

Timber Ridge Property Owner's Association, Inc.
Annual Meeting Minutes
9:00 AM – Saturday, August 9, 2025
Timber Ridge Golf Course Clubhouse

I. Opening Comments – Mark Kujawa

Board President Mark Kujawa welcomed the 52 members in attendance to the TRPOA Annual Meeting. The meeting was called to order at 9:15AM.

Mark reviewed the housekeeping items, asking anyone who hasn't registered or turned in their ballots to do so now. He also reminded the group that coffee and refreshments are available during the meeting, with a buffet lunch served following the meeting.

II. Parliamentary Procedures – Mark Kujawa

Mark reviewed the parliamentary procedures including exit locations, quorum requirements to conduct the meeting, parking lot process that will be used to record member concerns during the Open Forum, and the need for members to identify themselves when speaking.

Mark also recognized Pat Van Hefty and Angela Huber for their past service on the Board, and Karen and Steve Strait for their dedicated work with the decorations and maintenance at the Guard House.

III. Introduction of Incumbent Board of Directors – Mark Kujawa

Mark introduced the Board Members in attendance, including himself as a current Board candidate:

- **Paul Weeks, Vice President** – one year left on his term
 - **Jim Kleifgen, Secretary/Treasurer** – one year left on his term
 - **Barb Felsecker, Board Member and Design Review Board Chair** – current candidate
 - **Larry Felsecker, Board Member** who filled Pat Van Hefty's Board position – current candidate
 - **Dean Musbach, long term Board Member and past President** – current candidate
 - **StefAnn Windhorst, Board Member** who filled Angela Huber's Board position – one year left on term
- Absent: Board Member Chris Clabots, due to work obligations – one year left on his term

Mark also outlined the TRPOA compensated support team comprised of:

- **Laurie Peterson** - Administrative Assistant
- **Steve Pribis** – On-Call Maintenance
- **Melms, Hogan, & Francois, LLC** – New legal firm representing the TRPOA

Mark informed the members of the Active Projects and Committee Work that the Board is involved with, including:

- **Design Review Board Chair – Barb Felsecker**, who answers questions and works with members on permits and also focuses on covenant violation compliance.
- **Roads Committee Chair – Rich Klatt**, (former Board Member) and engineer who has agreed to continue his work on the 20 Year Master Roadway Plan, providing technical expertise regarding road repair,

replacement and vendor bidding/contract work.

- **Entrance Turn Lane Committee – Rich Klatt and Mark Kujawa**, who continue work on the TRPOA's request to the State Department of Transportation regarding adding a south bound right turn lane off US Hwy 51 into the Timber Ridge entrance. The previous request had been turned down by the DOT and a new proposal was submitted to them this year. This project is in the investigative phase.

- **US Hwy 51 Speed Reduction Committee – Rich Klatt and Mark Kujawa**, who are also working on communications with the DOT regarding our proposal to have the speed limit on US Hwy 51 between north side of Hazelhurst to the south end Minocqua reduced from 55MPH to 45MPH.

- **Road Right of Way Maintenance Committee – Dean Musbach**, who monitors all Timber Ridge roadway right of way areas (30 feet off the center line of the road). Dean explained that he takes a proactive approach to looking for those areas that may be encroaching too close to the roadway and removing vegetation/trees on corners that create blind spots. He noted that X markings on trees indicate trees that need to come down due to disease or for safety reasons. He explained that more aggressive equipment may be needed to address numerous wood lines that would make walking along the roadway safer also. Mark reminded members that they can email our Administrative Assistant or any Board Member if they are aware of any hazard or unsafe areas on or along our roads.

- **Emergency Exit Committee – Chris Clabots, Dean Musbach, Jim Kleifgen**, who have been reviewing this issue since it was brought up as a parking lot item at last year's Annual Meeting. The issue is complex, as finding an area for an emergency exit not only involves finding a suitable location, working with current property owner(s), and taking into consideration construction and maintenance costs based on property aspects. George Nelson did ask about any updates on fire protection within Timber Ridge. Mark commented that the latest recommendation from State fire officials is for a 30-foot perimeter around a residence. Given that an increased fire danger due to changing weather conditions will be a concern for the future, the Design Review Board can assist with any questions Members have in this area.

