

**Tamarack Trails Community Services Association
Board of Directors Meeting Minutes
Tuesday, October 11, 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, Judy Bluel and Bonnie Ackerman

- I. Janet Hirsch, president, opened the meeting at 6:00 pm; a quorum was present.
- II. Approval of the Minutes of September 13, 2016 BOD Meeting – MOTION Bellman/Beck to approve with noted typos. Passed unanimously.
- III. Community Correspondence – Two separate pieces of correspondence were received.
 - A. Wet & Wild Water Fitness – Submitted a letter signed by class members thanking BOD for the 2016 pool season. Hirsch noted that the 2017 fall equinox is on Friday, September 22nd; the season would end on the following Sunday. The 2017 dates would be Sat. May 27 to Sun. Sept. 24, 2017.
 - B. Georgia Taylor – Submitted letter to Bob and Lou highlighting questions regarding the Tree Ln. swale closest to her house; Lou noted that he'll set up another meeting with all three and Kyle Franks, City Engineering, to see what could potentially work.
- IV. Property Manager's Report – Lou provided a written report dated Oct. 6th and gave overall highlights verbally.
 - A. Hail Storm Damage – October GL article noted the number of calls/postcards residents may have been getting from various contractors since the storm; the article notified residents that the Association has been in contact with M3 insurance and inspectors. About 10 buildings had minimal chipped siding on the north sides; some siding dents are appearance only and not something that will cause water or other damage. Three residents submitted work orders for repair of chipped siding. There likely will not be any claims although MC found a small number of roofs with possible damage which will be monitored. It's estimated that it would be a claim for about \$12,000, but a \$10,000 deductible and claims may come into play for future insurance coverage. More research will be done by MC, FC, and BOD as claims can be made up to one year after storm event. Glauner will make a note to reevaluate the situation on August 19, 2017.
 - B. 9 White Pine – Lou forwarded pictures of mold in the attic area of this living unit. It appears to be older than 5 years and MC reports that it should be referred to a mold remediation company. AJ Specialty Services has inspected; Paul Davis Restoration will review next week.
 - C. Workload and projects to be completed by year end & status of summer painting project – Lou noted that there is still some roof work on Phase VI

where ladders do not reach and access is from the roof; the last of two of sixteen decks will be completed; staining being done by Craig on the worst decks; expect to straighten the fence along Wexford before the frost and continue installing boards. Most have seen that work has begun on the garden perimeter along Tree Ln.; the existing plantings have been removed.

- D. Concrete and Asphalt projects—Lou noted he was contacted by Finks who has the contract to install 1/3 trail this year; due to the rain, they are behind and this project will be delayed until 2017. This year, Fink's will complete 3 sidewalks and 1 patio that are homeowner requests; the remainder will be done in 2017, budget-wise it is an expense (\$6,000); this also includes some sidewalks and patios.
Payne & Dolan work is complete; additional cost for base work on Sugar Maple/Bayberry amounted to \$18,000.
 - E. Water runoff issue along Tree Lane and central swale - See correspondence above.
 - F. Grounds work – the plant material has arrived; Bob will make a determination of which trees will be removed.
 - G. Pool Pump – Lou reported on the problem, and the pump will be installed at no cost.
 - H. Windows 10 Updates – Lou and Larry noted the known bug on two TT computers.
 - I. Group Health Insurance – HR committee will meet and review bids and make a recommendation to the BOD. We will need to select the plan by November 1, 2016.
- V. August 2016 Financial Report -- Lou submitted a written report and followed with verbal highlights. Contingency Fund has \$2,285 balance and will be held in a second savings account at Old National Bank (formerly AnchorBank). The \$15,000 currently in the account will be drawn down to reflect the amount of the Contingency Fund; the difference will be placed in the Anchor savings account. The amount will remain static throughout the year. Money will only be moved to the Contingency Fund account at the end of the year.

Questions were posed about the sale and purchase of the bobcat and how the accounting reflects the actual transaction.
Meyer noted overall things look good.

