

Timber Ridge Property Owners Association, Inc. (TRPOA)

Board of Directors Meeting Minutes

Date: Thursday, May 21, 2026

Time: 6:00 PM

Location: Timber Ridge Golf Course Clubhouse

Roll Call

Meeting called to order at 6:03 PM by President Mark Kujawa

Present: Mark Kujawa, Paul Weeks, StefAnn Windhorst, Dean Musbach, and Laurie Peterson (Admin Assistant)

Absent: Jim Kleifgen, Barb Felsecker, Larry Felsecker, Chris Clabots

Members Attending: Rich Klatt, Jim & Pam Brewer, Nathan Brewer, Greg & Peggy Lund, Jack & Nancy Ottinger

Proxy Confirmations

Since there was not a Board Member quorum present at the meeting, no voting took place.

Approval of Agenda

N/A

Approval of March Minutes

N/A

Treasurer's Report: Mark (read Jim's submitted report)

Financials

- On target with income expected. Only anticipated change in total income compared to end of April is \$2,015 interest on a matured CD.
- The above CD was renewed including the interest received (\$104,000) for 6 months at 3.675%.
- Expense side of P&L isn't as stable due to snowplowing/sanding coming in at \$11,500 over budget, along with legal fees at \$3,400 over budget. Expected mowing/spring cleanup costs should be a little under \$12,000 for the fiscal year.

Committee Reports

Roads Report: Rich Klatt

- Rich and Larry will be working on identifying potholes on all the Timber Ridge roads.

Road Right of Way: Dean

- Dean explained (for those members in attendance) the primary focus on the Right of Way committee is to maintain the right of way on each side of our roads, address fallen trees, along with brush and obstructions at our intersections. He also identifies dead trees for removal within 30 feet on each side of the road. Normally, quotes are sent to various vendors (i.e., Foley's, Todd's Tip Top Tree Service) when work needs to be completed.

Mark also explained that fallen trees that are not within the right of way are the responsibility of the property owner.

- Winter storm pickup was done today. This project addressed only the right of way areas where ice, snow and wind resulted in fallen branches, limbs, etc.

Design Review Board: Mark (read Barb's submitted report)

- New Home Construction Project Updates:
 - Woodgate Place/Kolt Construction – spec home, finish siding, some remaining windows to be delivered this week, finish rough-in of electrical, plumbing and HVAC, start drywall, custom cabinet work to begin.
 - Woodgate Court/Mayer – private build, rough-in of electric and HVAC in, plumbing underway, garage floor and door to be installed.
 - Woodgate Court/Cornerstone Custom Builders – spec home, all rough-ins (plumbing, HVAC, electrical) completed, mechanical and insulation inspections passed, start drywall next week followed by priming and painting in June.
 - Pine Grove Circle/Custom Caretaking/Lakeland Investments – basement excavation completed, forming basement walls.
 - Woodland Circle/Mike Sailer Contractor – major home alteration, footings poured, prepping for pouring concrete garage slab.
 - Deerwood Road/Construction of deck – plan submitted
 - Golfway Court/Tree removal request approved
 - On-site resident meeting to discuss options for a camper location
- Covenant Issues
 - Letter sent to resident regarding three signs posted at the edge of property on Ridgewood Drive.
 - Final reminder letter (first reminder was email blast on 4/18) to residents regarding trash/recycling bin storage.

Garage Sale: StefAnn

- StefAnn checked in with Bernie, who reported we have 25 people signed up for the garage sale on Friday/Saturday, June 12/13. Everything is going as planned, and Bernie, George and Fred will take care of the signage at the entrance.

Covenant Review Board: Paul

- Meeting of the Covenant Review Board (Paul, Barb, Larry, StefAnn attended) was held, discussion included:
 - Review topics of concern (i.e., trash/recycling bins, growing families and extra vehicles, outdated/confusing language, references to the golf course when it was private.
 - Will work on a member survey to obtain feedback on changes.
 - Most suggested changes require member approval via voting and will not be able to be completed in time for this year's annual meeting.
 - Present survey results and proposed changes at this year's Annual Meeting. Schedule follow-up feedback sessions with members within 45 days of the meeting.
 - Need to incorporate the Rental Restrictions previously adopted into the formal Covenant document.
 - Reiterate that the Board doesn't interject their personal objectives into the Covenants unless the issues are regarding safety concerns in the community.

