

**Tamarack Trails Community Services Association**  
**Board of Directors Meeting Minutes**  
**Tuesday, May 16, 2017**  
**6:00 pm - Clubhouse Community Room**

Board Members in attendance George Meyer, Jean MacCubbin, Larry Wolfinger, Linda Vahldieck, and Ric Genthe (Genthe left at 7:30 pm)

Board Member(s) excused: Pat Laubach and Howard Bellman

Also in Attendance: Association Manager, Lou Glauner, Rosanne Nietupski, Georgia Taylor, Caryl Terrell and Janet Hirsch.

Wolfinger took various items out of order to accommodate residents present.

- I. Approval of the BOD Minutes –
  - A. April 18, 2017 BOD Meeting Minutes – MOTION Vahldieck/Genthe to approve with minor typos. Passed unanimously.
  
- II. Community Correspondence -
  - A. 7367 Tree Ln. – yard drainage: Rosanne Nietupski in bldg. #4 near the 2<sup>nd</sup> courtyard appeared to voice concerns and share options about the standing water near her home and the small flume that backs up after most storms. Lou had met with engineering staff at D’Onifrio Kottke and various options were discussed—rock, cement drainage way, etc. The MC will review options and report back at the next BOD meeting.
  
- III. Property Manager's Report, **Questions and Clarification** -
  - A. Report Highlights- Update on Staffing. New staff person in Maintenance Justin Boyd started on 5/16/2017. Bids were let on trim painting. Lou is in contact with Focus on Energy for options of increased lighting in the CH parking lot.
  - B. West Place Workgroup Requests—Survey stakes were installed along the east property line; the work was done by D’Onifrio Kottke who did work for Livesey and work was completed under estimate, at \$250. It was noted permanent markers will be installed. An article in GL invited residents to view the stakes in relation to homes, patios and landscaping. There is a need to relook at the buffer and keep existing trees; it was noted that ½ of the rock garden is within the boundary and 2017 landscaping planned there may need to be reconsidered.
  
- IV. March 2017 Financial Report – Lou provided a written report and gave an update on the highlights.
  - A. Report Highlights – Only one property is beyond 90 days past due and has been filed in court; the property owner is responsible for the court costs.
  - B. Other -- The balance sheet for this year is in order, and investments are up.

- V. Committee Reports -
- A. ARB – Review meeting minutes from May 3<sup>rd</sup> meeting and May 15 email vote.
- i. Appointment Request—Bob Jacobs (59 Oak Creek) Dean Ryerson resigned and the ARB recommended Bob Jacobs to be appointed. MOTION Meyer/Vahldieck to appoint Bb Jacobs to the ARB. Passed unanimously.
  - ii. Approval Retractable Awning at 6 Oak Creek Trl.—There were a number of appeals submitted after the ARB approval and the owners withdrew their request. A short discussion followed on the possibility of similar requests knowing the number of aged or diseased trees that may be removed.
  - iii. Approval Temporary Wood Ramp for Health Issues—no discussion.
  - iv. White Light Policy Details, IV-400 III. B. – The policy is being drafted.
  - v. Skylights at 14 Bayberry—The ARB took an email vote and approved the request to install skylights and remove the existing solar tube. Caryl Terrell, ARB chair, detailed the procedure in place regarding the ARB being required to take up a request within 30 days as well as the 14-day submittal language in the standards. The language in the Declarations differs.
  - vi. Water flows within Tamarack—Terrell noted that at the June 7<sup>th</sup> ARB meeting, they will be taking input on how residents have seen differences in the water flow in and around the complex.
  - vii.
- B. Amenities –Review meeting minutes from April 20, 2017. MacCubbin attended the meeting at the request of Laubach who had a conflict with tonight’s meeting.
- i. Review Proposals for CH Cleaning Contract (budget item) – Lou presented the proposals from two companies for biweekly cleaning. MOTION Vahldieck/Meyer to hire Cleaning Bees at \$60/weekly June 15-Dec 31 on a trial basis and review for the 2018 budget. Passed. After discussion on the cleaning of the locker rooms during the pool session this motion was withdrawn. Lou noted his request for bids did not include the locker rooms as it was still under the tasks for the lifeguards. MOTION Vahldieck/Meyer to hire Cleaning Bees weekly June – July and biweekly August 1-December 31. Passed. Lou will confer with the firm on the locker room addition.
  - ii. CH First Floor Remodeling Floor Plan Options – Lou circulated copies of the three proposed floor plans for the first floor drafted by Strang; MacCubbin noted the AC preferences in each plan. The BOD would like the AC to reconsider the use of the sauna from storage to an ADA accessible bathroom and consolidate storage elsewhere in the CH. MOTION Vahldieck/Meyer for AC to plan for an ADA accessible bathroom and remove the storage area from the plan. Passed.
- C. Finance – Review meeting minutes from May 3<sup>rd</sup>. Meyer provided an overview, with details on the Contingency Fund.

