

Tamarack Trails Community Services Association
July 18, 2017
Board Minutes
6:00 pm - Clubhouse Community Room

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

Board Member(s) excused: Linda Vahldieck

Also in Attendance: Association Manager, Lou Glauner, Georgia Taylor, Judy Bluel, Janet Hirsch, and Jason Stephens of Wegner CPA.

Wolfinger took various items out of order to accommodate the audit presentation and residents present.

- I. Approval of the BOD Minutes –
 - A. June 20, 2017 BOD Meeting Minutes. MOTION Meyer/Laubach to approve with corrections of various typos and wording of the bylaws change. Passed unanimously.

- II. Wegner CPA Presentation & Discussion– Lou introduced Jason Stephens, representative from Wegner CPA, who then provided highlights of the 2016 Audit. Copies were made available to BOD and residents in attendance. He noted that staff had worked with the firm in April and May of this year and this part of the audit went well. The Opinion on the Financial Statement reviewed audit evidence, proper controls were in order and overall, it was a ‘clean audit’. Highlights included: cash was down but investments had gains, change in the unrestricted net assets was attributed to investment losses in 2015-2016, no new Notes from last year to report, minimum reserves at this time are at two months of revenue. Audit letter had no changes in estimates, no differences or uncorrected misstatements. Jason did reiterate that there are expected to be changes in IRS in next 2-3 years and GAP may need to reflect such changes.

- III. Community Correspondence -
 - A. Sunset Memory Gardens—“dirt pile”, Lou reported that the two letters, one from the BOD and one from resident has been delivered to the cemetery staff; Larry noted that they were receptive of our requests; some spraying has been done and we’ll await next clean up. Discussions about the large amount of dumping from dump trucks, sometimes at night, and if the parcel was permitted to receive spoil from sites other than this one. Lou will follow-up with city staff relating to this BOD inquires.

- IV. Property Manager's Report, Questions and Clarification -
 - A. Report Highlights
 - i. Meeting on CH Parking Lot Lighting—Lou reported that about 25-30 residents came to the meeting on lighting and plans for the main swale. The issue on lighting originated from some concern about safety when

leaving CH in the dark and for lifeguards after 8:00 pm. There have not been any reports of incidents. Lou's report showed the current lighting and lighting radius of newer fixtures was installed. The most concern came from the light "overflow" from the light designated for the flagpole and casting into neighboring windows. Most concern was to look into this issue and possibly not make changes to the other pole lights fixtures at this time. MC needs to look at flagpole options as well as other light pole options, possibly LED and ARB will recommend style.

B. Staffing – see report emailed on status of current projects: mulching, painting, decks, etc.

V. May 2017 Financial Report – Lou provided a written and verbal report.

A. Report Highlights: Regarding accounts receivable, there are 3 units 60 days past due and 6 units at 90 days past due. In addition the balances were adjusted to reflect the numbers in the recent audit so that the beginning of the year will start with that balance. Meyer inquired about the balance left from the AC CH remodel project and if that operating cash could be used for a new truck in 2018; FC could report as balance in asset vs. cash.

VI. Committee Reports -

A. ARB – Reviewed the meeting minutes from July 5th; Genthe gave a brief overview of his recent walk around since the last ARB meeting, in particular looking at decks and patios, and the issue of awnings/pergolas, etc. He guessed that by looking at furniture, that only about 20% of the decks/patios are being used. In addition, he noted that many not being used and ARB is in the 'policing mode'. BOD noted that the ARB is very busy handling issues that were discovered in their last walk around. Also, much deferred maintenance by owners or the Association was seen, such as clouded or broken windows/screens, and deck/patio work.

a. Shade Structures – Will be taken up at the ARB Sept. mtg.

b. Temporary Ramps – Will be taken up at the ARB Aug. mtg. Laubach brought to BOD attention of a temporary ramp (7419 Tree Ln.) that the owner is no longer there and the unit is being rented; Lou will look into ways to alert owner of the need to remove and report back.

c. Other ARB approved items—There were no changes or discussion on these items at 7430 Cedar Creek (skylights), 3 Gray Birch (sidewalk), 7375 Tree Ln. (pavers), and 15 Hemlock (stained concrete patio).

B. Amenities – Meeting minutes from July 3rd to review. Laubach noted that the AC decided that there is no need, at this time, for designing an ADA restroom in the sauna area, that this should be deferred and coordinated with the pool rebuilding. The sauna area would be temporarily updated for use as storage. Knowing that plans to date are for the pool update in 2024, Laubach asked when is too soon to start a Pool Committee? She added that one resident idea was to add a solar panel roof on pool to extend the season; BOD would be open to the resident researching that issue.

