

**Tamarack Trails Community Services Association  
Board of Directors Meeting Minutes  
Tuesday, September 13, 2016  
6:00pm - Clubhouse Community Room**

Board Members in attendance: Janet Hirsch, Jean MacCubbin, Howard Bellman, Larry Wolfinger, George Meyer, Jim Beck, and Linda Vahldieck

Board Members absent: none

Also in Attendance: Association Manager, Lou Glauner; Georgia Taylor, Ric Genthe, Pat Laubach

- I. Janet Hirsch, president, opened the meeting at 6:05 pm; a quorum was present.
- II. Approval of the Minutes of August 16, 2016 BOD Meeting – MOTION Vahldieck/Beck to approve with the typos as noted. Passed unanimously.
- III. Community Correspondence
  - A. BOD received a comment from Joan Schaefer via e-mail from August 17, 2016 thanking Bob Schroeder for his work. She noted his work to remediate the washed out gravel on Sugar Maple and Bayberry during the asphalt project.
  - B. Sandy Drew – Lift Report – BOD received verbal report from Lou about operations of lift, over travel limit, and a fall. Drew outlined some constructive comments regarding lift usage from her experiences at a recent event held at the clubhouse. Her suggestions as well as having the lift inspected and adjusted have been considered. BOD liked hearing that the lift, as expected, has allowed more visitors to the clubhouse and that Drew's comments were more than just complaints. Staff will conduct weekly checks on Fridays.
- IV. Property Manager's Report – Lou provided a written and verbal report.
  - A. Workload and projects to be completed by year end & status of summer painting project – Lou noted that most summer paint staff has left and Phase IV will be completed. He has been busy with the GL, budget materials for various committee review and changes, the Garden perimeter plans, pool pump issues, water issues from the recent rains and the delays with asphalt on two trails (Bayberry & Sugar Maple).
  - B. Asphalt projects; additional cost for base work on Sugar Maple/Bayberry; responsiveness of Payne & Dolan – Work on both trails began on July 29 and several delays have taken place due to rainfall events. Lou expects there will be additional cost for approximately 140 cubic yards of basework, but it will be within the budget.

Water runoff issue along Tree Lane – Staff (Lou & Bob), residents, chair of MC, and a few BOD members met with City Engineering Staff, Kyle Frank, and walked along the green space between the buildings, along the cemetery, at the cemetery's spoils pile at Randolph and along the central swale at Clubhouse. Several suggestions were made for short- and long-term solutions: redirecting gutter runs, adding increased sized flumes in two areas, building inspection complaint about active spoils pile and noxious weeds, regrading of main channel. Cost estimates were considered and what share

the City could provide. [Regarding the cemetery spoils pile; Hirsch secured photos from previous owners which showed the extent of additions to the pile and the increase in noxious weeds.] The City will send a topographical map of the cemetery area to see the flow pattern of the cemetery. Glauner will follow up with the City regarding the next step. MacCubbin provided comments on her review of the historical City of Madison documents.

Lou noted the proposed budget from MC and FC included adding \$2,800 for at least one of the flumes in 2017; possible two depending on coordination of work. The main channel work is in the budget from FC at approximately \$7,800, expecting the City to pay the other half.

- C. New pool pump repair - The pool pump went out and the old one used temporarily so pool could be re-opened. The new one is under warrantee.
- D. Employment contract - Lou's employment contract has yet to be signed.
- V. July 2016 Financial Report - Lou provided a written and verbal report; the following were highlights or responses to inquiries from the BOD. The following highlights were made: The Accts. Receivables is down about \$3,800 as some two-year old debts are being paid monthly; AnchorBank changed to Old National and Jean Hilgers has a more secure means to send an encrypted file for the ACH transfers for the residents who use this as direct payments for monthly assessments; asphalt not billed in July; concrete work on 1/3 walking trails should begin early October; the Reserve Income is in the plusses.
- VI. Committee Reports -
  - A. ARB – No August meeting was held.
  - B. Amenities – No August meeting was held.
  - C. Finance – Minutes from meeting held on Sept 9, 2016 were received. Meyer gave a report: noted new FC member Dave Huttleston (spelling correction needed in FC minutes); budget was revised with receipt of additional information; reserve expenses were recalculated the AMA (average monthly assessment); Lou explained the adjustment in interest from investments. Meyer noted the discussions taken place with regards to water and sewer mains. Current budgets have a line item which is used for 'repairs' and it is time to consider building reserves for "replacements" as the community's infrastructure ages, just like the city's. Lou obtained preliminary data on useful life of infrastructure, the linear feet within the community and estimated replacement costs, generally tied to asphalt replacement schedules. Meyer emphasized that this next budget will be undertaking a long-term direction on building reserves; at this time \$1.00 of additional reserve income is being proposed for Account 365 Water/Sewer Assessment knowing that the strategy is to move forward and assess the conditions as well as financial estimates.
  - D. Garden – Minutes from meeting held on August 31, 2016 were received. MacCubbin noted the forum which took place on gathering input for the proposed plans for garden perimeter and that the GC passed a motion respecting the input. This information was provided to both the MC and FC and both approved the GC recommendations. MacCubbin noted Garden cleanup was set for Oct. 31 with no till having an additional month. GC also set their annual potluck for October 18th.
  - E. Human Resources – No meeting was held in August.

