

**Tamarack Trails Community Services Association**  
**Board Minutes**  
**September 19, 2017**  
**6:00 pm - Clubhouse Community Room**

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

Board Member(s) excused: None

Also in Attendance: Association Manager, Lou Glauner, Georgia Taylor, Judy Bluel, Janet Hirsch, Rosanne Nietupski, Margarete Cronin, Gloria Kelly, Karen Falkner, Caryl Terrell, Nina Winston, Linea Meister, and Eve Siegel

- I. Approval of the BOD Minutes
  - A. August 15, 2017 BOD Meeting Minutes – MOTION Meyer/Bellman to approve with correcting various typos. Passed.
  
- II. **Resident Input**—Proposed Changes to Bylaws: Article VII Officers, Sec. 6 Duties.  
“(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.”

Janet Hirsch, Past President, provided comment; summarized herein:

- Main change is the label of the office
- Needs follow-up and participation that succession actually works
- Provides more transparency of BOD information
- Should result in getting good pool of BOD candidates
- Candidates and committee members then would have a broad overview of BOD responsibilities.

MOTION Meyer/Bellman to adopt the proposed Bylaws change to Article VII Officers, Sec. 6 Duties. (b) as presented. Passed.

[The following is the approved 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 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. Pool Issues—Communication was received regarding diaper changing on pool deck/tables, congregation at the entry/exit steps, unsupervised children in locker rooms, and gate access without using key fob. Lou reported that staff had attended to the pool gate issue. Discussion followed on how to respond to these inquiries; being late in the pool season is suggested to include these issues in next season’s pool and life guard rules. It was

acknowledged that some issues fall back to the parents.

- B. Petition to Keep 17-week Pool Season—The issue related to the 2018 proposed budget to close the pool two weeks early in September so that the goal of the FC and BOD was that AMA could remain at about \$10 or 3% increase, as Meyer noted. He added that with the proposed staff increases keeping to the goal does not leave many options. In addition to the petition signed by 100 residents, several residents spoke in favor of keeping the pool schedule as is. Comments included the small percentage allocated to Recreation (less than 4%), people purchased homes here just for the pool, what other options such as hours have been considered, options to decrease the cost of operating the pool, why lifeguards are paid a premium for all hours past Labor Day, and the weather being warmer than usual in September showing usage during this time. Wolfinger noted that these are issues for the Budget Hearing and encouraged all to come and comment at that time.

- IV. Property Manager's Report, **Questions and Clarification**—Lou provided written and verbal reports.
  - A. New Hire in Maintenance— A mid-level staff position has been filled in Maintenance, Tim Hansen began work 9/18, Monday.
  - B. Chimney and Rake Wrapping—Lou noted that this is high work and he has been working with various contractors to secure some bids.
  - C. Sunset Memory Gardens—Lou reported staff follow-up on the ongoing issues regarding the “dirt pile” as there has been no response to date from their management. No one has heard any actions taken by the City requiring a storm water permit for the cemetery being cited for noxious weeds. The BOD learned that the northern portion of the cemetery has been sold to the Jewish community and the lot line could be an issue for planning for future boundary plantings and a possible roadway.
  - D. Non-owner Occupied Units—Continuing the discussion relating to a resident communication from the August meeting, Lou reported his follow-up with known units where owners are not the current occupants. All owners of record have been notified of the need to provide leases to the office and listings of car licenses of residents who park there. It was mentioned that real estate brokers, too may be telling potential buyers that each unit has permanent use of the visitor parking. The BOD anticipates that the communications will result in more compliance with policy.
  - E. Center Drainage Swale—Lou provided an estimate of the seeding work to be done this year in this area. The seeding of the whole length from Westfield Road is estimated by Amble Landscaping to be over budget by \$1405, will use acct 923 reserves. Lou will check that this cost too is covered 50% by the City.
- V. July 2017 Financial Report – Lou provided a report and responded to BOD inquiries.
  - A. Report Highlights—Accounts receivables are off slightly; one unit went into bankruptcy in July. Expect bills for the concrete and asphalt work to come in over the next few months; at the next FC Lou will provide estimates.

- B. Other Items – Bellman noted that the BOD or committees need to have a discussion on work items that are the responsibility of the homeowner vs. the Association. Possible BOD members to volunteer to work with staff and supervisors were Bellman and Laubach. [See chart developed for BOD packet.]