- C. Finance – Review meeting minutes from July 5th. Meyer met with Prudy Stewart, FC chair, and gave highlights of their plan for the proposed 2018 budget. The goal is to keep the average AMA to under \$10 increase and to adjust and prioritize so that meeting the goal is doable. He added that new issues such as possible salary adjustments and new reserve account for water and sewer replacement need to be considered. The AC did not use all the \$50,000 for CH improvements and Meyer noted that balance could be rolled over into the reserve balance at year end, not the operating side. The next FC meeting is August 2nd.
 - D. Garden – No meeting held.
 - E. Human Resources – Meeting minutes from June 28th were available to review. Bellman noted their discussion on the hiring of TT residents (see Manager’s written report). Lou noted that a GL article resulting in two TT residents replying with interest in part time hiring for maintenance. HR committee believes this is not a good idea and it sets precedence, similar to hiring relatives. Lou will follow-up with those residents indicating interest.
 - F. Maintenance – Review meeting minutes from July 11th.
 - a. Contract for two new Rock Walls—7367 Tree Ln. MOTION Meyer/Bellman to approve the recommendation of the MC to contract with Maple Leaf to rebuild two rock walks at 7367 Tree Ln for \$4,675 and install the drain field and associated PVC piping. Passed unanimously.
 - b. 2018 Preliminary Budget Proposal - MC will prioritize their issues for the FC.
 - c. Contractors—Lou reported that he is meeting with various contractors on gathering information about their rates for roof repairs, trim wrapping and chimney caps/repairs.
 - G. RAC – No meeting held. MacCubbin noted that RAC met today 7/18 to work on logistics and assignments for the New Resident Reception and the upcoming Pool Party – August 20th, Sunday.
 - H. Welcome – Minutes received from meeting held June 26th. Meeting scheduled for July 10th. No discussion.
 - a. New Resident Reception (tentative date)—Weds. Sept. 13th
 - I. Nominations & Elections- Minutes from meeting held June 15 to review. Laubach noted that they have a good number of possible candidates.
- VII. Old Business -
- A. Review and Comment Work Order Comment Cards – There was one and Lou will scan and send via email.
 - B. Review Parking Lot -- outstanding issues—No discussion held.
 - C. Update on Cemetery “Dirt” Pile – (See discussion above.)

- D. Update on West Place II Plans and Property Line Demarcation Work – Janet Hirsch was present to give an update on the installation of the survey markers, community meeting Livesey team has planned, and budget request for funds for additional landscaping at the east property line.
West Place First Phase is being submitted to the City and a meeting is planned for July 27, at the Radisson. The Workgroup has not received any details from the developer or the alder, but has scheduled a meeting for July 28th. MacCubbin noted that this project differs from the first as there is no rezoning or master plan required, thus less opportunity to provide public input, but Workgroup has had a good relationship with developer to date. In following up with Workgroup requests, Hirsh and MacCubbin submitted for consideration on the 2018 budget a request for \$5,000 for additional landscaping on the east border. Discussion followed on what would not be done in 2018 if that amount is taken from planned projects—tree removal and replacement, deferring landscaping plans. Meyer would like MC to provide a proposed budget with Plan A and Plan B, with this request as a placeholder and MC prioritize their proposals.
- E. Pool Deck Storage Chest – Second storage chest was purchased, fund from pool line item; and this is working well as both morning and evening water aerobics classes are using it. Wet and Wild group thanked the BOD for meeting their request.

VIII. New Business -

- A. Hiring of TT Residents – Item moved to Executive Session.

IX. Review Board Calendar – No discussion.

- X. Adjourn for Executive Session. MOTION Meyer/Genthe to adjourn into Executive Session at 8:05 pm. Passed unanimously. BOD supports the HR Committee's recommendations for salary increases and FC should review in their 2018 budget deliberations.

MOTION Bellman/Laubach to adjourn Executive session and return to BOD meeting to consider MC appointment. Passed unanimously.

MOTION Bellman/Genthe moved to appoint Charles Elson to the MC. Passed unanimously.

MOTION Bellman/Genthe to adjourn and move into Executive session at 8:33 pm. Passed unanimously.

- XI. Adjourn. MOTION Meyer/Genthe to adjourn the meeting at 8:50 pm. Passed unanimously.

Reminders: BOD Meeting, Tuesday, August 22, 2017

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

Next Listening Session, Thurs. Sept. 14th , Laubach and Meyer