

**Timber Ridge Property Owners' Association, Inc.**  
**Board Meeting Minutes**  
**Thursday, January 18, 2024**  
**At the Hazelhurst Town Hall**

- I. **Roll Call** - The meeting was called to order by President Mark Kujawa at 6:00 PM. Members present were, Mark Kujawa, Rich Klatt, Paul Weeks, Fred Miller, George Nelson, Chris Clabits, Pat Van Hefty and Dean Musbach. Guests included: Don & Leesa MacGowan, Steve & Karen Strait, Jack & Nancy Ottinger, Carol Peters, Larry & Barb Felsecker and Margie Musbach.
  
- II. **Approval of Agenda** – Mark suggested an addition to the agenda, Traffic Safety Committee. A motion was made by George and seconded by Chris to approve the Agenda as amended. The motion passed unanimously.
  
- III. **Approval of Minutes** – A motion was made by Chris and seconded by Paul to approve the November 16, 2023 board meeting minutes. The motion passed unanimously.
  
- IV. **Design Review Board (DRB) – Fred Miller**
  - **Lot 266**- The owner of Lot 266 submitted the front and rear elevations of the house he proposes to construct. Fred advised the lot owner that we do post all our roads with a weight limit during the spring thaw.
  - **Proposed lot purchase and build** – A spec house builder presented a style of a house he would like to build in Timber Ridge if that style of house would be approved by the DRB.
  
- V. **Secretary/Treasurer Report – Rich Klatt**
  - Rich reported that the TRPOA bank account statement indicates, as of January 16, 2024, a balance of \$312,316.85 in the checking account and \$80,592.76 in a money market account. Both accounts total \$392,909.61.
  - Rich pointed that the income of \$145,350.00 for association dues represents an invoice amount and not the actual amount of assessment fees collected.
    - Significant expenses from November 15, 2023 to January 16, 2024 were as follows:
      - \$194.75 to Transsupply for new red flashers;
      - \$2,120.00 to Norwood Pines for the Christmas party; and
      - \$2,353.50 to Rynders Inc. for December snow plowing and sanding.
    - The customer balance summary report now has a balance of \$31,370.33. It was pointed out that of the amount, \$17,412.33 (56%) was from three property owners.
    - **Property Foreclosures**
      - Lot 15 – At the November board meeting the board passed a resolution that property owner, Pamela Stengel, pay a monthly payment of \$150.00 plus pay the annual lot assessments (\$340.00 for 2024) on time. Stengel countered that the monthly amount be \$100, and she would pay the annual lot assessment on time. She also has paid the yearly assessment, \$340.00, for 2024. A motion was made by Rich and seconded by Pat that we proceed with the \$100.00 per month and paying the yearly assessment on time.

Dean voiced his concern with the condition of her lot in that it looked like a junk yard and that issue needs to be resolved before we move forward with lot payment plan. The conditions will be presented to Stengel that she needs to cleanup her lot within 15 days or the Association will assess a \$25.00 per day fine. The motion with the friendly amendment was approved. Lots 5B, 6, 88 & 89

- Lots 5B, 6, 88, and 89 – The Association is waiting for a letter from John Houlihan to the two property owners indicating that foreclosures procedures will proceed if the property owners do not notify John to set up a payment plan. The owner of Lots 88 and 89 has paid (\$680.00) her lot assessments for 2024. *Author's Note: Two draft letters have been received from Houlihan's office for review.*
- TRPOA Audit – Rich has contacted our accountant concerning a need for an audit. She handles all the not-for-profit organizations for the firm. She is only aware of one audit being done for an organization similar to ours and she did not feel the need for TRPOA, Inc. to be audited. The cost would be about \$12,000.00 to \$15,000.00. We are, however, investigating conducting a management review, which would be completed prior to the annual meeting.

#### VI. Roads Report – Rich Klatt

- **Roadway Improvements 2023-24** – MSA Professional Services (MSA) has completed the preparation of the specifications and a cost estimate to overlay Timber Ridge Road from Forest Dr. to Trailwood Dr. The estimated cost is \$75,520.00, of which the golf course will pay 18%. The bid documents will be sent out the week of January 22<sup>nd</sup>, and the bids will be received by April 9<sup>th</sup>.

#### VII. Open Forum for TRPOA Attendees - Following are the concerns and comments from the residents in attendance:

- What is the process for collecting the lot assessment fees and late payment fees? Rich explained the process that begins with the assessment due on December 31. Late notices are mailed in January, and a 10% late fee is assessed after February 1, followed by a lien and ultimately foreclosure.
- We are satisfied with the new snowplow contractor.
- Why don't we write letters to delinquent property owners, rather than our lawyer to save money? The response was that the board feel there is more clout if a letter comes from our lawyer rather than from a board member.
- Concern was expressed about the condition of the yard for Lot 15 and why doesn't the association clean it up and bill the owner? The board will address the situation by sending the owner a letter stating that she has 15 days, as stated above, to clean up her lawn, or she will be fined \$25 per day until she does.
- Should we be looking for a new attorney since our attorney takes so long to get anything done? Mark said we will take that under advisement.
- Fred said that some time ago he located an attorney that would be interested in being our attorney.
- Concern was expressed that the golf course snow plow person is dropping their blade on Birchwood Ct. We will contact Jay Pritzl about our concern.

