

**Tamarack Trails Community Services Association
Board of Directors Meeting Minutes
Monday, February 20, 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.
- II. Approval of the BOD Minutes –
 - A. January 17, 2017 BOD Meeting Minutes – MOTION Vahldieck/Meyer to approve as amended. Passed.
- III. Community Correspondence - None.
- IV. Property Manager's Report – Lou provided written and verbal reports; highlights were as follows:
 - A. Met with Committee Chairs – Lou met with all committee chairs and gave them an overview of the plan to re-organize files, the file structure, and the naming convention to use for agendas and minutes. Both Lou and Jean have access to the Committee folders and these items should be sent to Jean in the Office for archiving. Laubach asked about the progress in the scanning project; Lou noted she will be back on this project once the new archiving procedures are in place. Lou then explained how the committee's work plan calendar will be automatically posted to a master calendar likely in Google and not Microsoft. Wolfinger noted the work that has been to date by Lou would have cost in the tens of thousands if the association had hired a consultant.
 - B. Central File Storage – Lou distributed a printout of the committee file structures for BOD.
 - C. New Hire: Josh Ostertag was hired as the new maintenance supervisor and has been on the job for two weeks. He and Craig completed the deck at 7 Honey Locust and overall are working well with all staff. Recognizing Josh's expertise, Lou reduced the consultant hours from 1,000 to 600-800 for Jim Seabury effective 2/7/17.
 - D. Running Cable to Maintenance Building – The 1/8" cable has been pulled through the piping between the office and maintenance building. It has yet to be hooked up, but ready.
 - E. Locker Room Issue – Lou directed Jim Seabury to work on the men's locker room as a deferred maintenance item; water had been seeping in from the stairwell and exterior wall as well as through the cinder block. He estimated that this project will take approximately 120 hours; other staff will complete and plumbing will be contracted. Discussion followed on if this project was part of the 1,000 hour contract BOD approved last month; Lou noted that that contract had not yet been signed; the one signed included this (text was

- available for review) and the overall hours were reduced in the contract signed.
- F. Resident Requests – Lou reported that 24 letters went out regarding deck rebuilds and replacing rotted trim work. He estimated this being about 3 months of work. The pending requests have been reduced from last month from 181 to 165, thanks to Bob and Jeff who did some inside work during that extreme cold weather.
- V. December 2016 Financial Report – Lou provided a written and verbal report on the year-end financial picture.
- A. Report Highlights – Prior year’s resident debt have been reduced with only a few at 90 days or more.
 - B. Other – It was reported the FC had begun renaming of line items to provide clearer descriptions. Overall, at year end there was an estimated net income of \$10,246, but reserve expenses were over due to asphalt and clubhouse AC. The update on cost of ice melt through year end was over by \$4,000 (from \$7,000 to \$11,000 at \$170/ton). A discussion followed on the new Sewer and Water Line Replacement Fund; Meyer suggested that this have a separate fund and line item as this will be built up over a number of years. Lou reported that MC is convening a committee to begin research on setting up a replacement program 9/28 at 9:00 am; Meyer and MacCubbin volunteered.
- VI. Committee Reports -
- A. ARB – No meeting held; January meeting canceled.
 - B. Amenities –Met on February 16 with Strang regarding 1st Floor remodel options. Laubach gave an overview of this meeting. She added that what is not in the minutes is the need to have professionally cleaning of the carpet of wine stains from a private party and that it may be time to consider contracting with a service to clean the clubhouse and all agreed that deferred cleaning is in order and this should not be in Jean’s job description. Lou was requested to contact the private party about the wine spills. In reviewing the AC minutes, BOD did not favor the suggestion of a separate building for locker room and exercise area/lifeguard break room. Also the AC minutes need to be revised to note that they “recommended” vs. accepted the plumbing bid from Pertzborn Plumbing. MOTION Vahldieck/Laubach to accept the bid from Pertzborn for updating the locker room shower heads fixtures as self-temperature control devices at \$3975 (acct. 938). Passed unanimously.
 - C. Finance – A meeting was held on February 1, 2017 and minutes reviewed. The BOD looked favorably on the work of the FC in renaming and clarifying budget items
 - D. Garden – Meeting held February 2, 2017, Minutes to review. MacCubbin added that the 2017 garden request form has been updated without a change in fees as the account has over \$1,000; the GC felt no need to increase; information and the form will be in the GL in March and April. Also, Wolfinger asked if the GC had reviewed the perimeter fence at the no-till area.

MacCubbin did not recall the GC taking up this issue at last meeting; he found the item in previous minutes and suggested they do so and report back.

- i. Approve 2017 Garden Policy -- Regarding the proposed amended Policy changing the hourly rate for the “fine” to clean up the garden, it was suggested to have the GC consider amending the section to “current billing rate for staff”, as this then would not need recurring changes. It was suggested that this could be a GC email vote. BOD will wait for GC to make a recommendation on this proposed change for their next meeting.

E. Human Resources – Minutes were received from meeting held on February 8. Bellman provided an overview and a report of the meeting and a discussion followed.

