

**Tamarack Trails Community Services Association
Board of Directors Meeting Minutes
March 8, 2016
6:00 P.M. - Clubhouse Community Room**

Board Members in attendance: Janet Hirsch, Jean MacCubbin, Howard Bellman, Larry Wolfinger, Linda Vahldieck

Board Members absent: Jim Beck, George Meyer

Also in Attendance: Association Manager, Lou Glauner

- I. Janet Hirsch opened the meeting at 6:05 pm; quorum was present.
- II. Approval of the February 9, 2016 BOD Meeting Minutes – MOTION by Bellman/Vahldieck to approve the minutes with the following change: pg. 3, VII. B. regarding Staff Updates, to revise to note “Training for supervisors was done”. Passed unanimously.
- III. Community Correspondence – Lou reported on two items: a) A response to Ackerman regarding Dolphin area was sent from the MC; and b) Removal of trees in courtyard behind 81-83 and 15-17 Oak Creek; Bob will respond regarding what species to be planted.
- IV. Property Manager's Report – Lou provided a written and verbal report.
 - i. Interviews were completed for 3 applicants for Maintenance Specialist; a hire was made and applicant began Monday 3/7/16.
 - ii. Update on contacts regarding dog waste cleanup.
 - iii. Insurance claim for 57 Oak Creek was finalized; the amount of coverage was \$5013.
- V. Review January 2016 Financial Report - Lou provided a revised year-end statement ending December 2015 and a year-to-date statement ending January 2016.
 - i. A number of items paid in January were December expenses and thus the revision: health insurance premium, trash collection, and late billing, example for snow removal. This resulted in \$7181.94 available for contingency reserves.
 - ii. For the January statement, little activity is seen at this time of year.
 - iii. Contingency Fund Listing on 2016 Budget and Monthly Statements – see discussion under Finances.
- VI. Committee Reports -
 - A. ARB – No meeting held; no report given.
 - B. Finance – Meeting held 2/18/16; no report received to date.
 - i. Thursday, March 10, 2016 at 4:15 pm has a scheduled meeting with US Bank regarding Investment Account; Hirsch noted all BOD members are encouraged to attend.
 - C. Garden – MacCubbin reported that their first meeting for 2016 was held

on March 3, 2016 to elect officers, determine new members and work on logistics/deadlines for 2016 gardening season. The chair is Sandy Drew; minute taker is Debbie Meyer. MacCubbin noted that the Committee also approved to pay \$150 in advance for the City Water bill so Jean H. doesn't have to write a check for such a small amount each month. MOTION Vahldieck/Bellman to approve the appointment of Patricia Melke, 6 Pin Oak to the Garden Committee; passed unanimously.

- D. Human Resources – Meeting held 02/26/2016; report submitted. Bellman reported on the meeting held on February 26, 2016.
- i. The PD's have been updated, removed background text; no substantive changes were made.
 - ii. Discussion took place on adding holiday pay for new employees during their trial period as HR Committee recommends.
 - iii. On changes to the Employee Handbook, MOTION Bellman/Vahldieck to approve the recommendation of the HR Committee: "A new employee will be allowed to take up to 3 PTO days... In addition, a new employee will be paid for any holiday days falling within his/her trial period". Motion passed unanimously.
 - iv. HR favors being generous with benefits and no longer have a tiered system of Health Insurance coverage; they recommend covering 75% of coverage no matter if coverage is single, Single plus one, etc. The Finance Committee shall make a recommendation to the BOD.
 - v. Other items were Flexible Spending account, in which to date employees have no interest and dental coverage. These options will be reviewed in the future. Vahldieck recommended working with M3 to review the costs of coverage options.
- E. Maintenance – Vahldieck reported on the meeting held on March 1, 2016.
- i. Emerald Ash Borer—It was reported that more trees may need to be removed as some treatment is not working as expected.
 - ii. Maintenance Comment Form—Jean H. created a form to be left after staff completes resident requests. The following comments were made which Lou will communicate with Jean: re-title to WORK ORDER COMMENT CARD (to include both maintenance and landscaping requests), add a return address; consider a rating for a new item to be added: How would you rate the work performed?
 - iii. Tennis Courts Gate and East Fencing Posts—Recognizing the need for repair. MOTION Bellman/Vahldieck moved to approve the MC request to use \$2100 of contracted labor costs from the 916 Foundation Coating line item to fund this project. Passed unanimously.
 - iv. Garden Perimeter Visual Barrier/Screening—The trees on north boundary along Tree Lane and a visual barrier from units on the west boundary were discussed. The goals should be defined by the Garden Committee and Tamarack residents.