- A question was asked how will we know if the road resurface company is following the bid specs? And do we have an engineering firm to check the work being done? We said we do not have a second engineer firm to do the QC. We will look into this opportunity.
- The appearance of the golf course maintenance facility yard was an eyesore and needed to be cleaned up. A suggestion was that the Association build a fence to screen the maintenance facility from the residents.

## VIII. Committee Reports

### **Activities – George Nelson**

- George said that the Christmas Party was a success and will be continued into the future.
- The Timber Ridge spring garage sale will be Friday and Saturday, May 17 and 18, 2024.

**Rentals – Mark Kujawa --** Mark indicated that the rental committee has met and their preliminary opinion is that there should be no home rentals of 29 days or less, rentals will be okay for longer than 6 - 12 months. Following the town hall meeting, the committee will make their recommendation to the board. Mark will schedule a town hall meeting of property owners to just consider the home rental issue. That meeting will be zoomed so that all property owners have an opportunity to attend.

**Traffic Safety Committee –** Mark and Mike Dornak met to discuss various measures that could be done to slow down traffic in Timber Ridge. They will meet again to discuss potential solutions.

**Action Committee –** Fred reported that the action committee has met twice and have canvassed all of Timber Ridge. They have recorded all the covenant violations and presented the information to Mark. A letter will be written to each offender.

**Guardhouse Entrance –** Fred will redecorate the guardhouse for Easter. A concern was that the weight limit sign installed on the gatehouse blocks the view of wants inside the guardhouse. We may be able to relocate the sign.

**Web Site –** Fred will be seeking a new web master since he will not be on the board for the next fiscal year.

## IX. Covenant Compliance and Complaints – Rich/Mark.

**Snowplowing golf club parking lot –** Rich said that it appears that Rynders plowed the parking lot by mistake.

**Dog Trespass/no leash –** Rich said a resident contacted him and stated that the neighbor's dog was not on a leash and pooped on her lawn. He responded that we would write a letter to her neighbor if she would identify that person. She would remain anonymous. She did not respond back. *Author's Note: An email has been received since the board meeting from the concerned home owner, and a letter will be sent to the owners of the dog.*

**Salt/sand roads –** Rich contacted Ed Rynders and found out that the sand they are applying to our roads contains 12% so the sand will not freeze.

**Finished Driveways –** The present Covenants state that "Finished Driveways" refers to the use of concrete, asphalt, paver tiles/bricks and chip seal. That was undated in June 2022. Prior to that date, gravel driveways were allowed and existing driveways constructed with gravel are grandfathered in and are allowed. Existing gravel driveways need to be kept in good condition.

**X. Covenant review** -- No report at this time. Any covenant changes need to be approved at the membership at the annual meeting.

**XI. Old Business**

**Update - Swimming Pool Agreement** – Mark and Rich met with David Eliason, and David would like our agreement to be more of a partnership in which potentially both parties would contribute towards the operating expenses of the pool. The swimming pool committee will meet in the near future to discuss reconstructing the pool contract.

**Emergency Entrance** – Locating the emergency entrance next to the golf course maintenance facility is still a potential location which will be investigated further. The goal is to have a solution by the June 2024 annual meeting

**XII. New Business**

**Board nominations** – Four board members positions will be up and the board is seeking nomination papers from those residents who are interested in being on the board. A completed nomination paper needs to be submitted by April 1, 2024.

**Annual June TRPOA meeting** – The 2024 annual meeting schedule is attached to this document.

**XIII.** Next Meeting Date in February 15, 2024, 6:00 PM, Hazelhurst Town Hall

**XIV. Adjournment** –The meeting was adjourned at 7:43 PM.

Respectfully submitted,



Rich Klatt  
Secretary/Treasurer

## 2024 Annual Meeting Schedule

By April 15<sup>th</sup>

- Draft Packet Letter; Mark;
- Draft Meeting Agenda, Rich;
- Check with Timber Ridge Golf Club and Reserve Club House, Mark;
- Draft Design Review Report, Fred;
- Draft Proxy Card, Rich;
- Draft 2024 Master Roadway Plan, Rich; and
- Draft Timber Ridge Garage Sale Flyer, George and Fred.

April 18<sup>th</sup> Meeting

- Finalize Packet Letter, Rich;
- Finalize YTD Budget, Rich;
- Finalize Agenda, Rich;
- Finalize Proxy Card, Rich; and
- 2023 Annual Meeting Minutes, Rich.

After 18<sup>th</sup> Meeting

- Print Mailing Envelopes, Rich;
- Print Meeting Packet Material – 300 copies, Rich; and
- Write Lot number(s) and Total Votes on Proxy Cards; and stuff envelopes, Rich.

By May 10<sup>th</sup>

- Mail Meeting Packets, Rich

Saturday, June 22<sup>nd</sup> Meeting begins at 9:00 AM. Board members should arrive by 8:30 AM