

11/18/2025

Tuesday, November 18, 2025

6:30 PM

1. Call to Order
 1. Time: 6:34pm
 2. Attendance:
 1. Board - BG/DZ/JH/WV/JK/JM/PR/NP Absent - None
 2. Public -
 1. 231-286-4922 Dave Majeski
 2. 616-375-2029 Kevin Pitzer
 3. 269-908-6250 Seth Mansfield
 4. Michelle Bartosik
2. Approval of Minutes from Previous Meetings
 1. Motion to approve: BG
 2. Second: DZ
 3. In favor: All in favor (no oppose)
3. Public Comments
 1. 231-286-4922 Dave Majeski
 2. 616-375-2029 Kevin Pitzer
 3. 269-908-6250 Seth Mansfield
 4. Michelle Bartosik
4. New Business
 1. Saddle Ridge Site Condominium Association - 2025 Rules and Regulations
 1. These rules and regs would supersede the Association's Memo and schedule of fines.
 2. Also added is the right for the Association to recoup its costs of collection and attorney fees.
 3. Board vote to adopt updated rules and regulations:
 1. Motion to approve: BG
 2. Second: WV
 3. In favor: All in favor (no oppose)
 2. Billing Notifications (KEGLY)
 1. Hearing complaints of people not getting notified they have a charge on their account.
 2. Some are expecting bills through the mail.
 3. Had some billed for base charge but not usage charge.
 4. What can we do to address this and improve?
 1. Send an informative email reminding residents
 - a. To ensure they have the toggle selected to receive eStatements in CINC.
 - b. To ensure they have the correct email address associated with their CINC account.
 - c. To ensure they automated email is not being sent to their junk folder.
 - d. Include general information to make sure CINC account is set up correctly.

- e. Reminder that the homeowner app is up and running and can be used to monitor account.
- 3. Annual Neighborhood Meeting Planning (KEGLY)
 - 1. Planned for 12/17/2025 6pm - 8pm. UM to schedule virtual meeting invite.
 - 2. Review updated draft of meeting agenda.
 - 3. Information has been sent to residents already about running for the Board and Audit information.
 - 1. Do we need to fix and resend for the statement "5 open positions for 2-year terms"?
 - 2. Should state "Four 3-year term seats and one 2-year term seat are available to fill."
 - 4. F&V will support by providing updates on the Water System.
 - 5. Election of Board Members
 - 1. Warren and Nicole terms are up. Warren will not run again, Nicole will run again for Board.
 - 2. Peter Reese will be resigning from current position. 2 years remaining on this position.
- 4. Saddle Ridge 2025/26 Budgets - Utility and Association (KEGLY/HOPPS)
 - 1. Review status of 2025 budget.
 - 2. Create 2026 budget.
 - 3. Need to finalize, approve and send out both budgets prior to annual meeting.
- 5. WWTP Decommissioning (GORBY)
 - 1. Completed last week.
 - 2. F&V inspecting the building with decommission checklist to ensure everything was done satisfactory.
 - 3. Need to winterize the bathroom and shut main water line off (F&V to help).
 - 4. Huber equipment will remain in the building until it can be sold.
- 6. Christmas Lights in Entrance
 - 1. Obtain quotation to professionally install Xmas lights in the entrance.
- 5. Old Business
 - 1. Front Entrance Sign (GORBY / KEGLY)
 - 1. Sign updates have been completed.
 - 2. Front Entrance Electrical (KEGLY)
 - 1. Electrical work at entrance scheduled.
 - 3. Sink hole developing in asphalt (KEGLY)
 - 1. Located on top of hill on North side of 2931 South Saddle Ridge.
 - 2. Repair has been completed.
 - 4. Insurance Statement of Values (KEGLY)
 - 1. F&V estimates the water plant value at \$2,325,000
 - 1. Building construction: \$1,200,000
 - a. Includes architectural, plumbing, and electrical
 - 2. Process equipment: \$900,000
 - a. Includes pumps, process piping, chemical feed and filters
 - 3. Ground storage tank: \$225,000

