

**Tamarack Trails Community Services Association**  
**Board of Directors Meeting Minutes**  
**Tuesday, March 21, 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 6:05 p.m. A quorum was present. [Prior to the meeting new staff member Josh Ostertag was introduced to the BOD. Also, two items were taken out of order to accommodate guests: Pool Subcommittee and West Place Update; see notes below.]
- II. Approval of the BOD Minutes –
  - A. February 20, 2017 BOD Meeting Minutes MOTION Meyer/Vahldieck to approve the minutes of 2017-02-20 correcting some typos and adding information under Amenities Committee regarding making contact with private party about CH carpet has wine stains. Passed unanimously.
- III. Community Correspondence -
  - A. See Property Manager's Report.
- IV. Property Manager's Report, **Questions and Clarification** – Lou provided additional information to questions from the BOD.
  - A. Report Highlights. Question regarding a contract with Too Many Tools and a Truck LLC was posed; Lou reported that this is the LLC for Jim Seabury; see more details under 2017-02-20 BOD minutes Section IV. E. A discussion followed on what committees approve contracts and what contracts are approved without BOD or committee action. Lou reported that those contracts done on an hourly basis like Boley and Hauser do not get approval, same as those under \$3,000. Meyer requested that the FC rules and regulations be reviewed and Lou will return with a proposal for BOD consideration.
  - B. Community Correspondence – The BOD received via email copies of electronic communications between 7411 Tree Ln new homeowner (who inherited an “overbuilt” landscape plan in which maintenance defaults to the owner, said Lou. The issue was handling of planting in the common area done by previous owners and what could be removed, at whose expense, and approval for future plantings. The communications may have not been handled well and Wolfinger suggested that a follow-up letter should be made in these cases summarizing the issue so that the property has a paper trail for the owner and the office. Lou reported on a dryer fire which occurred the previous Sunday at 70 Oak Creek; no one was injured; the damage has been estimated at <\$10,000. GL article may be written regarding the need for dryer vent cleaning.
- V. January 2017 Financial Report – Lou provided additional information to questions

from the BOD.

- A. Report Highlights – Cash on hand is now more clearly stated in the report: \$105,818 checking and \$22,321 bills. The line item labels by FC are now being incorporated in the report.

VI. Committee Reports -

- A. ARB – i. The ARB will gather resident Input on the White Light Pilot Program, April 5<sup>th</sup> meeting beginning at 7:00 pm.
  - ii. Committee Appointments: Three residents volunteered to join the ARB: Tricia Gavin (7417 Tree Ln), Bob Jacobs (59 Oak Creek), Christina Finet (17 Mt. Ash). The By-Laws state that ARB is to have 7 members; adding three would be inconsistent with the By-laws and make the group an even number. BOD requested that the ARB at their next meeting inquire if one resident would like to join the MC and forward to the BOD for their April meeting two names.
  - iii. Deck Replacement – A question arose on replacing a concrete patio with a wood deck and who assumes the maintenance costs, etc. [For background, ARB approvals do not need to come to the BOD.] Knowing the maintenance of a concrete slab is less than repair/washing/replacement of a wood/Aztec deck, how does the association deal with this cost? Lou assured the BOD that in the 2018 budget that unit will have an added assessment that is based on 20-25 year maintenance fee.
- B. Amenities –No meeting was held; Lou is obtaining bids for CH cleaning; Laubach circulated the current staff task list for CH cleaning.
- C. Finance – A meeting was on held Feb. 1 and minutes were available to review. Genthe provided a summary of the meeting – an update was given on the errors in the financial report distributed as year-end vs. Dec. 31.
- D. Garden – Draft minutes from the email meeting of 2017-03-21 were available. It was a unanimous vote to approve the BOD recommendations of updating the “fines” section for the 2017 Garden Policy.
  - i. Approve 2017 Garden Policy (One change is increase the “fines” as suggested by BOD using “at the current staff hourly rate”.) MOTION Meyer/Genthe to approve the change in the 2017 Garden Policy so that it will be available for this year’s gardeners. Passed unanimously.
- E. Human Resources – No meeting minutes to review, but information requested of the attorney from last month was now available for consideration.
  - i. Three documents were created for review and approval-- Moonlighting Policy Updates, Attorney Language & Waiver Form, and additions to the Employee Handbook. Discussion followed on communicating the policy to the residents and by what means, an effective date and that this is both a benefit to the employees and a service to the residents. MOTION Bellman/Meyer to approve the three

documents and that the Policy becomes effective after adequate communication to all residents. (An email blast and GL article were suggested means of communications.) Passed unanimously. MOTION by Genthe/Bellman to make this Policy effective April 1, 2017. Passed.