- v. Dumpster, Trash and Recycling Contracts—Lou presented bids from three companies to provide 3-year costs. Waste Management, the current contractor, was recommended by the Maintenance Committee. MOTION Bellman/Wolfinger to accept the recommendation of the Maintenance Committee and award the contracts to Waste Management. Passed unanimously. Per Tamarack policy, this contract will be reviewed by our attorney.
 - F. RAC – Meeting was held on March 1, 2016; report received. MacCubbin noted that the Committee had a great event on Feb. 29th—Champagne and Chocolate where about 36 people attended. They plan to repeat this event in 2017 as they received many favorable comments. They set the calendar of events for 2016 which has been included in the recent issue of the GL. Chairperson Pat King is querying members as to their interest in remaining on the committee.
 - G. Welcome – No meeting held; no report received.
- VII. Old Business –
- A. Staffing update & New Hires - See Property Manager's report.
 - B. Finances –
 - i. Excess Funds Available for Investment Account – BOD appreciated the draft policy submitted and noted it should be presented to the Finance committee with a recommendation later to the BOD. MOTION Bellman/Wolfinger BOD desires that the Finance Committee develop a policy for making regular deposits into the investment account and provide the policy to the BOD by June 1, 2016. Passed unanimously.
 - ii. 2017 Budget Preparation, AMA Recommendation to the Finance Committee and Role of the BOD—MOTION Vahldieck/Wolfinger the BOD recommends to the Finance Committee to begin 2017 Assessment (AMA) discussions with a range of 3-5% increase. (Discussion followed that Lou will provide the FC with the City resurfacing amount for their discussion.) Passed Unanimously.
- VIII. New Business –
- A. Internal Resident Communications - The NextDoor online neighbor listserv is not specific to Tamarack residents and therefore, does not meet our needs.
 - B. Update on Finances for City Asphalt for Tree Lane and Westfield – Lou reported that the work is estimated at \$29,000; he'll communicate the exact amount once confirmed by the City.
 - C. Staff Position Descriptions from HR Committee—The BOD thanked the HR for their work and the completion of this task.

- D. Employee Handbook Revisions from HR Committee—See Finance Committee notes and MOTION.
- E. Role of BOD Liaison to Committees—Hirsch noted that the role of the Liaisons is to convey committee and board actions. It was suggested to have committee minutes to Lou by the Thurs. before a BOD meeting, else minutes will be reviewed at a future BOD meeting.
- F. Snow removal—Lou will document the snow pay and travel policy for staff and temporary help. It was noted that the travel time needs to be handwritten as the time clock cannot account for time other than when cards are inserted. Supervisors must sign for part time/temporary help.
- G. Computer Access for Maintenance/Grounds Staff—Wolfinger noted that no decisions have been made on this issue. He responded to various questions on the most reliable method for cable, CAT5 or fiber optics. He estimated a cost to run cable to the maintenance building would be in the order of \$150-400 for the cable, plus materials and our staff labor costs.
- H. Listening Session on Wednesday, March 16 at 6:30-8pm – Beck and Hirsch from the BOD will be facilitating with Lou, who will send out an email reminder. Hirsch noted that for two more planned for this year the following Board members would facilitate: Beck/MacCubbin and MacCubbin/ and another to be named.
- IX. Review Board Calendar – Lou will email calendar when changes have been made.
- X. Parking Lot – No discussion.
- XI. Executive Session—MOTION Vahldieck/Wolfinger to go into Executive Session at 8:08 pm. Passed. A short discussion took place regarding the property manager’s goals and performance improvement plan. A draft document was distributed; input and comments should be sent to Hirsch.
- XII. Adjourn—MOTION by MacCubbin/Vahldieck to adjourn at 8:30 pm.