- **Covenant Review Committee – Paul Weeks, Larry Felsecker, Chris Clabots and StefAnn Windhorst** have been working on reviewing the entire Covenant document in an attempt to determine which covenants may need to be updated or are obsolete. Covenant modifications have been made over the years since 1977, most recently in June of 2020 and again in June of 2022. Members have expressed suggestions and concerns about various aspects of the covenants, and these will all be taken into consideration when proposals for revisions are presented to the membership via public discussion or surveys. The soonest the Association could vote on any revisions would be at next year's Annual Meeting.

- **Christmas Party – Bernie Nelson** has ideas for a possible change of format for this year. One idea being considered is to do more of a cocktail/hors d'oeuvre social event, possibly with entertainment, earlier than the holiday season. More to come on this!

- **Guard House Decoration – StefAnn Windhorst** has agreed to assume responsibilities surrounding the Guard House. The Board is aware that an investment in time and money will be needed to repair and maintain various aspects of the Guard House building, providing the membership feels it is important as a first impression of our community.

- **Play Ground – StefAnn Windhorst** will also be doing research work on the feasibility of building a playground, which was a parking lot item from last year's Annual Meeting. This is an idea only, and aspects such as location, liability, and cost will be taken into consideration during the first steps.

IV. Approval of Minutes from June 22, 2024 Annual Meeting

Mark Kujawa called for a motion to approve last year's minutes. Paul Weeks made a motion to approve, seconded by Gary Johansmann. The motion passed unanimously.

V. Previous Business – Mark Kujawa

A. Annual Report

Mark used a Power Point presentation to summarize the highlights from fiscal year end 2025, including:

- **Change in Board Members** – As mentioned earlier, two new members of the Board (Larry Felsecker and StefAnn Windhorst) were installed due to the resignation of Pat Van Hefty and Angela Huber.
- **Continue Process Improvements** - The Board continues to focus on process improvements, steering decision making toward increased organization in regard to assignment of tasks, preparing recommendations, and codifying processes, which will lay a foundation for future Boards. An example being worked on is the Design Review Board's Covenant Violation notification procedures.
- **Change Association Attorney** – As touched on earlier, our association has changed our legal counsel to Melms, Hogan, and Francois LLC, due to our previous attorney's limited time availability. Making this move was an extensive process, but things are going very well.
- **Notable Board Topics** include:

Deer Density – This was a topic raised by a resident. Our Board/Association can't do much to alleviate the problem. We have a No Hunting Covenant, and as a result no vote was taken.

Speeding/Vehicles and ATV/UTVs – Speeding has always been a concern and now appears to include more occurrences of ATV/UTVs also speeding, along with having underage drivers. Member Joan Condon has noticed very young drivers of golf carts and wondered if this was allowed. Dean commented that our covenants stipulate that drivers of golf carts, ATVs or UTVs, must be a minimum of 16 years of age with a valid driver's license. Member Bernie Nelson also commented that several younger drivers operating large pickup trucks, have been speeding and "laying rubber" near the intersection of Timber Ridge/Forest/Ridgewood roads. Mark stated that the roads in our Timber Ridge community are privately owned by our Association, and we have no police authority available to address concerns such as speeding or unsafe driving practices. However, when observed or identified by a resident, that resident should bring those concerns to the Board to address.

Emergency Exit – Touched on earlier – see comments above under Committee assignments. Mark added a comment that improving communication with members will also help in emergency situations. An idea was brought up at a recent meeting that electronic signage at the Guard House could inform residents of not only meeting announcements, etc. but also perhaps provide information during emergency situations.

Improve Board Communication – We have continued to improve communication to our members and have collected a large number of resident email addresses, which has allowed us to disseminate information very efficiently via email blasts.