- i. Meeting with Staff on Moonlighting. All but two staff attended and two staff noted their interest in continuing “moonlighting”. Bellman added that this Policy for inclusion in the Employee Manual is not done as the waiver form from our attorney will need to be added. BOD noted the need to provide clear communication to the homeowners in the GL, webpage and New Resident packets.
- ii. Other Input from Staff – Staff reported that taking on moonlighting jobs at Tamarack is a benefit to working here provides them with desired additional income. They voiced a desire to have dental insurance and flexible (health) spending accounts.
- iii. Staff ID – Lou reported that in addition to clothing identifying staff as Tamarack employees they were interested in baseball caps and stocking caps as well. Lou has ordered these for staff.
- iv. Contractor vs. Employee – A discussion took place as to the concept of a contractor (or contracted staff) and a seasonal or short term staff. Based on other contracts, such as for landscaping or tree removal, there is no day -o-day oversight. It was agreed that such contracts should clarify between a specific contractor by job and there should be a systematic approach to hiring contractor (like Maple Leaf) vs. seasonal employee (like landscaping) or a limited term employee. Discussion followed on an independent contractor and an employee, for example the contract may describe the work whereas an employee’s tasks may change day-to-day. Agreed that the contract should be clear; regarding the specific issue the contract was deemed specific (for the men’s restroom for example); it’s possible to get some legal advice and follow a procedure.

F. Maintenance – Meeting minutes from the February 8th meeting were available to review. Due to the meeting date/times Laubach is unable to serve as BOD liaison; she and Vahldieck switched committees and Laubach will serve on N&EC and Vahldieck on MC.

- i. Committee on Sewer and Water Line Replacement – The MC will meet with interested persons to work on this project on February 28 at 9:00 a.m. Meyer and MacCubbin noted interest to help.

- ii. Landscape Contract with Maple Leaf – The MC will review and recommend landscaping contract; Lou reported that Maple Leaf’s bid is for 5% increase in the first year and no increase for the next two years.
 - iii. Hail Damage Review – The hail damage review resulted in much more damage than first expected; it has been moved up to major claims by M3. Lou estimated about \$500 each for 142 units. [See details in previous minutes.]
 - G. RAC – A meeting held on Jan 31; no minutes were available to review.
 - i. RAC Event- Champagne and Chocolate held February 9, 2017. MacCubbin reported on the event having 36-40 attendees and music by a harpist; Pat King, chair, has been soliciting input from RAC members; some noted the per person cost is low (\$8) to sustain spending \$250 for music. Overall it was a good event.
 - H. Welcome – A meeting was held on Feb 6 and minutes were available to review. Bellman reported that they looked at the archives and some members could remain on the WC for another term. MOTION Bellman/Vahldieck to add two new members, Jim and Mary Schmidlkofer (9 Red Maple) to WC. Passed.
 - I. Nominations & Elections- No meeting held. Vahldieck shared her files with Laubach and noted a process had been developed by Don Hassl which could be referred to for a timeline. Members will need to be appointed.
 - J. Update on 2017 Requests to Committee Chairs – No discussion.
- VII. Old Business – Wolfinger and Lou provided background information for BOD discussion.
 - A. Review and Comment Work Order Comment Cards – Four cards were received and reviewed; all had high marks; some noting the good work during the very cold period.
 - B. West Place Workgroup – Status of Project in City Committee. MacCubbin gave an overview of the work she and Janet Hirsch have been doing with the members and keeping up with the city committee timelines. She added that city meetings have been delayed out until mid-April now and the Workgroup’s input was considered at Urban Design and the Developer had work to complete before the next meeting which was delayed a month. The traffic study has not been available for the Workgroup to review, but they do want the intersection of S. Westfield and Tree Ln. added. Bob will look at plantings on our eastern border for any that might be on Livesey property.
 - C. Review Parking Lot -- Laubach asked if dates could be added in an additional column.
 - D. Moonlighting Policy [See discussion above.]
 - E. Control Crowding at the Pool – A Subcommittee was convened since the last BOD meeting. Judy Bluel presented their work product to date.
 - i. The new lifeguard policy of having two on between the hours of 230-430 pm on weekends and holidays may be the answer when having crowding.
 - ii. Clubhouse reservation form – This was reviewed too in light of party

attendees also using the pool and the need to hire an additional lifeguard. Bluel noted that this hiring is the responsibility of the office. Regarding the room reservation and cost (currently \$75, \$55 of which is a deposit); they suggested that this fee be raised. IF the fee was \$125 the additional lifeguard could be deducted from this deposit. BOD discussion followed on difference between an activity (like a meeting) vs. an event or party and perhaps the fee should differ. Also, if a professional carpet cleaner or cleaning contractor is approved, the fees need to reflect the cost of such. An idea floated was \$50 fee, \$100 deposit.

- iii. Pool Rules in General – the subcommittee noted that a reduced listing just for the pool could be done; currently the tennis court rules etc. are in the same document. It was too suggested to communicate more about the pool rules pre-season and during the season. The subcommittee will bring back their work at the next BOD meeting.

F. Maintenance Contractor vs. Part-Time Role [See HR report above.]

VIII. New Business -

- A. Board Goals for Lou – BOD not ready to discuss with Lou.
- B. Nominations and Elections for Lou, Timeline with Deadlines [See N&EC report above.]

IX. Review Board Calendar

- A. Listening Session held – Mon. Feb. 13 at 6:00 pm; MacCubbin, Genthe and Lou were in attendance. Some highlights 18 households attended; one here only 2 months one here since 1981. Issues discussed included the pool, pre-salting, GL and need for more photos in the GL, Know Your Neighbor, Meet the Staff, etc. It might be a good time to highlight two supervisors, etc.
- B. Schedule Next Listening Session – The next session would be scheduled in June and Genthe and Meyer will represent the BOD. Genthe noted that the mission should be hearing more from residents and less from us. Lou noted the Don Hassl, previous BOD member, had suggested this as a more social event.

X. Adjourn for Executive Session – MOTION Vahldieck/Meyer to adjourn the meeting and go into Executive Session at 8:42 pm. Passed.

XI. Adjourn – MOTION Bellman/Meyer to adjourn at 9:15 pm. Passed.

Reminder: BOD Meeting, Tuesday, March 21, 2017