

**Tamarack Trails Community Services Association
Board of August 15, 2017**

6:00 pm - Clubhouse Community Room

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

Board Member(s) excused: Linda Vahldieck and Ric Genthe

Also in Attendance: Association Manager, Lou Glauner, Georgia Taylor, Judy Bluel, Janet Hirsch, and Roseanne Nietupski.

- I. Approval of the BOD Minutes –
 - A. July 18, 2017 BOD Meeting Minutes – MOTION Laubach/MacCubbin to approve with minor typos. Passed unanimously.

- II. Community Correspondence – Lou provided emails/letters received on the following items and verbal clarifications were given.
 - A. CH Parking Lot Lighting— Lou reported that he will review information and conduct more research on replacing the existing flag lighting with a flagpole solar light installed at the top of the pole; in addition several options will be reviewed as to providing power to the center island and lighting for lamp posts. One suggestion was battery operated motion sensitive for the far north end of the parking lot. Copy of optional flagpole light was circulated.

 - B. Parking on Sugar Maple and Term Limits for Rentals – The By-laws state that the Owner of the Lease must provide copies of the lease to the Office on an annual basis; Lou will follow up with those owners he is aware of rentals and will draft an article for the GL. Bellman suggested too that something should be included in the Welcome Committee's packet as some buyers purchase for investment and our rules need to be communicated. Also, the complainant believes that the occupants of one rental do not know the rules and it's the responsibility of the owner to pass on this information. The BOD took no action on Term Limits of Rentals, but suggested more follow up and communication.

 - C. Pool Incident— The Office received a communication about a pool incident; staff and the BOD felt this issue was handled and no further action was necessary.

 - D. Mulch/Dirt -- New Rock Area— Resident of 7347 Tree Ln reported that work done has kept water out of her basement and she is grateful for that, but suggested more work needs to be done up stream to divert gutter run outs. Lou and Wolfinger will follow-up.

 - E. New Rock Wall and Re-grading – A rebuilt rock wall at 7367 Tree Ln. is under construction. It is planned for a 3' grassed swale once the regrading is done to slow the water directed to one of the weirs and on to the street.

- III. Property Manager's Report, **Questions and Clarification** – Lou provided written report and responded to BOD inquiries.
 - A. Report Highlights— No discussion.
 - B. Staffing— Lou reported on two issues.
 - 1. One member of the part time grounds crew was moved to maintenance and that after 5 weeks being moved from grounds to maintenance, Josh would like to keep Mitch Cloutier fulltime, base level position; the probation would be then Nov. – Jan.
 - 2. Today, Lou interviewed a person for the mid-level maintenance position; the individual has two years building maintenance and 7-8 at an assisted living facility doing maintenance.
 - 3. With this move and the possible hiring of a mid-level maintenance person, this should be a full maintenance staff going forward.
 - C. Sunset Memory Gardens Spoil Pile/Weeds-- Lou and the City Engineer and Deb at Sunset Memory Gardens have been in communications. The City is requesting a new Erosion Control Permit and Engineer will follow-up with an overall discussion of a runoff plan. Lou found how much the dirt pile has grown and it is mostly eastward not toward our boundary. The weeds have been sprayed and Bob will follow up as needed. The MC has proposed funds in the 2018 budget for increased trees along this border.

- IV. June 2017 Financial Report – Lou provided a written and verbal report.
 - A. Report Highlights-- There are 4 units at 30 days and 3 at 60 days past due; Meyer noted that this is the smallest number in a long time.
 - B. Travelers Insurance renewal is expected to increase and the Investments are doing well.
 - C. Other – It was noted that the pop machine at the pool is running in a deficit; it was suggested to raise the cost from 50 to 75 cents.

- V. Committee Reports -
 - A. ARB – Review meeting minutes from Aug. 2nd
 - a. Shade Structures – A draft will be reviewed at their Sept. mtg.
 - b. Temporary Ramps – A draft was available and it will become a Policy Resolution [possibly 4-403]. This should be approved by the BOD; therefore, the proposal will be in the GL with a 30 day notice and the BOD will take input at their October meeting. In the proposal as read, grandfathering is not appropriate.
 - c. Installed ramp— Question on a ramp installed on Oak Creek; Lou found ARB minutes of which it was approved earlier this year.
 - d. Other items approved/discussed:
 - 1) 34 Oak Creek—approved installation of solar tube.
 - 2) 7436 Cedar Creek – deferred action on 4 season room to be installed under a room built on upper deck.

