

**DRAFT**  
**Tamarack Trails Community Services Association**  
**Board of Directors Meeting Minutes**  
**Tuesday, November 15, 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; incoming BOD Members: Ric Genthe and Pat Laubach, and residents Judy Bluel, Georgia Taylor, Bob Prugh

I. Janet Hirsch, president, opened the meeting at 6:00 pm; a quorum was present.

II. Approval of the Minutes of October 11, 2016 BOD Meeting – MOTION Meyer/Bellman to approve the minutes of October 11, 2016 with two revisions. Passed unanimously.

It was noted that the minutes of the Interim BOD meeting held October 31, will be submitted for review at a subsequent meeting.

III. Community Correspondence –

A. 7347 Tree Lane-Email from Georgia Taylor regarding water issues was circulated via email including notes from Kyle Frank, City Engineering. The issue discussed is between buildings 1 & 2 and grading near Taylor unit. Lou noted more will be discussed below and with the MC. Taylor clarified her request was specific to the 4-feet from her lower level windows.

B. 7323 Cedar Creek-Antonio Galvan – correspondence regarding water in his basement. Lou noted there is an active crack and it will be remedied with an epoxy at ½ cost to homeowner, ½ paid by the Association. This has been communicated to the homeowner.

C. 16 Oak Creek Trl, Peter Shulla – Hirsch provided the BOD emails of recent communications from homeowner who has asked for a review of the BOD minutes from November 2015 where it was noted that the BOD took no action on issue. It was the consensus that the issue was discussed and no further action would be taken.

IV. Property Manager's Report – Lou provided a written and verbal report and discussion items are highlighted—grounds, gardens, decks, fence, contracts, chimney caps and asphalt. It also was noted that on Nov. 16 all staff were advised of the BOD action regarding group health insurance.

A. Workload and projects to be completed by year end – see above.

B. Update on water runoff issue along Tree Lane and central swale—no discussion.

- C. Hail damage report - Lou provided an update on the information he secured since our last BOD meeting as more units had siding damage. In communication with insurance Lou found that the damages would be covered without an expected rate increase and having staff provide labor will incur some savings while keeping staff busy.
  
- V. September 2016 Financial Report - Lou provided a written and verbal summary report and taking the time to provide additional information for the incoming BOD members. Most discussion centered on the Contingency Fund Reserve balance where funds (estimated to be \$16,140) would be transferred at year end. Meyer noted that approximately \$5,000 would be earmarked to the projected reserve side.
  
- VI. Committee Reports -
  - A. Year-end Committee census to be sent to committees by the office – Jean in the office will contact committee chairs to gather information on new and out-going members as well as new officers for 2017; this information would be added to the new Directory.
  
  - B. ARB – Minutes were received from meeting held on October 26, 2016.
    - i. Laubach gave an update specifically on the request for allowing white lights during winter months for safety reasons. Hirsch provided the current policy IV-400 as a basis for discussion. Because the ARB recommendation would require a policy change and hearing, the BOD discussed a pilot program to run through March 2017. [ARB Minutes of 2016-10-10: Tamarack wide, Dee Seyfarth, requested to allow white only lights during the dark winter nights. After discussion, motion by Rohr, 2<sup>nd</sup> Laubach to allow residents and TTCSA to adorn trees, shrubs, fences, light posts and/or light posts with white only miniature lights from October 31 to March 15 when the lights must be removed not simply turned off. Safety conditions must be followed per Book of Standards to increase safety, visibility and cheer on the trails. ADOPTED.] MOTION MacCubbin/Vahldieck to allow for safety and security reasons a pilot program from October 31 to March 15 on the installation of white only (non-twinkling) miniature lights based on ARB recommendations subject to a policy review by ARB for potential policy change in 2017-2018 and installation to be within property line, homeowner to remove for pruning and no cords crossing sidewalks or driveways.
    - ii. Request for approval of Richard Swanson as new member—MOTION Meyer/Wolfinger to approved Richard Swanson as a new member to ARB. Passed unanimously.
  - C. Amenities – No meeting was held.
  - D. Finance – No meeting was held.
  - E. Garden – No meeting was held. Garden potluck held on October 18<sup>th</sup>.
  - F. Human Resources – Minutes of the Meeting held on October 26, 2016 were not available at which time the Committee met to review health insurance options for 2017 and recommended Unity Health. The Board approved this selection at a special meeting on October 31, 2016.
  - G. Maintenance – Minutes of the meeting held on November 11, 2016 were available.
    - i. Lou provided additional information specifically on the communication

with City Engineering on water issues near Tree Ln. properties, and to keep 7347 Tree Ln lower level dry. For discussion, he explained both of the problems needing to be addressed near 7347 Tree Ln. the grading of the swale, lowering of an area adjacent to property and need for engineering drawings for a larger drain to the street. The board confirmed that the Engineering recommendation will be completed first to improve drainage at both buildings along the entire swale; the water problem in the basement will be re-evaluated. If the issue is not resolved, alternative solutions will be investigated.