- i. Budget Line Item Descriptors – no discussion.
  - ii. Reserve Report Summary – It was reported that the Operating Budget owes the Reserve Budget \$37,000; currently short \$20,000 and will be on target at year end. Lou will review the historical records.
  
- D. Garden – No meeting held, but met jointly with MC May 2<sup>nd</sup>.
  - i. Notes on 2017 Gardening Season—Area was tilled and gardeners are beginning to work there; some plots still open. There is nothing to add to the 2018 budget.
  
- E. Human Resources – No meeting minutes to review.
  
- F. Maintenance – Review meeting minutes from May 2<sup>nd</sup>. The MC will have a walking tour at 4:00 pm June 6 looking at painting and asphalt.
  - i. Garden Border Plantings – MC and GC met jointly and there are no requests for funds for the 2018 budget.
  - ii. Water- Sewer Subcommittee – Report of the subcommittee and the progress to date were discussed. MOTION Meyer/Vahldieck to hire Monona Plumbing to map the sewer mains in Phases 1-3 and be paid with the current \$1 assessment for 2017. Passed unanimously.
  - iii. Concrete Replacement Contract -MOTION to adopt the recommendations of the MC for Fink Contract the Phase 1 walking trail (budgeted in 2016 and 2017) as written for 2017. Passed.
  
- G. RAC – Meeting minutes of February 28<sup>th</sup>, April 11<sup>th</sup> and May 2<sup>nd</sup>. Received and reviewed the minutes.
  - i. Epic Tour— Held May 16<sup>th</sup>.
  - ii. Pool Party— MacCubbin reported that the Pool party invite was pulled from the GL as the date may change due to in availability of the musicians.
  
- H. Welcome – Meeting minutes from April 24<sup>th</sup> will be reviewed at next BOD meeting.
  - i. Protocol for New Resident Reception -- A one page protocol was circulated for review. Some minor comments from the BOD included:
    - #5: Recommend the Chair or designee of each committee, not all committee members.
    - #11: List President, or designee.
    - #9: Add that the funds (for refreshments) are in the BOD budget.
    - Add #12: The event is held once a year, sometime in August or September.
  
- I. Nominations & Elections- No meeting held.
  
- VI. Old Business -
  - A. Review and Comment Work Order Comment Cards – A suggestion was made to scan these for BOD to review before the meeting and consider

adding the form online for residents to fill out if staff forgot to leave the card when the request was complete.

B. Review Parking Lot – Reminder was made that Genthe and Meyer will host the next Listening Session scheduled for June 14. Lou commented on the items that were believed to be omitted from the Parking Lot; these items had been completed.

C. Pool Subcommittee Report – Hirsch presented documents that had been developed by the subcommittee for the BOD. The Pool Rules have been included in the GL; the Lifeguard Manual has too been updated and will be made available to this season's staff. As discussed earlier, language was written to provide needed authority for Life Guards to handle overcrowding, need for breaks and provide additional lap lanes when requested all to prioritize pool safety. Wolfinger suggested that Life Guards consider scheduling pre-season swim test to not take away from time life guards are need to focus on pool and pool users. BOD thanked Hirsch and group for their work.

- i. Updated Clubhouse Reservation Form – Hirsch circulated an updated CH reservation and CH departure materials for review. The form outlines two checks for reservations, room fee and deposit fee which could be returned after CH has been checked for any damages. It was suggested to copy the departure check list for all requests. MPTION Meyer/MacCubbin to increase the non-refundable CH reservation fee to \$25 from \$20 and \$125 deposit fee. Passed unanimously. Discussion included the need for the increase to help with contracted cleaning, although residents reserving the CH had some responsibilities in cleaning up; see departure list.
- ii. Communication Plan to Owners -- Pool Rules and Policy Changes were included in the May GL.

VII. New Business -

A. TV, Internet and Phone Service for CH – Lou provided his research on the cost for Charter and TDS providing TV, Internet and phone at the CH. TDS was estimated at \$223/month and Charter at \$132/mo. for first two years. MPTION Meyer/Vahldieck to move the TV, Internet and phone service to Charter at \$132/month. Passed unanimously. Discussion included the number of residents using TV for CH events and the slowness of the Internet for staff use.

VIII. Review Board Calendar -

A. Confirm Schedule of Budget Hearing and Annual Meeting – Lou will follow up on confirming the room for the Annual Meeting.

IX. Adjourn for Executive Session – MOTION Meyer/Vahldieck to adjourn and go into Executive Session at 8:40 pm. Passed.

X. Adjourn – MOTION Meyer/MacCubbin to adjourn Executive Session at 8:50 pm.

Passed.

**Reminder: BOD Meeting, Tuesday, June 20, 2017**

Budget Hearing and Annual Meeting –  
**Weds. Sept 27 at 6:30 pm and Mon. Oct. 23, respectively.**