VI. Committee Reports –

- A. ARB – Review meeting minutes from Sept. 6th.
  - a. Approvals-- 56 Millstone—rock wall; 7436 Cedar Creek— enclosed porch on lower level below current porch.
  - b. BOD will hold a hearing at the October on the proposed Policy for Temporary Ramps.
  - c. ARB will continue their discussion on awnings at their next meeting.
- B. Amenities – No meeting held.
- C. Finance – Review meeting minutes from Sept. 6<sup>th</sup>.
  - a. 2018 Preliminary Budget Proposal (8/31/17 rev.)—No discussion.
  - b. Other Items – FC approved the sale of surplus items to assist with the purchase of a Mini-Truck vs. another cart.
- D. Garden – No meeting held.
- E. Human Resources – No meeting held.
- F. Maintenance – Review meeting minutes from Sept. 5<sup>th</sup>
  - a. 2018 Preliminary Budget Proposal— The BOD had no discussion.
  - b. Remaining Funds from Hail Damage Claims—MC recommended to not spend the \$12,513 remaining funds and have a walk around all of the borders; look at funds for second phase of the central swale and \$5000 is earmarked in 2018 for border plantings.
  - c. 7367 Tree Ln. rock wall & flume—Rosanne Nietupski presented items relating to the recent installation of the flume not being installed according to plans agreed upon with City Engineering. She noted the other work in her unit relating from long-term water problems, most of which she has incurred costs. She requested that the BOD acknowledge their responsibility according to Policy Resolution 4-402 #2 that TT sticks to being responsible for damages should this recent work fail. The Association will take responsibility as outlined according to Policy 4-402 #2.
  - d. Mini truck purchase in 2017 [See above, MC approved the purchase with 2017 funds and funds from sale of surplus items.]
  - e. Insurance Funds—landscaping & maintenance [See above.]
- G. RAC – No Meeting minutes were available for review for August 16<sup>th</sup>.
  - a. Pool Party, New Resident Reception—Two events that RAC organized have taken place.
- H. Welcome – Minutes from meeting held August 21<sup>st</sup>. Bellman gave a brief overview.
  - a. New Resident Reception — This event was held Weds. Sept. 13<sup>th</sup>; Bellman and Laubach attended; it worked well with the work of the RAC; about 20 new residents were in attendance; one having just closed on their unit that day. MacCubbin reminded Lou that the funds

for this event were in the BOD budget not RAC budget.

- I. Nominations & Elections- Minutes were available to review from the meeting held Sept. 12<sup>th</sup>. Laubach reported that they are ready for the Annual Meeting and asked that Wolfinger reach out the committee chairs regarding items for the door prizes.
  
- VII. Old Business -
  - A. Review and Comment Work Order Comment Cards— There were none to review this month.
  
  - B. Review Parking Lot -- outstanding issues—no discussion
  
  - C. Update on West Place II Plans and Workgroup Activities— MacCubbin briefly gave the known schedule; this item will be at the City Plan Commission on Monday Oct. 2, although all submittal materials had yet to be made available for the Workgroup to review and comment.
  
- VIII. New Business -
  - A. Bylaws Changes – Vice President/President Elect. [See above.]
  
  - B. Distribution of Work Order Comment Cards—Vahldieck facilitated a discussion on ways to distribute the Comment Cards and increase the number of responses. Ideas included: mailing directly to the property owners, sending with the invoice. When updating the database for completion which would trigger the work order comment card. The BOD decided to implement a process of triggering a comment card when updating the database for 'completion'.
  
- IX. Review Board Calendar -
  - A. Planning for Annual Meeting— Various BOD members volunteered to be responsible for certain duties and agreed to meet at the location by 6:15 pm.
  
- X. Adjourn for Executive Session—MOTION Vahldieck/Bellman to adjourn and convene into Executive Session at 8:14 pm. Passed.
  
- XI. Adjourn—MOTION Genthe/Vahldieck to adjourn the meeting at 9:28 pm.

**Reminders: BOD Meeting, Tuesday, October 17, 2017**

**Includes Resident Input – Consideration of Temporary Ramp Policy  
Budget Hearing --Weds. Sept 27, Clubhouse at 6:30 pm  
Annual Meeting –Mon. Oct. 23, High Point Church at 7:00 pm**