

**Tamarack Trails Community Services Association  
Board of Directors Minutes  
Tuesday, January 17, 2017  
6:00 pm - Clubhouse Community Room**

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

Also in Attendance: Association Manager, Lou Glauner and Judy Bluel

- I. President Wolfinger opened the meeting at 6:04 p.m. A quorum was present (Meyer arrived at 6:30 pm).
- II. Approval of the BOD Minutes
  - A. December 13, 2016 BOD Meeting Minutes – MOTION Laubach/Genthe to approve the minutes as distribution with the one change. Passed unanimously.
- III. Community Correspondence – BOD received via email various pieces of resident correspondence.
  - A. Snow Plowing Noise- Julia Heusinger, 7318 Cedar Creek. The issue raised was the noise of snow plowing contractors as they began at 2:30 a.m. near the maintenance shops, cleared that area with much backing up safety beeping, then proceeded to begin clearing the trails. Lou communicated with contractor and arranged that they start the machines at the shops, but clear that area last when working in late night hours. This resolution was communicated to the resident.
  - B. Recycling Issues with Waste Management – Lou reported that some areas had no pick up on a Friday. He learned that 2 trucks had broken down and that one driver was new to our route. The routes were completed the following day. Again, Lou worked with the company on resolving this issue in the future.
- IV. Property Manager's Report – Lou presented a written and verbal report and responded to BOD inquiries for additional information.
  - A. Snow Removal – Pre-salting was instituted since the first of the three storms in December; staff pre-salts before the storms when wet weather and temperatures may resulting in icy trails, etc. In the last storm much was washed away by the melting and staff sanded by hand. As of the last storm Fri. – Tues. we have used 6 tons of salt; Wolfinger requested to review the finances for salt for the next meeting.
  - B. Staff Development/Training – Lou reported on some in-house training that took place during the very cold mornings: electrical connections, screen repair. Discussion followed on other possible training and what certifications staff may need continuing education.
  - C. Committee Chairs Meeting – Lou is meeting with Committee Chairs, to date he has met with Prudy Stewart, Caryl Terrell and has a meeting date with

Andy Orca. Topics are centralized file storage, creating their own Parking Lot listings, how/when to provide input to FC for the upcoming budget and members & officer elections. FC may have a joint meeting with Committees vs. each meeting separately.

- V. November 2016 Financial Report – Lou presented a written and verbal report; the following highlights were given:
  - A. Report on the month ending in November and projected line items that may be over or under by year end. Projected \$36,000 over in operating; labor to transition to reserves (Over \$7,000), asphalt was over \$11-12,000 due to increased base and weather constraints, plus adding in new air conditioners it will be over about \$19-20,000. In Accounts Receivables only one at 90 days and about 7 at 60 days.
  - B. Update on Audit Preparation – Lou reported they are ready to go and expect a listing from Wegner in May or June.
  
- VI. Committee Reports -
  - A. ARB – No meeting held; no report received. Lou will add the White Light Pilot to their parking lot knowing a hearing would be held for input and standard development/approval.
  - B. Amenities – No meeting held; no report received.
  - C. Finance – No meeting held; no report received.
  - D. Garden – No meeting held; no report received.
  - E. Human Resources – Minutes from meeting held on December 20, 2016 were received. Bellman provided additional information there was discomfort with reconfiguration of staffing, but understood the urgency with the departure of one staff member; next is to hire a maintenance supervisor with carpentry skills. HR would be involved in posting, interviewing and hiring.
    - i. Moonlighting Policy (see correspondence) – HR requested BOD to provide some ideas for HR to develop a policy reflecting the attorney’s guidelines and hazards noted. A discussion followed on crafting a policy, enforcement of such, communicating to residents, etc. HR also requested that staff be consulted. Lou will share Attorney Grob’s letter with staff and gather their input, then meet with HR.
    - ii. Staff Position Posting – Lou posted that the Maintenance Supervisor position has been posted and to date 24 applications were received; a skills test will be developed.
    - iii. Employee Manual – discussion followed on year end carryover of PTO; it is a ‘use it or lose it’ policy and that 80 hours may be carried over. The policy needs to be clarified.
  - F. Maintenance – No meeting held; no report received. Jim Wafler, 44 Oak Creek has volunteered to serve; Lou shared information with the chairperson and the name is being forwarded to BOD for appointment. MOTION Meyer/Bellman to appoint Jim Waeffler to the MC. Passed unanimously.
  - G. RAC – Minutes from meeting held Jan 3, 2017 were received. MacCubbin reported on their need to revise event dates previously announced. The Spring Brunch will be Saturday April 22. The Summer Pool Party date is still

not set. RAC meets on Jan. 31 getting ready for Champagne & Chocolate Event Feb. 9<sup>th</sup>.

