

**Tamarack Trails Community Services Association**  
**Board of June 20, 2017**  
**6:00 pm - Clubhouse Community Room**

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

Board Member(s) excused: Linda Vahldieck and Howard Bellman

Also in Attendance: Association Manager, Lou Glauner, Caryl Terrell, Judy Bluel, Janet Hirsch, and Rosanne Nietupski

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

- I. Approval of the BOD Minutes – 4 minutes
  - A. May 16, 2017 BOD Meeting Minutes – MOTION Meyer/Genthe to approve the minutes with changes under AC as noted by Lou. Passed unanimously.
  
- II. **Vice President/President Elect—Possible Bylaws Change**— Lou circulated a copy of suggested changes to the Bylaws as prepared by the workgroup; see Article VII Officers, Sec. 6 Duties. (b). Discussion followed and it was noted any Bylaws changes will be included in the GL with a 30-day notice. MOTION Laubach/Meyer to accept the By-laws modification to Article VII Officers. Sec. 6 Duties (b) replacing “failure” for “refusal;” and addition of this phrase at the end of the second statement: “if so voted by the Board” and so publish for resident feedback. Passed unanimously. The proposed modification follows (underline is new, strike through is deleted text):

“(b) Vice-President/President Elect. The Vice-President/President Elect shall act in the place and stead of the President in the event of his/her absence, inability or ~~refusal~~failure to act, and shall exercise and discharge such duties as may be required by the Board of Directors. Upon completion of the President’s term in office, unless the President is re-elected, the Vice President/President-Elect will assume the Presidency, if so voted by the Board.”
  
- III. Community Correspondence -
  - A. Wet & Wild Water Aerobics—pool deck storage chest. Lou circulated photos MacCubbin submitted showing a possible location for a second pool deck storage box and she also added the need for new and replacement noodles for pool use and water aerobics classes. Hirsch was in attendance to follow-up with request for locating another storage box on deck knowing storage in back hallway is not preferred and that the bells used in class are taking up room in the lifeguard room. The request too was to ask for up to \$40 for purchase of noodles, discarding those that breakdown annually when left in the chlorine, etc. It was determined there was no need to have a BOD motion to purchase noodles from pool funds. MOTION Meyer/Genthe to have Wet & Wild class purchase a storage box to be placed on the deck at an approved location. Passed unanimously. It was noted the existing storage box could be

moved closer to the pool entry and kids might put them away and box could be used for a 'child time out" seat as well.

- B. Cemetery "Dirt" Pile – Lou received a number of emails requesting the Association take some action regarding the cemetery dirt pile and the proliferation of noxious weeds. Lou noted his contact with city inspection regarding the weeds and unsightliness of the area. It was decided that the BOD draft a letter to the cemetery requesting they be proactive in weed elimination and nearby residents sign a similar letter. Laubach volunteered to draft a letter on the BOD's behalf.

IV. Property Manager's Report, **Questions and Clarification** -

A. Report Highlights –

- B. Staffing – Lou noted the GL article regarding the staffing levels and reported that the HR committee will review the wages at their June 28<sup>th</sup> meeting. Overall there were few applicants applying for open positions at the rates noticed and few applicants accepting job offers as many were making more at previous positions.

- C. West Place II Workgroup Requests – metal staking property boundary. Hirsch had searched online for staking to be installed as permanent markers on the east property line with Livesey properties. She noted that the wooden lath survey markers were not permanent and the Workgroup had asked for more permanent markers. It was noted that the BOD had approved up to \$800 to conduct the survey and this cost came in at \$250. Hirsch found locally made markers that were recycled plastic, could be installed flush to the ground and included a magnet for locating purposes. They would cost about \$220 for 25 markers at \$8.30 each and funds are available in account 8300. BOD noted Hirsch could work with the office on the purchase. MacCubbin noted that markers should be installed at not only the wooden markers but more in between when close to a living unit and some saved for future use.

V. March - April 2017 Financial Report – Lou provided written and verbal updates.

A. Report Highlights

- i. Nine residents are 30 days or more past due. (FC is looking at process changes.)
- ii. The truck (2001) had major repairs and is becoming a priority to replace.
- iii. Table was presented in the Reserve Fund Tracking which shows a snapshot back to 2014. Meyer suggested when he presents at the Annual Meeting it might be better to show a graph and show if projections are on target, etc., such as pool fund, roof/siding, water & sewer main replacement, and asphalt.