2. LMCU estimates the WWTP building value at \$203,552.
3. Did we get the insurance values updated? YES, received about \$7K credit.
4. Need to confirm if electric and gas will remain on at the WWTP or not.
5. Defective Meters (KEGLY)
 1. As of last water readings, there are about 13 meters with errors.
 2. Need to come up with a plan to address these meters.
 3. Vendor contacted to see if we can get more meters to replace problem ones or broken ones.
 4. Exploring options for more durable meters that can be more accurate on usage.
6. WTP Backwash Plans (GORBY/PASCH)
 1. Administrative Consent Order - WTP Backwash (GORBY/PASCH)
 1. Not later than June 30, 2026, the Saddle Ridge Site Condominium Association shall submit to the WRD, certification by a professional engineer licensed in the state of Michigan, that discharges to surface water as authorized in the NPDES Permit from the Water Treatment Plant have been eliminated and are collected and transported to the NKSA WWTP for treatment and discharge under the NKSA's NPDES permit and that the required Permits were obtained for any related projects, such as Part 41, Part 91, Part 303, or Construction Stormwater Notice of Coverage, if applicable.
 2. Initial estimate for project came in at \$736k.
 3. Met with EGLE to discuss potential alternatives.
 4. Working with F&V to draft our suggestions and submit to EGLE
7. Elementary School Nature Center Access Drive (GORBY/PASCH)
 1. RPS to provide engineered proposal to SR HOA to determine what approvals/easements are needed.
 2. F&V to review proposal to determine if any utilities are at risk or not.
 3. Moved to parking lot for 2026.
8. Plainfield Sewer Billing (KEGLY/GORBY)
 1. Still waiting for confirmation of when first bill will be sent out.
9. Update Allocation of Cost Worksheet (GORBY)
 1. Plainfield finalizing total construction costs soon.
 2. Final assessment number will be determined after this.
 3. If Plummer's work is responsibility of HOA, see if Plainfield can add it to the total construction costs.
6. By-Law Infractions (ZEMENS)
 1. Clark, 9520 Sunset Ridge Dr.
 1. Mailbox and post does not comply to letter and delivery box standards. Letter sent 06/20.
 2. Still in violation - send one final warning letter, then start fines. Offer resident right to hearing.
 2. Kelley, 9832 Sunset Ridge Dr.
 1. Need to send violation for exterior modifications without approval.
 2. Board will agree to approve ACC request.
 3. Review other OPEN violations in [CINC](#).

7. Architectural Requests (REESE / VAN KAMPEN)
 1. APPROVED REQUESTS - 0
 2. PENDING - 3
 1. Review requests in [CINC](#).
 3. DENIED - 0
 4. CONFIRMATION - 2
 1. Struble, 2824 S Saddle Ridge Ct NE - New fence (pending finish)
 1. Need to review and confirm it meets plans.
 2. Wood, 9293 Sunset Ridge Drive NE - Swimming Pool
 1. Need to review and confirm it meets plans.
 2. Also need to replace cracked sidewalk slab.
8. Treasurer (HOPPS)
 1. Delinquent Report (HOPPS)
 1. Will review once month-end financial statements are available.
9. Communications (ZEMENS)
 1. HOA Emails to Address
 1. Lack of landscaping maintenance around the old tot lot.
 1. Turfs did cut back the bushes.
 2. Neighborhood Newsletter
 1. Next Board Meeting details
 2. Update on Plainfield billing status:
 1. Plainfield Twp is in process of finalizing construction costs for sewer project.
 3. Remind residents they need to submit any exterior modifications to the ACC. Reference them to review the Bylaws, Fencing Guidelines and Shed Guidelines located on website.
 4. Save the date for Annual Neighborhood Meeting.
 5. Reminder about residents clearing & salting the sidewalk in front of their houses during winter months.
 3. Website
 1. Add October Board meeting minutes.
 2. Any updates needed for FAQ's?
10. Public Comments
 1. None
11. Set Next Meeting
 1. Date/Time: December 16th @ 6:30pm
12. Adjournment
 1. Time: 7:56pm