

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

Board Members in attendance: Ric Genthe, Jean MacCubbin, Howard Bellman, Larry Wolfinger, George Meyer, and Pat Laubach

Board Members excused: Linda Vahldieck

Also in Attendance: Association Manager, Lou Glauner; Georgia Taylor, and Prudy Stewart

- I. Approval of the BOD Minutes –
 - A. November 15, 2016 BOD Meeting – MOTION Meyer/Bellman to approve with additions to the Motion under the ARB report regarding white light pilot program. Passed unanimously.
 - B. October 31, 2016 Interim BOD Meeting – MOTION Bellman/Genthe to approve as presented. Passed unanimously.
 - C. November 22, 2016 BOD Orientation Meeting – MOTION Laubach/Genthe to approve as read. Passed unanimously.

- II. Community Correspondence – Lou provided a verbal report.
 - A. Short-cutting between homes – Lou recounted an issue regarding walkers cutting between homes and noted the document where common space was provided for use and enjoyment by all residents. It was noted that there was no need for an article in the GL, and Lou had followed up with the homeowner.
 - B. No other issues needed BOD action.

- III. Property Manager's Report – Lou provided a written and verbal report and highlighted the following:
 - A. Workload and projects to be completed by year end & status of cold weather projects and staffing – A summary was provided which includes straightening fence posts (froze out to date), and board replacements. Other inside work will be scheduled via Bob.
 - B. Staffing and Posting of Vacant Positions – This issue may be larger than just posting for vacancies and has been referred to HR Committee.
 - C. Central Document Location – Lou has been researching various means to have one set of files for BOD and committees as Office 2007 is almost no longer used; options include SharePoint or Office 365. Lou and Wolfinger will work out details before a rollout in 2017.
 - D. 24-hour Storm Sat. and Sunday – Lou reported that Oak Creek was snow packed and became icy for cars and walkers; at least 6 residents had fallen and others noted their inability to use steep driveways and that the trails had very narrow areas cleared, more like one lane. BOD made suggestions on improvements. Bob salted late Sat. 7-9 pm and staff was here 4-7 pm on

Sunday. Maple Leaf worked 8 am to 9 pm on Sunday as well. An option was to try and pre-salt before the next upcoming storm event, much like the city does on major roadways. Lou will follow-up with a safety article in the GL.

- IV. November 2016 Financial Report – Lou provided a written and verbal report and answered BOD questions. H made the following highlights:
 - A. The over/under amount listed on pg. 4 has changed by about \$1,000 from last month; some is attributed to legal fees; the plan is to hit the targeted amount.
 - B. In account 34300, it is estimated that about \$75,600 will be there for year-end.
 - C. Under work orders billable for homeowner, this is based on landscaping and not staff vacancies. Discussion followed on these project types and if invoicing income for inside work is unpredictable, maybe this needs to be clarified and should be discussed by the FC if there should be a revenue line item that other expenses are based on this income.

- V. Committee Reports
 - A. ARB – No meeting held.
 - B. Amenities – No meeting held.
 - C. Finance – No meeting held; next one scheduled is February 1st.
 - D. Garden – No meeting held.
 - E. Human Resources – The BOD received the minutes from meeting held on 10/26/16. The BOD was agreeable to work on suggestions for the personnel issues and improve communications between the HR committee and BOD.
The next HR meeting is Tues. Feb. 21st at 3:30 pm.
 - F. Maintenance – No meeting held.
 - G. RAC – Minutes received from meeting held on 11/15/16; MacCubbin added that RAC set dates for the 2017 events, except the pool party, which is contingent on the Badgers schedule. In addition she noted the Holiday Party last week too was deemed as a successful event.
 - H. Welcome – Meeting was canceled, but a February meeting was scheduled. Bellman, liaison, noted that by following the Bylaws all 6 members may be off the committee in 2017. Lou added that the changes to Bylaws in 2013 may allow some remaining for an additional three year period. Lou will work with Jean in the Office on this issue when the Committee Census goes out. In addition, the WC noted that as of this date, there are no units for sale at Tamarack.
 - I. Nominations & Elections- No meeting held.
 - J. 2017 Requests to Committee Chairs – No discussion held.

- VI. Old Business -
 - A. Review and Comment Work Order Comment Cards – About 6 cards noting good work of staff were circulated. Discussion followed on – low the response rate, leaving the cards and ways to increase responses.
 - B. West Place Workgroup – MacCubbin noted that she and Hirsch are convening the workgroup and there is a need for new people to become

active as the City Committee schedule begins in January; one meeting has already been postponed. MacCubbin will share the listing of concerns with Wolfinger and keep him in the loop.

C. Review Parking Lot – The AC will need to meet to begin discussions on the 2017 budgeted amount for the Clubhouse improvements.

VII. New Business – Wolfinger, as newly-elected president, noted that there is a need to review the outstanding work and issues to be handled in 2017.

A. President Requests – Prudy Stewart, HR chair, appeared before the BOD regarding moving forward with the vacancy in maintenance and the role and structure of the HR committee. She noted that the members have specific HR expertise to do the work needed as seen in the handling of the recent personal issue. BOD looks forward to HR review of the current staffing model as well as carryover of vacation and personal hours. BOD is appreciative of HR committee and her work.

B. Plans for BOD for 2017 – Wolfinger asked BOD members to review the outstanding Goals and Objectives and any issues changing for 2017.

C. Outstanding Issues for 2017 – Wolfinger would like the Committees too to review their outstanding issues for the coming year and report back.

D. Inside Work Issues – An article for GL was reviewed and BOD made comment.

E. Schedule next Listening Session – For the new BOD members, Lou and others gave an overview of the program. MacCubbin noted that she needs to be paired with another BOD member for planning and facilitating the next session; Genthe volunteered. The next session was scheduled for Monday, February 13th at 5:30 pm.

VIII. Review Board Calendar –

A. BOD Meetings held 6:00 pm on 3rd Tues., except Feb. 20 Monday

B. Staff Holiday Get-together, Thursday, December 15 at 3:30 pm; six BOD members noted an interest to attend.

IX. Adjourn for Executive Session -- MOTION Bellman/Genthe to adjourn the meeting at 7:38 p.m. and go into Executive session. No motions were taken during this meeting.

X. Adjourn -- MOTION Bellman/Genthe to adjourn the meeting at 8:30 p.m.

Next BOD meetings are scheduled for Tues., January 17 and Mon., February 20.