

Timber Ridge Property Owners Association, Inc. (TRPOA)

Board of Directors Meeting Minutes

Date: Thursday, April 16, 2026

Time: 6:00 PM

Location: Hazelhurst Town Hall

Roll Call

Meeting called to order at 5:58 PM by President Mark Kujawa

Present: Mark Kujawa, Paul Weeks, Jim Kleifgen, Barb Felsecker, Larry Felsecker, StefAnn Windhorst, Dean Musbach, Chris Clabots, and Laurie Peterson (Admin Assistant)

Absent: None

Members Attending: Rich Klatt, Brad & Lisa Werger

The Board took a minute to welcome new members, Brad & Lisa Werger, in attendance and have the Board introduce themselves.

Approval of Agenda

Mark requested to amend the agenda to modify section *VIII. New Business* to add topic *Road Weight Limit Variance Request*.

Motion to approve the amended agenda made by Paul, seconded by Chris. Motion passed unanimously.

Approval of March Minutes

Motion to approve March minutes made by Jim, seconded by Larry. Motion passed unanimously.

Treasurer's Report: Jim

Financials

- Reiterated new \$100,000 CD (3.47%) is in place.
- 2026 Dues – 5 members remain unpaid, with one of those having their lien and legal fees updated to reflect second year unpaid.
- Snowplowing & Sanding Expense – with the last invoice to Rynder's paid earlier this month, expect to be \$12-\$13,000 over budget.

FY 2026/27 Budget Draft

- Board will review draft budget and call Jim next week to discuss any adjustments needed.
- Computer System Expense item may need adjustment after voting tonight on HOA software package. Jim and StefAnn to discuss tomorrow.
- Capital Improvement/Road Funding and balance explained to Board with no new road resurfacing projects in the near future.
- Vote on finalized budget to take place at May meeting (3 Board Members will be absent).

Committee Reports

Roads Report: Rich Klatt

- \$3,000 contract with Rynder's for Spring Cleanup (sweep/blow roads) which will start 4/20/2026.
- Contractor for the 2025 resurfacing of Ridgewood/Deerwood to return this spring for right of way seeding.

Road Right of Way: Dean

- Jim assisted Dean with a road right of way survey regarding fallen limbs, document provided to Board. Dean is working on quotes for removal and also opening up intersections for better visibility.

Design Review Board: Barb

- New Home Construction Project Updates:
 - Woodgate Pl/Kolt Construction – spec home, work progressing, dormer windows delayed but should be here in May. Several prospective buyers, now back on the market with Redman Realty.
 - Woodgate Ct/Mayer – private build, mechanicals being installed, garage floor will be poured after weight limits come off, soffit and fascia complete, porch deck and siding are next.
 - Woodgate Ct/Cornerstone Custom Builders – spec home, framed, roofing underlayment in on, upcoming mechanical rough-ins for plumbing, heating, and electrical.
 - Pine Grove Cir Lot 166/Custom Caretakers/Lakeland Investments – all permits/plans submitted with some changes after DRB review, 1724 sq ft ranch, onsite meeting for permit issue TBD.
 - Woodland Cir/Sievert – recent new build, request to reconfigure driveway into a circle drive, approved 4/15/2026.
- Other Requests
 - Ridgewood Dr/Resident submitted request for backyard fencing under special conditions. To be discussed in Closed Session.
- Email Blasts and Covenant Issues
 - Recent email blast was sent out on 3/31/2026 regarding snowmobile trailers needing to be removed, however still being observed in some areas. Will resend blast as a reminder.
 - Reminder that single axle open utility trailers parked on residential driveways during the summer need to be on a finished driveway surface (asphalt, concrete, paver tiles/bricks, chip seal). StefAnn to assist in drafting email blast.
 - Reminder that trash/recycling bins must either be stored in garage or if outside, within a DRB approved fence enclosure. StefAnn to assist in drafting email blast.

Garage Sale: Barb

- Bernie and George Nelson have volunteered to chair the 2026 TRPOA Garage Sale. Dates are Friday, June 12 and Saturday, June 13.

Covenant Review Board: Paul

- Scheduling issues resulted in meeting postponement this past month.
 - Committee members include Paul, Barb, Larry, Chris, and StefAnn.
 - Topics under discussion will include utility trailers, extra cars in driveways due to family size, trash/recycling bins, permit fee review, covenants related to when the golf course was private, and formatting/grammatical updates.
 - Discussion on any permit fee changes resulted in Board agreement that this would not need a member vote.