VI. Committee Reports –

- A. ARB – BOD received the minutes from meeting held September 28, 2016. MacCubbin asked about the Ramp Removal Policy; Lou will communicate to the ARB.
 - i. 6 Oak Creek Trl – Resident requested an addition to the back being a screen porch over a deck; the unit already had an enclosed porch. The ARB referred to a future meeting; questions were asked by the board as to the limits in the standards which was noted was for not just appearances but for density. BOD allows the ARB to work within the policy standards and this issue is crossing the line and cannot be

- approved without a change in policy [refer to Policy Manual IV-401].
- B. Amenities – No meeting held.
 - C. Finance – BOD received the minutes from the meeting held on October 3, 2016. Wolfinger gave a verbal report.
 - i. The following FC recommendations for BOD approval:
 - 1. Regarding \$4,903 of the \$7,187 of excess funds identified in the 2015 year end Audit to be used to bring the Operating fund into a positive status and transfer the remaining \$2,284 at 2015 year end to the Contingency Fund [See Financial Report above]. MOTION Meyer/Vahldieck to transfer the \$4,903 from 2015 statement to zero out yearend balance in the Operating Fund and transfer \$2,284 to the Contingency Fund at year end 2015. Passed unanimously.
 - 2. Transfer \$50,000 of reserve funds from savings to the Investment Account in November. MOTION Vahldieck/Wolfinger to make transfer of \$50,000 to investment account now vs. in November as recommended by FC. Passed unanimously. This brings transfers to the Investment Account in 2016 to \$110,000.
 - ii. Regarding FC minutes VII, Attic Angels and City Services – MacCubbin added her experience with this project (which is a PUD), at City Plan Commission; it is a charitable organization and tax exempt, but makes a “payment in Lieu of taxes”; the organization as defined by the IRS is what separates it from Tamarack, not the zoning. TT will develop a written response.
 - iii. Budget Forum – Meyer summarized the forum which attracted about a dozen residents in addition to some BOD members. There were good questions, particularly from new residents and he gave a succinct overview for the need to build Water and Sewer replacement reserve account.
 - D. Garden – No meeting held.
 - E. Human Resources – Next meeting to be held on October 26, 2016.
 - i. Group health insurance for BOD approval – It was noted that the BOD will need to convene a meeting to approve the insurance plan before November 1st to take up this issue. A meeting was scheduled for October 31, 2016.
 - F. Maintenance – BOD received the minutes from the meeting held on October 4, 2016; Vahldieck gave a verbal update.
 - i. Pest Intrusion Policy for BOD approval – Materials included various Q&A on what the policy would/would not cover. The following changes were made consistent with BOD discussion: A 4. Substitute “insects” in the phrase “not responsible for bees, wasps or ants.” Replace “condo(s)” with “living unit(s)” throughout document. Add text in the Intro. regarding timely notification: ADD at end of sentence “upon becoming aware of pest intrusion or at such time resident should have become aware of intrusion problem.” MOTION Bellman/Wolfinger to approve the policy as recommended by MC with the above stated changes. Passed unanimously. The vendor sheet will be reformatted.
 - ii. Snow shoveling contract by Hauser Tree Service for BOD approval - Lou obtained and provided the two bids from Hauser Tree Service at

\$50/hour and Boley at \$75/hour. The MC recommended Hauser at \$50/hour. Meyer asked to update the contract adding: front porch/steps. MOTION Meyer/Bellman to adopt the recommendation of MC for Hauser Tree at \$50/hour for one-year snow shoveling. Passed unanimously.

- G. RAC – BOD received the minutes from meeting held on August 23, 2016; MacCubbin clarified the section on expenses for New Resident Reception in that Hirsch had recommended the cost be added to the BOD budget.
- H. Welcome- No meeting held; no report received.
- I. Nominations & Elections- No meeting held, although an update was given by Hirsch that they are ready for the Annual Meeting.

VII. Old Business

- A. Work Order Comment Cards – Lou circulated 4-5 returned cards from residents; all include high marks for work quality and staff.
- B. Proposed 2017 Budget and Budget Hearing Held on September 29, 2016. Meyer gave a summary of that meeting; approximately 15 were in attendance. [See FC above.] Items to be included in Annual Meeting packet were discussed.

VIII. New Business

- A. Development of Rural Insurance site and surrounding area; acreage in control by Livesey Group. A neighborhood meeting was held on October 6 at Lussier; this power point presentation was distributed to the BOD. MacCubbin and Hirsch gave their impressions of how the proposal was accepted by those in attendance. Hirsch would like to convene a committee to keep apprised of the project and help find consensus with our committee's concerns.

IX. Review Board Calendar

- A. Dates:
 - i. Annual Meeting Date: Monday, October 17th; Hirsch reminded BOD that raffle items were still needed.
 - ii. Volunteer Recognition was held on Thursday, Oct 6th. A good turnout and refreshments.
 - iii. Staff Luncheon will be held Tuesday, October 25 @ noon; all BOD are invited to attend.

- X. Executive Session – MOTION Beck/Vahldieck moved to adjourn the meeting and go into Executive Session to discuss a personnel issue at 7:53 p.m. Passed unanimously.

- XI. Adjourn – MOTION Meyer/Vahldieck to adjourn at 8:50 p.m.

Next meeting is scheduled for Tuesday, November 15th.