- H. Welcome – Minutes from the meeting held Dec. 12, 2016 were received. Bellman provided the following information from this meeting- add Community Safety Tips on the webpage, and email residents once a year; Lou agreed to do so.
- I. Nominations & Elections- No meeting held; no report received.

VII. Old Business -

- A. Review and Comment Work Order Comment Cards – Lou circulated 4 returned cards from December; all were 5's and Yes. Discussed again how to get staff to drop off and residents to return cards.
- B. West Place Workgroup – MacCubbin gave an overview of the Workgroup meetings she and Janet Hirsch have been having. About 10-12 residents have been attending. She thanked Wolfinger for allowing their work to represent the BOD and noted that there were not any concerns or issues put forward that would be controversial to the BOD. To date, a detailed memo was sent to Ald. Skidmore and the development team. They are working on separate memos for each City reviewing body, the schedule and gathering volunteers for letter writing or public appearance.
- C. Review Parking Lot – BOD reviewed for completeness; no discussion.
- D. Staff Holiday Get-together— This annual event took place on the late afternoon. Lou thanked staff for their work and year-end bonuses were distributed. Light snacks were provided.

VIII. New Business – Due to time, no discussion took place on Items A. – D.

- A. President Requests –
- B. Plans for BOD for 2017 –
- C. Outstanding Issues for 2017 –
- D. Inside Work Issues –
- E. Tamarack Legal Counsel -- Lou distributed a letter from Attorney Grob advising Tamarack of her moving to a new firm and would retain the same rate if the BOD desires to continue her service. The BOD discussed the new firm and their expertise, etc. MOTION Vahldieck/Genthe to advise the new firm (Pines Bach, LLC) that she may take our files while being retained by Tamarack at the same rate. Passed unanimously
- F. Lifeguard Staffing for 2017 Season – Lou provided pool gate data for the past two years, specifically looking at weekends and holidays, but not past Labor Day. He suggested double scheduling every weekend with the proviso to cancel if not needed. The amount is in the 2017 budget and this scenario would be \$200 more than budgeted. MOTION Meyer/ Vahldieck to accept the proposed staffing plan. Passed unanimously.
- G. Pool Users from Clubhouse Events – Although the issue only was reported twice during the past pool season, Lou reported that there is a need to update the clubhouse reservation form as currently one is asked to check off on the form if 15 or more will use the pool and then are responsible for paying for the second lifeguard. Discussion followed on updating the policy, the form, and

how to charge and the fee. MOTION Vahldieck/Meyer to allow an ad hoc group to draft a policy on pool crowding due to clubhouse events by February, with a final for March BOD meeting. [Suggested members were: Judy Bluel, Karen Falkner, and Janet Hirsch.] Passed unanimously.

- H. Update Maintenance Superintendent Position [see above.]
  - I. Maintenance Contractor Proposal – Wolfinger had requested Lou to review the pending work orders in light of staffing issues. There were 25 trim and deck back orders and we are behind a few 2016 decks & trim. [Issue of obtaining a maintenance contractor was handled in Executive Session.]
- IX. Review Board Calendar -
- A. Ideas for Next Listening Session – Mon. Feb. 13 at 6:30 pm (West Place, Pool Crowding, Holiday weekends, Pre-salting, GL. MacCubbin and Genthe will represent the BOD.
- X. Adjourn for Executive Session – MOTION Meyer/Vahldieck to adjourn the meeting and go into Executive Session at 8:30 pm. Passed unanimously.
- XI. Adjourn – MOTION Meyer/Vahldieck to adjourn the executive session and close the meeting at 8:43 pm. Passed unanimously.

**Reminder: BOD Meeting, Monday Feb. 20**