Covenant Review/Prioritization – Touched on earlier – see comments above under Committee assignments. Mark also pointed out that intent of the covenants, though created decades ago, still holds true today.

Turn Lane on Hwy 51 – Touched on earlier – see comments above under Committee assignments.

Storm Clean Up – Due to the ice storm earlier this year and the massive amount of tree debris, the Board felt it was prudent to offer a one-time cleanup of that debris. There may be differing opinions on that decision, and the Board is always open to hearing members' opinions, but we felt it needed to be addressed.

B. Parking Lot Items from 2024 Annual Meeting

Mark discussed the "parking lot" items from last year's Annual Meeting Open Forum:

- **Evaluating Pool Costs** – This remains an open item that will be addressed this fall. The process to

evaluate the cost of the pool involves collaborating with the Golf Course Owners on a detailed list of what it actually costs to run the pool and how those costs factor into our pool lease.

- **Decision Process Around Pool** – This is a closed item as there is adequate evaluation in place that involves committee formation, along with seeking input from members. Not everyone will agree with decisions reached.

- **Excessive Sand on Roads During Winter** – This is a closed item. The amount of sand used for safety is consistent with state recommendations that the Town of Minocqua has implemented also.

- **Playground Facility** – This is an open item, and in committee. Members can send their opinions to the Board on this topic.

- **Gym Facility** – This is a closed item and outside the scope of services the Association provides. The Board determined the expense and management would be prohibitory at this time.

- **TRPOA Board Meet with Condo Board** – This is an open item which hasn't been addressed yet.

- **Revisit/Reduce Dwelling Square Footage Requirements** – This is an open item and being discussed in the Covenant Review Committee.

C. Emergency Exit/Entrance to Timber Ridge – This remains an open parking lot item from last year's Annual Meeting. For clarification, the exit/entrance would not be created for regular, everyday use, but instead for emergency use only, in cases where roads are blocked for whatever reason, or when emergency vehicles need to use. As mentioned earlier, this is a complex issue. Jack Ottinger asked if the cost estimate had been determined. Jim replied that it really depends on the length of the road. Two options have been explored, exiting north to Agawak/Blue Lake Rd, which would require minimal work with an approximate cost estimate of \$50,000-\$75,000. The second option, exiting south to Lower Kaubashine Rd, would be a more extensive project as at least several hundred feet of road would be required, again with a broad estimate of \$200,000. Those estimates don't include the ongoing required maintenance expense we would have to budget for. Also, both options require crossing privately owned land. If/when we get property owners' agreement on easements, we could proceed with obtaining formal quotes from contractors at that time and then passing that information on to our members for their feedback. The Committee has looked into other subdivision communities in the area similar to ours and found most only had one entrance/exit.

VI. New Business

A. Utility Trailers

This is one of the topics that is being addressed by the Covenant Committee. We are attempting to put a definition around what encompasses a utility trailer. For example, a utility trailer is usually thought of as an open-sided trailer, around 10' in length, which is used to transport items from one location to another. Those items could be anything from trash, brush, furniture, small equipment, etc. It wouldn't include an enclosed cargo type trailer that may be used for tools of the trade. Our covenants lists trailers for various uses, and Mark feels based on that, most everyone with a trailer has probably been out of compliance at one time or another. Mark opened up the floor for member comments and discussion:

- Mary Seely asked if there could be a limit on the number of trailers stored on a property, since you may have different trailers for a boat, UTV, or personal watercraft.

- Mike Fassino stated that he is glad we are addressing the trailer issue, as it is a gray area when trying to differentiate between the various types of trailers and their uses, with different rules around each one.

- Jack Ottinger said that utility trailers are not only used for hauling trash or branches, but often for transporting fishing items, snowmobiles, while other larger enclosed cargo trailers can also be used for those same activities, and also for a resident's job/business.

- Paul reiterated that the Covenant Review Committee is looking into the trailer issue in detail and has

come up with some preliminary recommendations, taking into consideration various types, uses, allowable property locations, etc. He hopes that by next year the Committee will send out information and perhaps have a survey to get member input on the changes.