Open Forum for TRPOA Attendees

- **Trash/Recycling Bins**

Member family discussed:

- Letter received regarding incorrect placement of trash/recycling bins – they counted 56 visible bins and wondered if all those members received letters? (DRB Note: Counted 36 properties with bins stored outside prior to final reminder notification being sent.)
- Fine was listed at \$50-\$500 for non-compliance-how is amount determined based on that range?
- Referenced that the size of bins has gotten so large that they are hard to fit in the garage with cars based on size of garage. It would be nice to be offered a size selection based on need.
- Discussion around the pros and cons of bins inside/outside, fencing/enclosure requirements, and the air quality/health concerns of storing trash inside a garage given the odor emitted.
- Member offered to do research on the air quality concerns and check with the WI DHS to see what publications they may have on the topic.
- . Question to the Board regarding consolidating trash removal to just one vendor. This was discussed in the past and would need to be voted on by the members. Some of the concerns around the single vendor included how billing would be managed, seasonal resident pickup, what vendors could accommodate pickup of both trash AND recycling on the same truck. Suggestion was made to include the trash/recycling bin concerns in a survey.

- **Trailers**

- Member also stated that we live in an area of the state where recreational activities including ATV/UTVing, snowmobiling, and boating are prevalent, and along with that comes trailers for transportation. In addition, they felt that families are extremely important to our growing community.

- **Communication with the Board**

- Member expressed concern that it has been hard to communicate with the Board via email or phone lately. Emails go unanswered and some phones have screening features. Mark and StefAnn indicated that Microsoft has had issues the past several weeks with their Outlook servers causing messages not being delivered.

- **Board Comments**

- The Board is currently looking at our current Covenants (as mentioned above in Committee Reports) and is aware of member concerns. However, until changes are made by member vote, we need to abide by the Covenants in place now.

Old Business

HOA Software Investigation Update: StefAnn

- StefAnn has reviewed 25-30 HOA software vendors over the past several months.
- (Vlge-Village) software was selected:
 - Software – no charge for remainder of this year, annual fee to be assessed for 2027.
 - Setup and data conversion process has begun.
 - We will run parallel systems for the next several months to ensure data reliability.
 - System is open to customization for our needs and vendor has been excellent to work with.
 - Presentation of the Member Portal is scheduled for the Annual Meeting.
 - Members will have the option to use the portal or continue to receive paper invoices, etc.
 - Board Members will be learning how to use the Board portal.

- Mark stressed the importance of migrating to this platform for record/document storage requirements and integrated communications with members.

Guard House Upgrade/Self Watering Planters: StefAnn

- StefAnn gave an overview of the upgrades to the Guard House including lighting and decorations. She also explained how the self-watering planters will work to simplify the watering responsibilities.

Guard House Sign Update: Mark (read Larry's submitted report)

- Mark commented that the Board has approved the electronic sign at the TR entrance near the Guard House. It will provide member communication to include Board Meeting dates, fire danger, road conditions, and other items of concern.
 - Diggers Hotline has refreshed the utility marking in the area and additional Frontier lines were located next to the WPS power lines. This eliminates the possibility of doing machine trenching for our line.
 - WPS estimators have suggested moving the sign from the Guard House area closer to the 4-way stop intersection on Timber Ridge Rd/Forest/Ridgewood. This would be the most cost-efficient option.
 - Upon his return, Larry will set up a meeting with WPS to discuss all the options we have available. The Board will then need to review location and cost options.
 - Member question regarding how the sign verbiage will be updated. This LED sign works with a remote and within 150' of the sign.

2026 Pool Opening Progress: Mark

- Mark said the pool opening is slated for the first week in June.
- Rich commented that in the past it was slated for the first day after school is out.

New Business

August Annual Meeting Catering: Mark

- Mark explained that the annual meeting will be held this year at the Hazelhurst Town Hall. We have seen member participation increase and the hall provides the space we need.
- Mark indicated that members are welcome to assist in selecting a caterer as lunch will be served after the meeting.

Next Meeting Date

Due to Board Member conflicts, the next meeting date is being rescheduled to Tuesday, June 23, 2026 at 6 PM at the Timber Ridge Golf Course Clubhouse.

Adjournment

Meeting adjourned at 7:14 PM.

Closed Session

Closed Session called to order at 7:25 PM. There were no formal decisions or votes held during Closed Session. Adjourned at 7:52 PM.

Respectfully submitted,

Laurie Peterson

Laurie Peterson/TRPOA Administrative Assistant