

**Tamarack Trails Community Services Association**  
**Board Agenda October 17, 2017**  
**6:00 pm - Clubhouse Community Room**

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

Board Member(s) excused: Ric Genthe

Also in Attendance: Association Manager, Lou Glauner, Georgia Taylor, Roseanne Nietzsche, Janet Hirsch, Prudy Stewart, and Mary Young

- I. Approval of the BOD Minutes –
  - A. Sept. 19, 2017 BOD Meeting Minutes – MOTION Meyer/Vahldieck to approve with corrections noted. Passed.
  - B. Oct. 5, 2017 BOD Email Vote Minutes—MOTION Meyer/Bellman to approve as presented. Passed.

**II. Resident Input-- Proposed Policy for Temporary Ramps. [Draft ARB]**

Wolfinger solicited input from those in attendance. MOTION Meyer/Bellman to approve for the purposes of discussion. Passed.

The following items were suggested for changes for referral back to the ARB:

Add Note: Resident(s) should initially contact the office about locally availability of ramps.

Delete Note on pg. 2 [This refers to the construction of enclosed (indoor) ramps.]

Add a title: RAMP POLICY (and standard).

Under **Continuing Maintenance**... line 2 add underlined text, “Absent this commitment, the Association after working with the owner informally and, if appropriate, and with proper legal notice...”

Under **Disposition of the Ramp** ...line 2 replace “disposition” with “removal” and add at end of paragraph: “No grandfathering is permitted.”

MOTION Bellman/Vahldieck to refer draft policy back to ARB with the above noted items. Passed.

**III. Community Correspondence -**

- A. Sunset Gardens – Email from Georgia Taylor re: drainage plan— The thistles are back; follow-up with cemetery staff may be on order. With the Jewish Congregation now owning the north most portion of the parcel, which borders Tamarack, we may work cooperatively on some issues. There is a plan for a gravel driveway either entering from S. Westfield Rd. or a new internal loop connecting existing internal roads. The MC will work on this issue.
- B. Letter from Residents on Gray Birch regarding occupants of two residences abusing the parking privileges; Lou will follow-up with each regarding use of visitor parking and parking at one’s living unit.
- C. Resident Sponsored Retirement Party for Bob Schroeder—Judy Bluel noted that residents are planning a potluck lunch for Bob for Weds. Nov. 1<sup>st</sup> and asked if the Office could print ½ page notices to be delivered by volunteers.

She noted that all staff too are invited; the Office will do the printing as requested.

- IV. Property Manager's Report, **Questions and Clarification** – Lou provided written and verbal report and responded to BOD inquiries.
- A. New Hires – Two individuals were hired part time to paint fences—John Ross and Keith Morse. Also, Steve Opal was hired to assist on the Grounds crew.
  - B. Status of Grounds Superintendent Position—The ad was handled by HR and Prudy Stewart convened a team to review applications and attend face-to-face interviews.
  - C. Work to Accomplish in 2017 Budget— The high-level trim in Phase 6 is not getting done this year; trim painting in Phase 1 will be done in 2018.
  - D. Maintenance Request Forms Report—No discussion.
  - E. Hail Damage Detail Report---Lou reported that he had received the report from the Insurer and that if received in Excel the items could be easily added to each unit's database sheet. Once item of note was a reimbursement for damage to garage doors, which are the owner's responsibility; the amount was for \$1,100. Lou has not notified the owner nor has a check been written. A policy needs to be in place for an issue as this and Lou will contact Atty. Grob before any action is taken. Lou was asked if volunteers could assist with compiling the data. A question was asked about when the repair work will begin; Lou noted in March or as soon as temperatures allow.
  - F. Resident Response Cards— Lou reported that these now go out via email at completion of the job; 9-10 received to date and he expects 30-40 a month once the process is fully implemented.
  - G. Maintenance Responsibility Checklist—Lou provided a chart outlying owner/association responsibility as listed in standards by item.
  - H. Center Island Swale (aka main drain)—Lou reported that the work was completed with recent rains the West 1/3 is tipped in the wrong direction, it is too level. He will follow-up with contractor.
  - I. New F250 Truck—Lou was able to find a near new truck with 13,000 miles from DOT with a 7-year, 100,000 mile drive train warranty. Staff will put into use once a bed liner has been installed.
- V. August 2017 Financial Report – Lou provided a written and verbal report.
- A. Report Highlights—Past due assessment accounted for 4.4% monthly budget; 6 are at 30 days and 4 at 60 days late (all before the 90 day referral to small claims). No other questions were raised.
- VI. Committee Reports -
- A. ARB – No meeting held. Lou elaborated on the tree that was removed by the contractor in error in July. The Association will plant a white pine, as requested by resident. Questions were asked how the error occurred and as to why the BOD was not alerted to the error earlier.
  - B. Amenities – No meeting held.