- Board discussion on benefits of obtaining member input on covenant changes that are more than minor tweaking, with suggestions on how to accomplish that.
- StefAnn will compile a list of the covenant revisions after the meeting (to be held before April ending) and send them to the Board to review before the May meeting.
- Mid-June deadline for finalization of revisions needing member vote approval to be included on ballot/Annual Meeting packet.

Open Forum for TRPOA Attendees

- Brad and Lisa Werger, new TR residents, attended to learn about the Board and were happy to learn about the driveway parking covenants.
- Rich Klatt inquired about the reason behind all the tree removal on the golf course. Mark and Dean explained it makes the course more playable, provides better turf quality, removes encroachment on tee boxes, and provides for long term tree management.

Old Business

HOA Software Investigation Update: StefAnn

- Pay HOA software is off the table due to numerous accounting defects uncovered (substantiated by user reviews), along with lack of flexibility in forms creation and slow support response.
- Recommending new vendor (Vlge-Village) for numerous reasons:
 - Meets our requirements around centralized communications, online payments, streamlined admin processes, records retention, resident engagement, and accounting processes/reporting.
 - Faster iteration/shorter turnaround on fixes/changes. Collaborative team framework, vendor willing to incorporate our feedback. Highly responsive support.
 - Although Vlge is a newer company, they have impressive management resumes along with software architecture designed to scale beyond our needs.
 - Pricing is attractive, no charge for remainder of this year, and then a 15% discount compared to Pay HOA 2027 fee. Annual cost \$2,336 however that would be offset by elimination of annual fees for QuickBooks (\$1,212.00) and WIX website (\$204).
 - Member attendee questioned goals/objectives for HOA software compared to staying with what we do now. Stef Ann pointed out the benefits of all items listed in first bullet point, along with legal protections for the Board regarding records and email retention.
- Board Vote
 - Motion made by Jim to proceed with contracting with Vlge to provide HOA software for TRPOA, seconded by Paul. Motion passed unanimously.
 - Mark asked that StefAnn provide a demo for the Board and potential software login for those interested in interacting with the product before formal implementation.
 - StefAnn presented a timeline for population of our data, setup of all features, continued testing, and Board training. Introduction to Vlge for the TR community will be at the Annual Meeting.

Guard House Upgrade/Self Watering Planters: StefAnn

- StefAnn submitted a proposal for two self-watering hanging planters at the Guard House – \$122.93. Approved.

Guard House Sign Update: Larry

- The LED sign has arrived – Larry and Barb have been testing, all looks good.
- Larry contacted Diggers Hotline to redo the flagging, expecting completion next week.

- Larry will then lay the electrical wiring needed and hopes to have the sign up and running in a couple of weeks.

2026 Pool Contract Discussions: Mark

- Contract discussions on the pool contract are underway with David Eliason. Mark is pleased with the progress.

New Business

Outlook Email Issues: Barb

Barb expressed concerns she's had with Outlook emails not being received by recipients, and others not appearing in her Sent box. StefAnn will assist as needed.

Guest Speaker for Annual Meeting: Mark

Mark was able to obtain a DNR representative to speak at our Annual Meeting on the topic of residential fire prevention.

Road Weight Limit Variance Request: Mark (Added Item)

- Mark received a request from a resident for a variance to the road weight limit. The request is to allow a 24-ton Wisconsin Public Service truck on our Timber Ridge roads to allow for trenching of a natural gas line to his home.
- After Board discussion, they agreed the variance would not be granted due to the extreme weight of the vehicle and road limits potentially coming off within a few weeks.

Next Meeting Date

May 21, 2026 6 PM. Timber Ridge Golf Course Clubhouse.

Adjournment

Meeting adjourned at 7:52 PM

Closed Session

Closed Session called to order at 7:55 PM.

The Board voted (Jim Kleifgen abstained) to approve a fence variance for medical disability reasons, with the stipulation that if the owner vacates/sells the property in the future, the fence will need to be removed to bring the lot back into compliance.

Adjourned at 8:15 PM.

Respectfully submitted,

Laurie Peterson

Laurie Peterson/TRPOA Administrative Assistant