

**Timber Ridge Property Owners' Association, Inc.**  
**Board Meeting Minutes**  
**Thursday, November 16, 2023**  
**At the Hazelhurst Town Hall**

- I. **Roll Call** - The meeting was called to order by President Mark Kujawa at 6:03 PM. Members present were, Mark Kujawa, Rich Klatt, Paul Weeks, Fred Miller, George Nelson and Chris Clabits. Guests included: Jim Kliffgen, Don & Leesa MacGowan, Steve & Karen Strait, Jack & Nancy Ottinger, Mary & John Volker, Carol Peters, Joan Hauer and Larry & Barb Felsecker.
- II. **Approval of Agenda** – A motion was made by George and seconded by Chris to approve the Agenda. The motion passed unanimously.
- III. **Approval of Minutes** – A motion was made by Fred and seconded by Paul to approve the October 16, 2023 board meeting minutes. The motion passed unanimously.
- IV. **Design Review Board (DRB) – Fred Miller**
- Lot 1A has just been sold to Robert and Karen Casey in October. Fred has received a contact from the new owners inquiring about the procedure to build a home. Fred directed Karen to read Articles VII - Design Review Board, and VIII – Architectural Criteria.
  - Lot 266, located on Ridgewood Court, will close on November 17th.
- V. **Secretary/Treasurer Report – Rich Klatt**
- Rich reported that the TRPOA bank account statement indicates, as of November 11, 2023, a balance of \$190,863.00 in the checking account and \$80,565.83 in a money market account. Both accounts total \$271,142.83.
    - Rich's report indicated that to date we have received \$883.00 of income and expenses of \$23,566.47. The major portion of TRPOA's income is the lot assessments. Those assessments will be mailed about December 1, 2023 and are due December 31, 2023.
    - Significant expenses from October 21 to November 14, 2023 were as follows:
      - \$169.60 to Fred Miller who purchased the front entrance Christmas decorations;
      - \$61.83 to WPS for electricity;
      - \$5,234.00 to Auto-Owners Insurance for insurance;
      - \$4,794.98 to Todd's Tip Top Tree Service for removing dead trees from the right-of-way; and
      - \$493.71 to HP Computer Support for printer cartridges.
    - The customer balance summary report has been reduced down to three property owners who have all received a letter from John Houlihan indicating that foreclosures procedures will proceed if the property owners do not notify John to set up a payment plan. One property owner, Pamela Stengel, did respond and offered to pay back the \$2,602.30 she owes with a payment of \$75.00 per month. A motion was made by Fred and seconded by Chris that the monthly payment be raised to \$150.00 per month plus the annual lot assessments (\$340.00 for 2024) be

paid on time. The motion passed. The foreclosures are proceeding with the other two property owners.

- A dead tree was identified on Timber Ridge Road. Todd's Tip Top Tree Service (TTTTTS) provided a quote to remove the tree. A motion was made by Fred and seconded by Rich to move forward with a contract with TTTTS to remove the tree for \$945.00. The motion passed.

#### **VI. Roads Report – Rich Klatt**

- **Roadway Improvements 2023-24** – MSA Professional Services (MSA) is progressing with the preparation of the specifications and a cost estimate to overlay Timber Ridge Road from Forest Dr. to Trailwood Dr. The contract to overlay with asphalt will be bid in January or February this coming year, 2024.

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

- What is the process to register a covenant violation and is there a form to complete and submit? The procedure for registering a complaint is on our web site. There is no form to complete at this time.
- What is going to be done with the club house area since there is a new owner? The board is not aware of any improvements at this time.
- Will there be an audit of the TRPOA's accounts? The same question was asked in June, is an audit needed? At that time our accountant, Petterson Metz, was to be asked if we need an audit. Rich stated that a reconcile of the account is performed every year when Peterson Metz prepares our income tax forms. The board will follow-up with Metz to determine audit guidelines for our POA.
- What are the costs for obtaining a construction permit and what happens to the permit fees? Fred indicated the permit fees vary, \$25 to \$150, as to the complexity of the improvements. The fees collected are income for TRPOA and are deposited in our bank account. The percentages reported from our resident survey were incorrectly stated. The resident felt that the statistics should have stated that percentages reported were of the people that responded to the survey and not all the property owners. It was also commented that the use of a survey or poll does not represent the entire community. Caution should be taken when communicating figures and results from surveys/polls.
- Suggestion to include an owner information survey's when the invoices are mailed.
- Surveying the residents about the swimming pool contract was also suggested.
- Traffic safety is still a concern of many residents. Mark indicated that a committee was going to be formed, but so far nobody has volunteered to be on that committee. Karen Strait then volunteered to be on the committee.
- Need an additional street name sign, Trailwood Drive, at the Trailwood Drive and Forest Drive for eastbound traffic. That sign would indicate that Trailwood Drive veers off to the right.
- An emergency entrance/exit needs to be established. Mark indicated that Chris and Dean are still investigating a location for the second entrance/exit. Jay Pritzl has been asked if the extension of S. Agawak Road Drive would be possible by the maintenance facility and he said no. The new golf course owner needs be contacted.

- Why doesn't Conerstone pay a fee for accessing Timber Ridge Road like the communication tower ownership does?
- Rich was asked how many property owners are on our email distribution. Rich stated that he has not counted but he would guess that there were about 200.

## VIII. Committee Reports

### Activities – George Nelson

- George said that the Christmas Party will be Wednesday, December 13th at Norwood Pines. To date, 17 residents have signed up. George was concerned about the number of people that have sign up.

### Rentals – Mark Kujawa

- Mark indicated that 57 responses have been received on the survey about long-term rentals. After the long-term survey is summarized, the results will be emailed to the property owners. Before a final recommendation is made on house rentals, a separate meeting on just home rentals will be conducted.

IX. **Website/Media Report – Fred Miller.** Fred is looking for his replacement as the web master.

## X. Covenant Compliance –

- Mark had taken pictures of the home at 7415 Trailwood Drive. Some improvements have been made but there is trailer with a snowmobile and a jet ski parked on the lawn which need to be removed. They were given 30 days to comply.
- The need to be more aggressive in enforcing compliance with our covenants was discussed. Fred suggested forming a committee to canvas the subdivision for covenant violations. A committee will be formed and the following residents have volunteered to be on the committee, Fred Miller, Steve Strait, John Volker and Larry Felsecker.

XI. **Covenant Review –** Tabled to the January meeting

## XII. Old Business

- **Swimming Pool Agreement –** Rich had obtained the swimming pool files from our attorney for Jim Kliffgen to review. He received the files at the meeting. He would still like to see the covenants, conditions and restrictions (CCR's). Jim will contact our attorney to discuss the CCR's.
- **Second Timber Ridge Entrance/Exit –** See previous discussion.

XIII. **New Business -** no new business

XIV. **Next Meeting Date –** The January Board Meeting will be Thursday, January 18, 2024 at 6:00 PM at the Hazelhurst Town Hall.

**XV. Adjournment** –A motion was made to adjourn the meeting. The motion passed. The meeting was adjourned at 8:02 PM.

Respectfully submitted,



Rich Klatt  
Secretary/Treasurer

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