- Larry also commented that in our Covenants, trailers are considered the same as vehicles when it comes to requiring parking on a hard surface and prohibiting them from parking on the lawn.

- Roman Murkowski applauded Barb's efforts in keeping our community beautiful. He also said that the use of utility trailers helps assist in that effort, by being able to haul tree debris off your property to keep it looking nice.

- Mark also had Barb provide an update on her activities with the Design Review Board. She stated that six new homes are in various stages of construction, progressing along well. She encouraged anyone with covenant issues or questions, or observations of violations to notify the Board. There are miles of roads within Timber Ridge and it's hard for the Board to keep track of everything that's going on. She feels that residents are concerned about ensuring their property values remain high, and until covenant changes are made, we need to follow the covenants currently in place.

- Mark said that the Board is the keeper of the covenants, and along with residents observing and reporting issues, the Board is responsible for that also. Mark stated that violators are not publicly identified but instead, discussed during Closed Session at the monthly Board meetings. Any action coming out of Closed Session simply refers to the violator as a resident, not by name. Dean reminded everyone that originally the Golf Course owned the lots and Timber Ridge was designed as a retirement community, with an attendant at the Guard House. That's not the case anymore, and now many families comprise our membership, and along with that comes kids and visitors, adding more cars in the driveways. The effort that Paul and his committee are leading is to review the covenants that may be outdated and, as Mark stated "modernize" the language, taking into consideration the evolution of our community. We look forward to hearing from the members.

B. Recognition of Service

Addressed earlier in the minutes.

C. The Pool – Mark Kujawa

Mark reviewed the terms of our current pool contract; one-year term this year at a cost of \$33,000. The Golf Course Owners have asked for a 3–5-year contract to facilitate long term planning. The committee will meet with the Golf Course Owners this fall/winter once they have fully identified operating costs. Member Diana Maki commented on the current rule requiring guests needing to be accompanied by members, and who enforces this? Mark responded that so far it has been "self-regulating," as we don't have any systems in place to control usage. He reiterated that if there is a concern, please bring it to the Board to address. Jim said he visits the pool several times a week and we are aware of trespassers. The topic will be addressed during upcoming pool negotiations. He also notified the Golf Course Owners about pickle ball players using the pool also.

D. 20 Year Roadway Master Plan Update – Rich Klatt

Rich Klatt provided an update on this year's upcoming projects which include resurfacing of Ridgewood and Deerwood Roads. American Asphalt will be starting this project sometime in September. They are also doing the work on Hwy 51, which can't be started until after Labor Day, so our project will follow that work. Ridgewood and Deerwood will not be closed during the project, but members may experience a slight delay in and out of their residence, but driveways will still be accessible.

Rich also pointed out that we are in the process of identifying areas on our roads that need patching or crack sealing. Member Jack Ottinger gave examples of roads with areas of concern that could be dangerous for walkers or bikers. Mark also stated that we are aware of an area just past the entrance into Timber Ridge where frequent washouts occur after heaving rains and are evaluating options to remedy that. He also reminded members that if you see an area of concern, let the Board know. Rich

summarized the financials of the roadway plan, stating that \$228,724.50 of improvements have been completed to date. This year's projects and future construction in upcoming years will bring the grand total to \$725,506.20. The master plan projects are funded by an allocation of \$90 out of every member's dues each year.

E. Treasurer's Report and

F. 2024-25 Budget Review – Jim Kleifgen

Jim reported that for fiscal year ending 5/31/2025, we had a good year! Regarding income, we had some positive variances as we picked up about \$4,000 in additional dues. This was due to how prior Boards, going back years, identified 420 billable lots when we now know we actually have 432 ½ billable lots (net of the free lot giveaway). This stemmed from how condo units were counted in regard to actual lots the units sit on. The 432 ½ count will be used going forward. Interest income was estimated at \$8,084 and we picked up an additional \$3,000 so now at \$11,000 and change. We will have to pay income tax on the interest since we are not organized as a Non-Profit or a 501 3c, but instead a C Corp. Approximately 35% of our interest income will be used to pay for our federal/state tax bill.

