

Timber Ridge Property Owners Association, Inc. (TRPOA)

Board of Directors Meeting Minutes

Date: Thursday, January 15, 2026

Time: 6:00 PM

Location: Hazelhurst Town Hall

Roll Call

- Meeting called to order at 6:01 PM by Mark Kujawa
- Present: Mark Kujawa (President), Larry Felsecker, Barb Felsecker, StefAnn Windhorst, Jim Kleifgen, Paul Weeks
- Absent: Laurie Peterson (Admin Assistant), Dean Musbach (Proxy given to Chris Clabots)
- Members in Attendance: None
- Scribe: StefAnn Windhorst (in Laurie's absence)

Approval of Agenda

- Motion to approve by Paul, seconded by Barb. Motion passed unanimously.

Approval of Minutes (November 20, 2025)

- Motion to approve by Chris, seconded by Paul. Motion passed unanimously.

Treasurer's Report (Jim Kleifgen)

- Bills Paid:
 - November: Significant expenses include \$6,130 for Property/Liability Insurance and \$1,860.00 for attorney fees to Melms.
 - December: \$2,475 to Marty's Place North for the Christmas Party (offset by attendee payments, net zero), \$6,720 and \$147,981.70 to American Asphalt for patching/resurfacing, \$2,955 to Rynder's for November snow plowing. We received a \$921 insurance credit due to coverage changes.
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- Annual Dues:
 - ~270 bills mailed out for 432 lots; 35 members not yet paid (final due date in two weeks). StefAnn will add a reminder note to the website.
- Funds:
 - Money moved to the Money Market account due to interest rate opportunity.
 - Expecting a large bill from Rynders for snow plowing.

- Balances:
 - \$102,000 CD (matures in April)
 - \$21,000 Checking
 - \$120,725 Money Market

Committee Reports

- Roads: No report.
- Right of Way: Chris provided an update in Dean's absence. Foley's work is underway, due to be completed today. Additional trees (marked but not on the map) were removed with approval, with no budget concerns. The birch tree overhanging Forest Drive was removed as it was in the right-of-way.
- DRB Report (Barb):
 - * Woodland Circle:
Permit has been issued for a 36x40 attached garage addition to begin in spring.
 - * Pine Grove Circle:
A lot owner has contacted the DRB pertaining to what the TRPOA-DRB requirements are for a new home construction (spec home).
 - * Woodgate Place:
Progress report from Ryan Robison builder:
SPEC HOME: Soffit, facia and siding is in progress.
PRIVATE HOME BUILD: Progress continues on the roof.
Jim advised the DRB Committee that it may be time to review our structured fees for these types of submittals, as the current fee of \$25 seems low for the type and size of structure involved.
- Covenants Review (Paul): Committee to meet in early March (Larry and Barb out in February). Next steps: finalize recommendations, draft resident survey, prepare documents for annual meeting packet (by early July).

Open Forum

- No comments (no residents in attendance).

Old Business

- Website (StefAnn): Updates made (mostly cosmetic); ongoing feedback requested. Feedback from Fred Miller and Barb Felsecker was positive. Violation Form created but not yet used. Ongoing improvements planned as time allows.
- Christmas Party (Mark): Survey results varied (good & bad); concerns about price, meal quality/temperature, and missing bread service. Marty's North management has been very responsive and are addressing issues, including apology notes and certificates to those who received cool food. The venue achieved goals for resident socialization (perk: private event with nice décor and space for gathering/talking at the bar and dining table). Recommend a committee for next year to be formed in late spring.
- LED Entrance Sign (Larry): A handout with details was distributed. Proposal for 53" x 36" programmable 4-line LED sign (\$2,855, self-install in spring). The golf course will be excluded from ownership, but

consideration will be given for rented use, if needed. The sign will complement text/email functionality of a POA software package (if we adopt) for urgent communication and will also be helpful for non-resident communication regarding road construction/conditions. A potential security camera was discussed but dismissed at this time due to the lack of internet availability, inability to isolate motion, and lack of benefits. Insurance can cover our concerns if necessary. Motion to approve purchase of LED sign made by Paul, seconded by Chris, passed unanimously. Larry to handle installation.

- Association Software Investigation (StefAnn): Demo video to be sent for board review. Software options range from \$399/year to \$5,000+/year. Two packages reviewed: more research ongoing. Will need to review accounting features with Jim and Laurie. Presentation planned for February meeting. A special meeting may be needed if we proceed.
- Board New Email Addresses (Mark/StefAnn): Mark reiterated that personal email should not be used for TRPOA business. Mark, Barb, Laurie, and StefAnn have new mailboxes. Larry & Chris to complete setup in the next couple of days. StefAnn to assist Paul and Dean. Concerns about integration were noted by Paul with his home network setup. Process for retaining old emails to be shared after all setup is complete.

New Business

- HOA Webinar: Modifying Governing Documents: Webinar recording available until 1/27/26. Barb sent a reminder email to review.
- 2026 Pool Agreement: Mark and Jim are going through the process/framework for drafting a 5-year agreement with the golf course for pool use, targeting completion by mid-April.

Next Meeting

- Date: February 19, 2026
- Time: 6:00 PM
- Location: Hazelhurst Town Hall

Adjournment

- Meeting adjourned at 7:23 PM.

Closed Session

- Began at 7:25 PM.
- Residents with ongoing past due amounts were discussed. After careful consideration, the board unanimously approved proceeding with legal action, including the foreclosure process, for one owner whose overdue balance is both excessive and unresolved despite prior attempts to resolve.
- Closed session adjourned at 7:48 PM.