

Timber Ridge Property Owners Association, Inc. (TRPOA)

Board of Directors Meeting Minutes

Date: Thursday, February 19, 2026

Time: 6:00 PM

Location: Hazelhurst Town Hall

Roll Call

- Meeting called to order at 6:08 PM by President Mark Kujawa
- Present: Mark Kujawa, Larry Felsecker, Barb Felsecker, StefAnn Windhorst, Chris Clabots, Dean Musbach, and Laurie Peterson (Admin Assistant)
- Absent: Jim Kleifgen (proxy given to StefAnn), Paul Weeks
- Members in Attendance: None

Approval of Agenda

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

Approval of Minutes (January, 2026)

- Chris asked for a revision of last month's meeting minutes to show he was in attendance.
- Motion to approve amended minutes by Barb, seconded by Chris. Motion passed unanimously.

Treasurer's Report (Read by Laurie in Jim's absence)

- Items of Note:
 - Dues payments received went well. About a dozen member accounts remain unpaid as of 2/17/2026. Jim is confident we will receive payments on most of those during February.
 - January/Significant checks: Rynders - \$10,785 for December plowing/sanding.
 - February/Significant checks through 2/16/26: Foley's - \$2,745 for balance of road right of way tree removal quote, Rynders - \$10,570 for January plowing/sanding.
- Funds:
 - Invested \$100,000 in a 6-month CD at Incredible Bank, 3.47% APY, on 2/17/2026.

Committee Reports

- Roads Report: None
 - Discussion on when the roads limit will go into effect-Chris stated around the March timeframe as we follow the County/Town of Minocqua.

- Member complaint on lack of sanding on roads after plowing this week. Mark will draft a Happenings eblast on road conditions for Laurie to send to members. Mark also suggested this as an Annual Meeting topic.
- Road Right of Way: Dean
 - Foley's has completed all right of way tree removal.
- Design Review Board Report: Barb
 - Building Permit Expiration Dates– Clarification from Oneida County Land Records - no extensions are ever given for building permits and expiration date applies to completion of the exterior of the structure only. This would apply to:
 - Kolt Construction/Woodgate Place/Spec home – building permit expiration 6/11/2026
 - Kolt Construction/Woodgate Court/Private contract home - building permit expiration 10/20/2026
 Recently – more activity/progress seen at both of these locations.
 - Cornerstone Custom Builders – Lot 401, Woodgate Place – House/landscape plans along with materials list for new home build (1796 sq ft) submitted and under review.
- Covenant Review – Paul (deferred until March, 2026 meeting)

Open Forum for TRPOA Attendees

- No attendees.

Old Business

- LED Entrance Sign: Larry
 - Quote has been requested and Larry will pass on to Jim around the second week of March.
 - Larry will work on the sign display case, along with the use of Romex/conduit for the wiring.
- Association Software Investigation Update: StefAnn
 - StefAnn distributed a proposal on benefits of an HOA software program implementation which include:
 - Centralized Communication – between owners and Board Members to include text alerts, updates, emails, invoices and payments, inquiries, and requests.
 - Online Payments/Financial Efficiency – addition of the ACH and credit card payment options, automatic reminders, real-time financial records.
 - Streamlined Administrative Processes – templates for timely/consistent communications regarding violations, DRB requests, general inquiries, and historical retention of activities.
 - Improved Records Retention/Compliance – secure storage of documents, timestamped logs, access of historical records, continuity when Board members change.
 - Future-Proofing the Community – increased organization, effective communications, staying up to date with technology and evolving Board expectations and roles.
 - Enhanced Resident Engagement – resident directory, online forms, mobile-friendly portal, resident participation.
 - Software Recommendations – 16 software offerings reviewed and eliminated, 3 under review, discussion on costs, and budget offsets.
 - Mark indicated he was in favor of moving toward the use of an HOA software package.

- Next steps/target dates – over the next several months continued evaluation of software offerings, demos for the Board, Board vote-if approved, then data transition/implementation, with an August introduction to TRPOA owners.
- Board New Email Addresses: StefAnn
 - Paul and Larry have not been set up yet; Dean’s setup to be tested.

New Business

- Use of TR Happenings: Mark
 - Mark – desire for standards around what type of communications are appropriate and allowed for email blasts and for future use of the LED sign communications. Mark will create a draft document for the March meeting.

Next Meeting

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

Adjournment

- Meeting adjourned at 7:18 PM.

Closed Session

- Began at 7:23 PM.
- There was nothing decided by the Board during Closed Session that required a vote.
- Adjourned at 7:48 PM.

Respectfully submitted,

Laurie Peterson

Laurie Peterson/TRPOA Administrative Assistant