- F. Maintenance – Minutes were available to review from Mar. 7 meeting.
  - i. Lou provided follow-up on the meeting with Monona Plumbing on Water and Sewer Main Replacement Plan. He found that the City does not have any drawings for these services for Phases 1, 2, and 3. He's in contact with D'Onofrio Kottke on looking in their archives. He will report back on any cost estimates for mapping from Monona Plumbing; currently we have utility maps for approximately 200 homes.
  - ii. Maple Leaf Contract – The MC secured input on the upcoming contract and Lou will communicate to see if there is a bid change; specifically comments included the repair of turf damage, discount for a 55" snowfall year vs. 60", plowing the centers. Lou will have this item at MC in April.
  - iii. Snow Removal -- Also a discussion took place with some new information on equipment staff could use possibly more efficiently on the city sidewalks. Nearby apartments use a snow brush vs. a snow blower and have found less need to return to salt and again return. This issue might justify a 2018 budget item, which the cost could be offset by salt savings.
  - iv. Concrete Flume, 7341-7343 Tree Ln.—Lou provided an update on costs to replace this 4" wide piping between buildings 1 and 2. The price is \$3000 and does not include a second flume replacement between buildings 3 and 4. MOTION Vahldieck/Meyer to approve the bid by Finks Excavating for \$3,000. Passed unanimously.
- G. RAC – Minutes were available to review from Jan. 31 and Feb. 28. No discussion followed.
  - i. Spring Brunch is scheduled for April 22, Saturday.
- H. Welcome – No meeting held.
- I. Nominations & Elections- No meeting held, but Laubach reported that Don Haasl is willing to work with her on this committee; she is looking for volunteers as well. BOD members could provide her too with names of nominees.

VII. Old Business -

- A. Review and Comment Work Order Comment Cards – Only two cards were available to review; Lou reported that the new maintenance supervisor Josh has announced to staff the need to leave cards with residents once work is completed.
- B. West Place Workgroup – Status of Project in City Committees; Update on Resident Meeting Held March 15. MacCubbin gave an update on the most

recent communications from the Livesey Team that they were not moving forward on the project as planned and items have been pulled from city committee agendas; residents all received such notice. MacCubbin noted that about 50 residents attended the March 15 resident meeting and Janet Hirsch had received a number of favorable comments on the presentation and the commitment of the Workgroup. The Workgroup also was appreciative of Wolfinger's acknowledgment of their work.

Discussion followed on thoughts of why the project is not longer active, what might happen in the future and MacCubbin brought recommendations from the Workgroup for BOD consideration. The Workgroup suggested the following: that the BOD have the east property line adjacent to the Livesey parcels surveyed and have permanent markers installed. Their reason was two-fold; there were times during the project review that the property line was not clear and if marked the Association and adjacent owners could begin to plan planting a buffer. BOD believed that there were maps available and just ground markers would be needed to be placed by a professional. The Second request was the BOD to consider purchasing about a 40-ft. buffer on this east border. The set back was a contentious issue and of most concern to nearby property owners. Having ownership might be beneficial for when these lands are planned for development. Judy Bluel was present to backup the Workgroup's requests. Discussion followed about whether this is a realistic action, what would it cost, what professional could be found to negotiate for us, what would be the advantages to us and all of the residents? Lou will bring back some costs, surveys, types, etc. for the next BOD meeting.

- C. Review Parking Lot -- outstanding issues
  - i. CH Cleaning Schedule – AC had a list from previous discussions and Lou made contacts and is awaiting these firms to report back.
  
- D. Control Crowding at the Pool – Subcommittee Report was given by Judy Bluel.
  - i. Clubhouse Reservation Form – Bluel noted that this will be updated as they needed more time to prepare.
  - ii. Proposed Pool Policy Changes – Bluel circulated a one-page, short version of the Pool Rules for when a CH reservation request is made. The form would require the requestor to sign acknowledging the rule regarding pool usage when reserving the CH. All residents will get the complete Pool Rules in the GL. Some minor adjustments were made (use of lap lanes) and updates in the GL could include the announcement of the two new diaper changing tables in the restrooms, what is considered unsafe manner in the pool or on the pool deck and the authority of lifeguard. The BOD thanked the subcommittee for their work to date.
  - iii. Schedule Resident Meeting – Forms and policies are not ready to schedule a resident meeting.

- VIII. New Business -
- A. Prudy Stewart – Consideration of Amending By-Laws to include a position for the Immediate Past President. Discussion and background was provided regarding this request for consideration. All acknowledged that due to the term and term limits the BOD could be a revolving door with little transition between old and new directors. There is no reason that the immediate past president cannot attend BOD meetings which are open meetings; immediate past presidents could be asked to attend any planning sessions, be an ex officio member at the call of the BOD, and that a By Laws change would be something that would be forever and questioned the evaluation of such a change. There was an acknowledgment of the need for continual communication in a transition especially when it pertains to the president being the supervisor of the Property Manager. BOD requested that this discussion be continued at the April meeting and invite two past presents— Prudy Stewart and Janet Hirsch.
  
  - B. Nominations and Elections -- Timeline with Deadlines – none
- IX. Review Board Calendar -
- A. Listening Session – The BOD scheduled June 14, Weds. at 6:00 pm with Genthe and Meyer representing the BOD. All agreed for the need of more listening, and less talking.
- X. Adjourn for Executive Session-- MOTION Vahldieck/Bellman to adjourn the meeting and go into Exec. Session at 8:14 pm. Passed.
- XI. Adjourn -- MOTION Bellman/Genthe to adjourn the meeting at 8:30 pm. Passed.

**Reminder: BOD Meeting, Tuesday, April 18, 2017**