- C. Finance – Review meeting minutes from October 5<sup>th</sup> Meyer provided an overview and was asked to provide review of the discussion on the 2018 proposed budget by the FC, MC and at the budget hearing.
  - a. 2018 Budget Proposal and options to cover 17-week pool season (incl. 9/6 & 10/5 FC)-- The budget had been modified to keep the 17-week pool season and three options were given to find the \$3500 needed for the remaining two weeks not in the original budget. MOTION Meyer/Bellman to accept the 2018 recommendations from the public hearing to modify the budget to include the 17-week pool season by decreasing \$1775 from proposed operating budget and the balance of \$1775 from the hail damage claim, leaving \$10,775 for the MC.
  - b. Maintenance forum and re-distribution of 2014 service-level survey—Meyer reported that there was an all resident survey conducted in 2014 which has some good historical information and could be used as a base for another survey. MOTION Meyer/Vahldieck BOD should appoint a committee of the BOD to conduct an all owner survey and information to be used for next BOD budget. Passed. [See FC minutes of 10/4/2017 on two issues—MC forum and all resident survey.]
  - c. Transfer to Investment Account – MOTION MacCubbin/Laubach to transfer \$80,000 from savings to the investment account. Passed.
- D. Garden – No meeting held.
- E. Human Resources – Minutes from meeting held Sept. 26<sup>th</sup> Vahldieck gave an overview of the meeting: HR is working on the superintendent position, Prudy Stewart assigned various tasks, received 25 resumes, but only 3 met the desired qualifications (1 was out of state, 1 was unable to make contact, 1 will be interviewed).
- F. Maintenance – Review meeting minutes from Oct. 3<sup>rd</sup> a walk-around was conducted on wooded areas and the borders looking for options to use the hail damage proceeds; they also took input on the proposed 2018 budget.
  - a. Snow Shoveling Contract—The MC recommended to the BOD to contract with snow shoveling for 2018 with Hauser Tree Care. This bid was the lowest at \$50/hour for 160 homes. MOTION MacCubbin/Laubach to accept the recommendation from the MC to hire Hauser Tree Care for the 2018 snow shoveling contract at \$50/hour for 160 homes. Passed.
  - b. Maintenance Request for Past 5 Years—Meyer circulated a listing of maintenance requests since the siding/roofing was done. There were 18 owners with 60 or more requests in this period, or an average of 2 per month. Discussion followed on if this was taking time from budgeted maintenance and if all residents were being equally served.
- G. RAC – Review minutes from August 16, 2017 meeting.
  - a. Holiday Party, Thursday Dec. 14<sup>th</sup>
- H. Welcome – No meeting held.

- I. Nominations & Elections- No meeting held.
  
- VII. Old Business -
  - A. Review and Comment Work Order Comment Cards— No discussion.
  - B. Review Parking Lot – No outstanding issues discussed.
  - C. Update on West Place II Plans and Workgroup Activities— MacCubbin reported that the plans were at the Common Council meeting this very evening and that several residents spoke at the Plan Commission on 10/2. It was difficult for the Workgroup to obtain plans in time to review and react before the city meetings; issues were the lack of large trees, large parking lot areas, redoing lots at 202 N. Gammon, the Tree Ln end of the site may be subdivided where the previous plans housed an assisted living/senior housing building. Wolfinger and MacCubbin gave many thanks go to Janet Hirsch and the Workgroup.
  
- VIII. New Business -
  - A. Review of Budget Hearing Held Sept. 27<sup>th</sup> -- [See FC minutes.]
  - B. Community Assoc. Institute—Board Training Lou suggested that there is money in the budget should BOD members to attend these on-line modules. Laubach showed interest. The price quoted was \$295 year for 3-15 members.
  
  - C. New Board Orientation Meeting(s) — MacCubbin offered to send out a Doodle poll to new and current BOD members. New BOD members come on at end of the Nov. 21 BOD meeting.
  
  - D. ARB Projects and Association Staff Time— MacCubbin brought up an issue about ARB approved projects and Association staff time, in doing the work or cleaning up. It was noted that the Superintendents should be aware which are ARB approved projects and residents should be invoiced for the work. An idea was to flag the properties if a request is made. ARB approval letters may need to alert the resident that Association work would be invoiced.
  
- IX. Review Board Calendar -
  - A. Annual Meeting Planning Update—MacCubbin made assignments for BOD members involved on the agenda and meeting logistics.
  
- X. Adjourn for Executive Session—MOTION Vahldieck/Bellman to adjourn and go into Executive Session at 8:02 pm. Discussion related to salary increases post January 1, 2018.
  
- XI. Adjourn MOTION Meyer/ Bellman to adjourn at 8:29 pm. Passed.

**Reminders: BOD Meeting, Tuesday, November 21, 2017**  
**Annual Meeting –Mon. Oct. 23, High Point Church at 7:00 pm**