- ii. Estimated \$35,000 hail damage repair on roofs and siding recommendation. The amount for damaged siding at approx. \$250/building and added replacement costs for damaged window well covers and other miscellaneous items, the total may be \$45-50,000. Lou explained costs/cost savings of in-house and contracted work being performed. This will be tracked in Account 970.
- iii. 9 White Pine mold issue—Lou clarified that mold cleaning not remediation would be done and homeowner is amenable to this action. Discussion on mold remediation and if any staff were certified to do such work at a cost savings to the Association.

- H. RAC – A meeting was held on November 15 to plan the Holiday Party. Request approval of new members: Joni Jaeger and Mary Anne Huttleston. MOTION MacCubbin/Meyer to approve two new members Joni Jaeger and Mary Anne Huttleston to the RAC. Passed unanimously. [Reminder that the Holiday Party is Weds. December 7<sup>th</sup>.]
- I. Welcome – Minutes of the meeting held on October 24, 2016 were received. Bellman added that WC they have exciting things planned for the upcoming year and that WC will meet again December 12<sup>th</sup>.

VII. Old Business –

- A. Work Order Comment Cards – About a dozen returned cards were circulated for review; BOD noted that there must be a way to get more homeowners to respond.
- B. Proposed 2017 Budget for Approval – MOTION Meyer/Bellman to approve the 2017 Budget. Passed unanimously. Thanks were offered to hard work of Lou, Janet, George, the Finance Committee, especially Prudy Stewart, and others who provided input.
- C. Garden Perimeter Landscape – Lou provided the update that the plantings were in for both the Tree Ln. side and the west boundary. He added that the mulching is currently just around the new plantings and the full mulching would be done in the spring. BOD thanked staff for the speedy progress on this project.
- D. Document Archives – Hirsch added that there will be an updated archiving naming convention which MacCubbin will share in hopes that beginning in 2017 all committees will use thus helping the Office with their archiving project.

- VIII. New Business -
- A. West Place Development update and Ad Hoc committee/workgroup – MacCubbin, Bluel and Prugh gave updates on the second meeting held by Livesey. Vahldieck asked to be on the workgroup and MacCubbin will update her summary as various city committees meet. The workgroup needs to come to a consensus on items that we can work with Alder and submit to upcoming meeting agendas. Prugh added that this is our boundary and we need to have our concerns considered.
- IX. Review Board Calendar -
- A. New board orientation – Hirsch noted that the email consensus is that this meeting will take place Tues., November 22 at 5:30 pm at the Clubhouse.
- B. Establish meeting dates for 2017 – At the last meeting with new BOD members a monthly meeting date was discussed; it was later found it did not work for everyone. The following recurring meeting date was established: **Beginning in January 2017 the THIRD TUESDAY AT 6:00 pm, except Feb. where the date will be MONDAY FEBRUARY 20, due to Election Day.**
- C. Recognition of outgoing Board members – Vahldieck, vice president, presented cards of appreciation and gifts to outgoing BOD members Beck and Hirsch. They, too, were individually thanked for their service and accomplishments during their terms. Both had served two 2-year terms.
- D. Year-end Staff Luncheon – Hirsch noted that the BOD assists with this luncheon where Annual Bonus checks are distributed to staff. The following date was agreed upon: **Thursday December 15<sup>th</sup> at 3:30 pm**; the BOD will assist with organizing and providing food/beverages.
- X. Executive Session to discuss staff, reviews and salary proposals – MOTION Meyer/Vahldieck to adjourn the meeting at 8:40 p.m. and convene into Executive Session. Four motions were approved regarding staffing, salary increases, bonus checks, etc. [See separate document.]
- XI. Adjournment – MOTION Beck/Hirsch (both outgoing BOD members) to adjourn the meeting at 9:00 p.m.

Next Meeting is scheduled for Tues. Dec. 13<sup>th</sup>. Reminder of 2017 schedule: third Tues. except Feb. 20<sup>th</sup>, Monday.