On the Expense side, we stayed pretty much within budget. We were under budget in our Road Repairs and Roadside Tree Service expense accounts. We saw excesses in our Accounting Fees expense (due to an audit done on prior financial years-which came back ok), and Snowplowing Expense due to late season snow/ice.

Regarding long- term past due members, we are making progress in setting up repayment agreements, now that we have a new attorney.

Jim also pointed out the change to the budget presentation document. Our expenses now reflect only our operating expense portion of the budget, with our long-term capital funds representing road replacement/repair monies. This ensures our road budget is in line with our Master Roadway Plan.

Lastly, Jim reiterated that the only assets our association has are our members and our roads.

G. Ballot Results 2025-2026 Budget and

H. Ballot Results Board of Directors

Jim reported on the following ballot results:

Budget Proposal: 273.3 Yes*, 7 No, and 83 Abstain

Board Members: Mark Kujawa 297.8, Dean Musbach 305.8*, Barb Felsecker 279.3, Larry Felsecker 279.3

Proxy: 213 Yes, 74 No, 39 Abstain

In summary, we had 639.5 eligible votes (members in arrears are not eligible to vote). We needed 51% for a Quorum, which equaled 326.145 votes. We achieved 382.75 votes*, which was the best we've seen in recent years!

*(NOTE: A late comer to the meeting submitted their ballot/votes when the meeting ended, so final totals for the formal record were adjusted to show: Budget Proposal Y – 277.3 and Dean Musbach 309.8, with total votes cast at 386.75.)

VII. Open Forum – Membership

Since member's had already expressed comments on various topics up to this point in the meeting, Mark asked that we use the Open Forum to continue with member conversations.

- Marlene White commented on the new snowplowing company (Rynder's) as a much needed improvement, and wanted to say "thank you".

- Mary Fricke asked if any thought had been given to a dog park? This was added as a parking lot item.

- Bernie Nelson expressed concern that either residents or visitors are walking their dogs off leash. This is hazardous and dangerous for a number of reasons and could result in other residents' dogs being lured onto the street. Our covenants do not require dogs be kept on a leash when walked on the roads. This

was added as a parking lot item.

- Jack Ottinger wanted to share an observation he made regarding a large 5th wheel trailer that he followed heading out toward the Guard House that stopped along the roadway, blocking most of the lane, and proceeded to dump its gray water on the side of the road. Discussion continued as to how a situation like this should be handled. Mark stated that our members aren't asked to approach a situation that could escalate into a conflict, but instead provide as much information as possible to the Board, who could then contact the member associated with the situation.

- Jack Ottinger also commented that it would be nice if members could receive an email notice 2-3 days before the monthly board meetings as a reminder, as often times the date and place can change for various reasons. Mark commented that generally the meetings are held on the 3rd Thursday of the month, April through September at the Timber Ridge Golf Course Clubhouse, and October through March at the Hazelhurst Town Hall, with all meetings starting at 6PM. However, there are times when the date or place does change due to conflicts. Laurie Peterson commented that our Timber Ridge website is always updated with the meeting date, place, and time, and this is another way of disseminating the information to members. This was added as a parking lot item.

- George Nelson commented that he's seeing younger drivers/riders without helmets on various recreational vehicles.

- In closing, Mark reminded the members, that the Board will always be available for their questions or concerns outside of the monthly meeting, off record.

VIII. Waiver of Dues Drawing

Jim asked Buzz from What's the Buzz (sound system vendor) to draw a ballot from the ballot box. The 2026 free association dues winner was local residents Philip & Melissa Wolfe, lot 245. We will waive the 2026 \$360 dues amount for their home/lot when billing is completed later this year.

IX. Adjournment

Mark adjourned the meeting at 10:45AM.

X. Light Lunch

Mark invited everyone to the light lunch hosted by the TRPOA, being served buffet style right outside our meeting room.

Respectfully submitted,

Laurie Peterson

Laurie Peterson/Administrative Assistant