- B. Amenities – No meeting held.
- C. Finance – Reviewed meeting minutes from Aug. 10th. A number of items for discussion needed to be handled prior to roll out of the proposed 2018 budget.

a. The actions follow:

1. MOTION Meyer/Bellman to take to the Budget Hearing the FC committee recommendations for the 2018 budget. Passed.
2. MOTION Meyer/Laubach to take the remaining \$16,400 for hail damage claim, available in 2017, and recommend that the MC invest this year and submit recommendation to the FC for their 9/6 meeting and back to the BOD at their 9/19 meeting. Passed.
3. MOTION Meyer/Bellman to accept the bid (of \$142,842) from Travelers Insurance for the property insurance for 2018. Passed.

b. 2018 Preliminary Budget Proposal—Copies of the preliminary 2018 budget (dated 9/11) was available for discussion. Meyer provided an overview of the FC recommendations: having a goal of 3% increase or no more than \$10 AMA increase and included are the following:

Accept the HR staffing increases (recommended by the MC)	\$4.13
Dwelling & Property Insurance increase	\$3.00
Workers Comp	\$1.41
Maple Leaf Contract	\$1.45
MC recommendations (truck, spreader, broom)*	\$1.43

In addition, the hail damage claim results in a check for approximately \$127,000, 40% of which is available in 2017 (see above MOTION), as the gutter damage does not need to be repaired. Meyer noted that this results in a one-time infusion of cash and the FC recommended for 2017 to make the MC purchases (truck, spreader, broom) leaving \$16,000 (*reducing AMA by \$1.43).

The following reductions were recommended by FC to maintain the goal of \$10 AMA increase:

Close pool 2 weeks early in 2018	-\$1.04
Reduce purchase of mulch	- 0.60
Reduce Contingency Fund	-1.00
Lou to find reductions	-0.03

Discussion followed on the proposed reductions; pool closure had the most input from residents and BOD members. It was noted that some residents had worked on keeping the pool open for 3 weeks after Labor Day for at least 20 years and the pool is an amenity that many consider when purchasing units here. Meyer suggested that other reductions need to be considered to offset this item as he must present this to the residents at the Budget Hearing.

c. Review 2018 Budget Calendar – See dates for Budget Hearing and

BOD consideration of budget below.

- D. Garden – No meeting held.
 - E. Human Resources – No meeting held.
 - F. Maintenance – Review meeting minutes from July 11th, Aug. 8th. (See comments on proposed 2018 Budget above and recommendations from the Parking Lot lighting meeting.)
 - G. RAC – Review draft meeting minutes for July 18th: MacCubbin reported that the RAC meets 9/16 and will finalize logistics for Pool Party and New Resident Reception. Pool Party – August 20th, Sunday
 - H. Welcome – Minutes received from meeting held July 21st
 - a. New Resident Reception —Weds. Sept. 13th RAC
 - I. Nominations & Elections- No meeting held. Laubach provided an update on the group’s progress in that a communication will be dropped at all units to encourage nominations; this will also be in the August GL
- VI. Old Business -
- A. Review and Comment Work Order Comment Cards – sent via email all good marks.
 - B. Review Parking Lot -- Input from the 2016 Audit year end numbers should be used to update Monthly Financial Reports.
 - C. Update on West Place II Public Meeting & Plans and Workgroup Activities—Hirsch provided an update in that the plans have yet to be made available to the Workgroup. A copy of the July 27th presentation has been circulated to members of the Workgroup, but details or providing input to the Plan Commission (9/18) and City Council (10/3) are still not received. It was brought up about the condition of our property that borders the development and since the Workgroup relied on our “mature and well-maintained landscape” we should clean up the area. In addition we are still requesting a Traffic study; a long term one from Whitney Way to Old Sauk is in the City Budget, but that will not be available in time for reacting to this development.
- VII. New Business -
- A. Travelers Insurance Hail Damage Claim—Lou gave an overview of the status to date. [See details above.]
- VIII. Review Board Calendar -
- A. Reminder of Listening Session, Sept. 14th.
- IX. Adjourn for Executive Session—MOTION MacCubbin/Laubach to adjourn the meeting at 8:05 p.m. and convene into Executive Session. Passed.
- X. Adjourn—MOTION Bellman/Laubach to adjourn at 8:12p.m. Passed
- Reminders: BOD Meeting, Tuesday, Sept. 19th (By-Laws proposal—Vice Pres./Pres. Elect)**
Next Listening Session, Thursday Sept. 14th, Laubach and Meyer
2018 Budget Hearing –Weds. Sept 27 at 6:30 pm
Oct. BOD Meeting – Hearing on Temporary Ramps
Annual Meeting-- Mon. Oct. 23 pm