- F. Maintenance – Minutes from meetings held on August 10 & Sept 7, 2016 were received. Vahldieck added that most of the discussion revolved around the bobcat purchase, the GC recommendations and requesting that the budget include funding of the removal and replacement of 5 additional ash trees as concern was Association’s liability on fallen limbs, etc. Lou noted that the budget already has funds to respond to such instances. There was not much interest in garden perimeter plans for Side B, along the Tree Ln housing units. MC referred discussion on the pest intrusion policy until next meeting.
  
- G. RAC – Minutes from meeting held on July 19 were received but not for meeting held on August 23, 2016. MacCubbin missed that meeting but reported on information received from the RAC via email. Most of the meeting dealt with logistics for the Pool Party and clarification of need for additional funds for the New Resident Reception. [Hirsch noted that later in BOD’s discussion of the 2017 Budget, she is suggesting additional funds be added to the BOD funds for this purpose.]
  
- H. Welcome- No meeting was held in August.
  
- I. Nominations & Elections- A meeting was held on September 8, 2016. Questions were asked about the status of nominees for the director positions; the first mailing for the annual meeting has gone out and reports noted that there are potential candidates to fill the three positions on the BOD.
  
- VII. Old Business
  - A. Work Order Comment Cards – Only two were distributed for BOD review; both rated staff work as high.
  
  - B. Review of Proposed 2017 Budget
    - i. Budget Hearing is scheduled for Thursday, September 29 at 7pm, Clubhouse.
    - ii. Discussion – In order to organize the discussion Meyer asked Lou to report on items that the FC added; items that were unchanged, and items that costs had increased, as well as the overall FC recommendations. Lou noted the Operating AMA is a yearly expense while the Reserve AMA is established to cover 30-year expenses. At this time the FC recommends an average increase of \$8.00 AMA (\$2.00 for reserves and \$6.00 for operating), well within the goal of 3-5% increase requested by the board. FC approved the HR recommendations for wage increases and additional staff hours, with no January layoffs. Health Ins. Increases but is offset by credits from 2016; dwelling property insurance went down while liability insurance increased; the net change is increase of \$2.00; Maple Leaf contract is unchanged; water/sewer main reserves (see FC report) would be included for items expected to be replaced in 20-40 years. The proposed addition of \$1.00 reserve AMA for water/sewer replacement is made by removing other items from the budget: replacement reserves, lifeguard overlap weekend hours, and planting area at Tree & Westfield. Board revisions include the removal of \$600 for equipment and the addition of \$600 to board expenses which includes \$100 for the new resident’s reception and \$500 for board training. **Currently the proposal for 2017 AMA: \$269 to \$420/month with \$319 being the average.** MOTION Meyer/Beck to approve this

draft budget with BOD consideration to be presented to residents at the Budget Hearing. Passed unanimously.

VIII. New Business -

- A. Landscaping Plans for Garden perimeter for BOD approval – MacCubbin noted that the idea of such a perimeter plan came from the 2015 Garden Survey and that the plan and status of such should be seen as an accomplishment. A diorama of Side A, Tree Ln made by Marilyn Sallee was available for most committees in their review. Some minor tweaks were made by committees since the Forum mostly providing gaps in mulch to align with grassed aisles, swapping out non-fruiting trees and arborvitae, expect Side A to be done in 2016 timeline and budget and Side B, Tree Ln units to be done in 2016 if landscaping budget permits. Wolfinger requested a modification on Side B which would replace the serviceberry with something with “no berries and no mess”. GC and MC to meet in 2017 to discuss plans for Sides C and D in time for 2018 budget. MOTION MacCubbin/Vahldieck to approve the recommendations of FC, MC and GC. Passed unanimously. Wolfinger was thanked for representing neighboring units’ concerns.
  
- B. Livesey Master Plan for Mineral Pt Road, Tree and Gammon – Hirsch was contacted by Melissa Huggins at Urban Assets regarding the development of a Master Plan for this area as well as upcoming scheduled meetings which include a public neighborhood meeting and the Urban Design meeting on October 12<sup>th</sup>. She noted Aids. Clear and Skidmore have met with developer already. A request was made to have a presentation at this BOD meeting, but Hirsch noted the need for BOD to review the budget. It was suggested that if a large community meeting is held, that the BOD meet to become more involved in the planning, contribute to the plan and know the issues that may impact our residents. Hirsch will set up such a meeting with interested BOD members.

IX. Review Board Calendar

A. Dates:

- i. Annual Meeting Date: Monday, October 17 at 7:00 pm; a mailing was sent to all homeowners timed with Bylaws.
  
- ii. Volunteer Recognition: Thursday, Oct 6 @ 4:30pm; Beck will work on refreshments; MacCubbin will work with Jean in Office for invitations.
  
- iii. Staff Luncheon: Hirsch suggested BOD plan for after the Annual Meeting and that Lou find a day of the week best for staff. BOD members are encouraged to attend.

X. Adjourn. MOTION Beck/Meyer to adjourn to the Executive Session at 8:00 pm to discuss staff issues. Passed unanimously.

XI. Adjourn MOTION Bellman/Vahldieck to come out of Executive Session and adjourn at 8:45 pm.

Next scheduled BOD meetings are October 11<sup>th</sup> November 15, a week later due to Election Day on November 8<sup>th</sup>, BOD regularly scheduled meeting.