VI. Committee Reports -

- A. ARB – Review meeting minutes from June 7, 2017. (Wolfinger took this item out of order to accommodate Terrell, chair, schedule.)
  - a. Developing Standards/Obtaining Input: Exterior Ramps, Shade Structures. Terrell came to provide clarification on the ARB approval

for a pergola at 1 Sugar Maple. She noted that since applications for building-mounted canopies, the ARB has been looking at developing options to assist homeowners with shading inside and outside their units. This application provides the opportunity for residents to review before final approval is made as the homeowner will set it up and ARB will invite residents to look at it and provide feedback; it was noted that they expect to approve this as temporary use, similar to the pool schedule. This process may assist in developing alternatives that are for inside and outside use. Discussion included the number of mature trees being removed, current use of temporary moveable options now being used, and possible need to include color options, etc.

- B. Amenities – No meeting held.
- C. Finance – Review meeting minutes from June 7<sup>th</sup>
  - a. Process for 30-day past due owner monthly fee – The FC reviewed the late fee policy and recommend changing the process for dunning notices at 30-days with possible loss of amenities privileges being revoked until payments are made. Currently this is a draft and no changes are needed to be approved.
  - b. Reserve Fund Form – See above as to the need for display in graphic format.
- D. Garden – No meeting held.
- E. Human Resources – No meeting minutes to review.
- F. Maintenance – Review meeting minutes from June 6<sup>th</sup>
  - a. Walking Tour Held June 6<sup>th</sup>. Lou and Andy followed up on some suggestions, such as unkempt perennial beds 7349 Tree Ln., 58-60 Oak Creek surface water runoff, and replanting of a tree where one tree was removed. Other items were taken up at the meeting that followed.
  - b. Contracts—Asphalt Replacement & Repair. A number of budgeted contract were recommended for approval by MC. MOTION Meyer/Genthe to approve the asphalt contracts as recommended by the MC: 1) ramp repairs at 30 homes and replacement asphalt in phase 6 at \$53,944; 2) saw cut and patchwork for \$939mfor a total of \$63,337 Poblocki Paving and 3) 39 ramp and infrared patches and crack filling for total of \$13,575 Fahrner. Passed unanimously. Discussion included the asphalt repairs and life span vs. complete replacement as well as if rock walls were any on the list of 2016 that had not been completed.
  - c. Contract—Maple Leaf, three rock walls. MOTION Meyer/Laubach to approve the recommendation of MC for rebuilding/replacement of 3 rock walls for \$6450 Maple Leaf (two at 64 OC and one at 90 OC). Passed unanimously. Discussion included why rock walls on Tree Ln with different stone needed to be replaced and what was the plan for reuse of boulders not used in the rebuild/replacement.
- G. RAC – No meeting held. MacCubbin reported on the change in the date to secure music.

- a. Pool Party – new date August 20<sup>th</sup>, Sunday; included in the recent GL.
- H. Welcome –Minutes received from April 24<sup>th</sup> meeting. Meeting scheduled for June 26<sup>th</sup>. No discussion.
- I. Nominations & Elections- Meeting held April 18, 2017; meeting scheduled for June 15. Laubach asked about terms ending this year. Meyer has served two consecutive terms. Wolfinger, Bellman and MacCubbin each have served one 2-year term.
- VII. Old Business -
  - A. Review and Comment Work Order Comment Cards. Lou now scans and sends to BOD via email.
  - B. Review Parking Lot – Noting outstanding to report.
  - C. Status of West Place II Workgroup Requests and Update – (see above). Article noting project status was in recent GL.
- VIII. New Business -
  - A. Review Listening Session – held June 14<sup>th</sup>. Genthe & Meyer reported about 16 residents in attendance and received good input. Overall item was need for more staffing, pay more people and were good with operations, governance and overall efficiency. The next Listening session was tentatively scheduled for Weds. Sept. 13<sup>th</sup> with Meyer and Laubach to facilitate.
  - B. Water Meter Remote Reader – Lou noted that there is one water meter at 142 Pine Ridge which has yet to be converted to the City’s remote reader. Because it is private property there is a need to approval for City to go on to private property. MOTION Laubach/Wolfinger to allow access to shut off the water valve and for replacement of remote water meter. Passed.
- IX. Review Board Calendar - 5 minutes
  - A. Confirm Budget Meeting and Annual Meeting – Lou reported having a contract with High Point Church for the Annual Meeting.
- X. Adjourn for Executive Session – MOTION by Meyer/Wolfinger to adjourn the meeting and go into Executive Session at 8:27 pm. Passed.
- XI. Adjourn -- MOTION by Meyer/Genthe to adjourn the meeting at 8:34 pm. Passed.

**Reminder: BOD Meeting, Tuesday, July 18, 2017 (Wegner CPAs)**  
 Budget Hearing and Annual Meeting –  
**Weds. Sept 27 at 6:30 pm and Mon. Oct. 23, respectively.**  
**Weds. Sept. 13 at 5:30 -7:00 pm (tent.) Listening Session**  
 [NOTE: Due to a scheduling conflict, the Listening Session was  
 rescheduled to Thurs. Sept. 14.]