driveways, which is becoming a growing problem. Our Covenants state that campers must be parked behind a home/not visible from the road, and no camping is allowed. Barb will send letters to these members. Dean commented that he feels the camper covenant needs to be revisited for clarification, especially in cases where the prohibited location (i.e. alongside a garage) may be more concealed than a backyard placement.
- There are also instances where 4-6 cars are parked in the driveway and sometimes also on the grass. Discussion was held regarding families having teenagers now driving which potentially adds to the number of vehicles per residence. The Board confirmed that parking in the driveway is allowed as long as the vehicle is regularly being used, however parking on the grass is prohibited.
- Barb suggested that we add a Violation Complaint form to our website for members to use when they want to submit Covenant violations. She has created a form and will work with Laurie to get that posted to the website.
- Barb also questioned whether we need to add a time limit on all request forms submitted for DRB approval so that a given project is completed within a reasonable time frame, not years later.
- Email blast reminders on the above topics would be a good idea and Mark and Barb will work on creating those and have Laurie send out. Laurie will pass any comments she receives from the email blast to Barb for review.

VIII. Open Forum

- Karen Strait inquired as to whether the Board has had a chance to review her suggestions for the Guardhouse, which included weeds that need pulling/spraying, Guard House building and bulletin display case maintenance, and fences and pillars near the TR/Golf Course sign that are in disrepair. Her last day as Guard House Chair was June 30th, however she and Steve have still been watering/deadheading the flowers. Mark commented that he has talked to a few members in an attempt to find her replacement with no luck. A suggestion was made to send out an email blast to the membership to see if there is any interest in taking over Karen's responsibilities.
- Karen also addressed the topic of raising chickens on TR properties. Our current Covenants prohibit this; however, one resident, Mike Jolin, had initially questioned if this was allowed in TR, which the Board first discussed at the May, 2025 meeting. As a reminder, any changes to the Covenants would have to be approved by the membership as part of the regular Covenant revision process.
- Steve and Karen also made a comment that the chip seal on Woodland Circle needs work. Rich replied that chip seal is used on a good portion of the TR roads, and Dean responded that the re-chip seal project is in the Master Road Plan for 2028.
- The last question from Karen was in regard to allowing cars to be parked in the driveway all the time. She indicated she was told by the Realtor when they purchased their house that it wasn't allowed, thus their addition of extra garage space. The Board confirmed that there is NOT a restriction in the Covenants regarding parking cars in the driveway as long as they are parked on a finished surface (i.e. asphalt, concrete, paver brick, chip/seal), driven at least once a week, and not abandoned or under repair.

IX. New Business

a. Fill vacant Board position

Over the recent couple months, StefAnn Windhorst has expressed an interest in volunteering/becoming a part of the TRPOA Board. With the resignation of Angela Huber, her

Board position is open for the remainder of the term until August 2026, at which point a resident vote would be taken for the new term. Paul made a motion to approve StefAnn as our newest Board Member, Chris seconded the motion, and the motion passed unanimously. We look forward to her expertise and welcome her to the Board!

b. Resident request to consider ATV/UTVs on Association roads

After review of the Covenants, it was confirmed that ATV/UTVs are specified in the Covenants as being included in the same category as golf carts. However, there is a requirement that the driver be at least 16, with a valid driver's license, which by the way also pertains to golf carts.

c. New item – Welcome Committee

Barb brought up the idea of bringing back a Welcome Committee for new resident members. Chris indicated that a decade or so ago when he moved here there was a committee in place. Barb envisions providing the new residents with information on our Covenants, Board Meetings, website, TR map, amenities (pool, restaurant), local areas of interest, etc. She also said donations from various businesses could also be included (gift certificates, % off coupons). Mark stated no vote was needed to proceed with this, and Karen Strait agreed to co-chair with Barb.

X. Old Business

a. Letter to State regarding 45mph

This was addressed in Rich's Roads Report above.

b. Electronic signage at Guard House

Larry presented an overview handout of a US based company that provides LED signage. He outlined the two preferred choices, and the cost is slightly more than the previous option we had looked at. The sign is programmed via a wireless remote-control keyboard and can be programmed up to 150' from the sign, with no computer or internet required. The Board likes the concept and feels it would be a useful communication tool for members. Mark commented that he feels this should be considered as part of the overall Guard House improvements.

c. Covenant changes review/plan – Paul/Chris/Larry

Paul reported that the Covenant review is a work in progress, using the suggested section changes outlined in the document presented last month. He did note that an email blast on keeping dogs/pets on a leash would be appropriate at this time. Barb said she will send the proposed trailer wording to Dean for review. Dean questioned whether there would eventually be a resident comment/suggestion meeting, and Larry suggested that discussion on the Covenants shouldn't be held in the Closed Session but as a part of the regular Board meeting so those attending could provide comments. Jim asked that Paul send the Covenants document to him in WORD format. StefAnn volunteered to be a part of the Covenant committee. Jim reminded everyone that any changes will be voted on by the membership. As a side note, we need to update our By Laws to reflect the change to the Annual Meeting date, since the unanimous vote to make that change has already occurred.

XI. Next Meeting Date

The next regular Board Meeting date will be Thursday, August 21, 2025 at 6pm at the Timber Ridge Clubhouse.

As a reminder, the Annual Meeting date is coming up on Saturday, August 9, 2025 at 9am at the Timber Ridge Clubhouse.

XII. Adjournment

The meeting adjourned at 7:59pm.

XIII. Closed Session

The Board went into Closed Session at 8:02pm.

A Board decision was made to set up an informal meeting with a member who has had numerous ongoing Covenant violations. Mark, Jim, and Barb will be in attendance representing the Board.

The Closed Session adjourned at 8:17pm.

Respectfully submitted,

Laurie Peterson

Laurie Peterson
TRPOA Administrative Assistant