

Tamarack Trails Community Services Association
Board Minutes November 21, 2017
6:00 pm - Clubhouse Community Room

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

Board Members excused: Linda Vahldieck

Also in Attendance: Association Manager, Lou Glauner; incoming BOD Members: Antonio Galvan, Andy Owca; Georgia Taylor, Janet Hirsch, and Joanne Pritchett.

Board President Larry Wolfinger opened the meeting at 6:00 pm and welcomed incoming Board Members.

- I. Approval of the BOD Minutes
 - A. Oct. 17, 2017 BOD Meeting Minutes – MOTION Meyer/Bellman to approve with noted corrections. Passed.
 - B. Nov. 20, 2017 BOD Orientation Minutes—MOTION Bellman/Meyer to approve as presented. Passed.

- II. Community Correspondence -
 - A. Late-night Noise Complaint from Wexford Ridge Apts. - Annual Meeting—Joanne Pritchett (24 Bayberry Trl) was present to follow-up on the issues she raised at the Annual Meeting. She noted the on-going late-night noise coming from Wexford Apts. Generally in the 1-2 a.m. timeframe and knows that she is not the only resident complaining as other units backup to the apartments. She asked the BOD to at least send a letter to management (Meridian) that the noise needs to cease, that is not OK to continue and the residents there need to be notified of such. Galvan agreed to draft a letter on behalf of the BOD; Lou added that he began conversations with Meridian.
 - B. Timing of Resident Survey—Prudy Stewart sent an email to the BOD regarding the plans for a follow-up resedient survey. She noted that sending a survey now may have carryover from the period that we were not at full staff and waiting after the superintendents have a full staff and time to follow-up on back orders may be more ideal. The BOD felt the need to have this done before work begins on the 2019 budget and it is deferred to the new BOD.

- III. Property Manager's Report, **Questions and Clarification** – Lou provide written and verbal report.
 - A. Grounds Superintendent Position—Lou added that Angie Swan began work on Monday and grounds staff met to review the snow removal process--using new equipment, plans for less salting, who was in charge of calling in staff and follow up with Maple Leaf.
 - B. Disposal of 2011 F-150 Ford Truck [See MC notes.]
 - C. Purchase ½ ton pickup vs. mini-truck [See MC notes.]

- D. Proposal for salting equipment sales—[See MC notes.]
 - E. Other—Lou reported that the computer has been set up in the Maintenance Building and that superintendents with HR will be working on revamping the resident request orders and establishing priorities.
- IV. September 2017 Financial Report – Lou provided written and verbal report.
- A. Report Highlights—Hail damage revenues and expenses will be tracked in account 2760; estimate year end to be in the black by \$3,000; there is a net reserve income as one trail (Honey Locust) didn't have asphalt done.
 - B. Other Items—none noted.
- V. Committee Reports -
- A. ARB – Meeting minutes of November 1, 2017 to review. Genthe, ARB Liaison, gave an overview of the last meeting and discussion on the Ramp Policy; MacCubbin noted that they considered the BOD recommendations and the new draft reflects input.
 - a. Temporary Ramp Policy—Revised Nov. 3, 2017. MOTION Wolfinger/Meyer to approve the policy as presented for Ramps, Exterior (dated 2017-11-03, to include the addition of the word “also” in the bracketed sentence last lie under Continuing Maintenance, Owner and Association Responsibility. Passed.
 - b. Resident Requests: 7339 Tree Ln, 64 Oak Creek, 1 Sugar Maple, 56 Millstone—No discussion.
 - B. Amenities – No meeting held.
 - C. Finance – No meeting held
 - a. FC/MC forum and re-distribution of 2014 service-level survey—The new BOD will go forward with an updated all resident survey.
 - D. Garden – Meeting minutes from October 26, 2017 to review. MacCubbin, Garden Liaison, noted the few items of interest—request staff time be subtracted from this account monthly vs. at year end, plans to have a walk around garden with new Grounds Superintendent, options of use of some of the account balance.
 - a. Appointment of Nancy Korda to the GC – MOTION Laubach/MacCubbin to approve the appointment of Nancy Korda to the GC. Passed with two abstentions—Meyer and Wolfinger.
 - E. Human Resources – Minutes from meeting held Sept. 26th Bellman provided and overview of the most recent meeting.
 - a. Review and Approved recommended wage increases [BOD to consider in Executive Session.]
 - b. Renew current Health Plan with Unity, including Dental – Consistent with the HR recommendations to continue the 75/25 health insurance match and addition of dental coverage, the BOD noted the steady upward movement in staff's benefit package. MOTION

Wolfinger/MacCubbin to approve the HR recommendation to maintain health insurance coverage with Unity and add dental coverage at the recommended employer/employee match. Passed

- c. Staffing Updates—No discussion.
- d. Changes in Staff Holiday and PTO days—HR committee and Prudy had reviewed the current policy and learned that staff prefer whole day off vs. half days due to travel time. MOTION to approve the HR recommendations to update the Staff Holiday and PTO as follows: 1) add full day off the Friday after Thanksgiving, 2) make ½ day off Christmas Eve to a full day off; 3) make the ½ day off New Years Eve a full day off resulting in the net of one full additional Holiday off. Passed.
- e. Development of Salary Ranges by Position and Total Compensation Package by Individual Employee [Referred to Executive Session.]

F. Maintenance – Review meeting minutes from Nov. 7th -- Owca provided the update in the absence of Vahldieck, MC Liaison. He noted that the issues with cemetery will be monitored on a quarterly basis; that the borders will be reviewed by grounds superintendent for which ones and property lines need attention and reported back in January.

- a. Hold Resident Maintenance Forum with FC—No discussion.
- b. Appointment of Harry Miles—MOTION Wolfinger/Laubach to appoint Harry Miles (89 Oak Creek Trl) to the MC filling the vacancy opened by the retirement of Bob Prugh. Passed.
- c. Work Order Management Process Subcommittee – Will work on assisting in prioritizing work order requests.
- d. Other Items—Plans to use less salt, new spreader will be sold on Craig's list (at a slight loss) and new equipment should be more efficient.

G. RAC – Minutes from Meeting held October 17th.

MacCubbin added that the RAC plans to meet 11/28 to plan for the Holiday Party, Thursday Dec. 14th

H. Welcome – Minutes from Meeting held in Nov. 13th. Bellman added the WC is interested in taking on more work. MacCubbin added that RAC minutes regarding the New Resident Reception should be shared as RAC would like a WC member present when RAC plans the next New Resident Reception.

I. Nominations & Elections- No meeting held.

VI. Old Business -

- A. Review and Comment Work Order Comment Cards—Lou sent out via email, 54 in all for past 4 weeks, which is a better response now that the process of sending out once request has been completed. Laubach asked about any follow-up when comments note work still not complete and also giving resident lead-time on when work will be done would be most helpful.

- B. Review Parking Lot -- outstanding issues. Just adding that MC will monitor cemetery on a quarterly basis.
- C. Update on West Place II Plans and Workgroup Activities—Hirsch noted the the CSM, certified survey map, for West Place is at the Common Council tonight and that the Workgroup was not informed by the Alder or the developer. She and Wolfinger had read the text of the approval where currently a north-south road on the western most part of Lot 4 is recommended by city staff. This is the parcel that previously was dedicated to senior housing with various levels of care. Wolfinger agreed that a West Place III Workgroup should continue to review and provide input on behalf of the residents and BOD.
- D. Parking Violation Assessment—Lou provided background on the issue and noted the standard. Residents of 11 Gray Birch had been notified a number of times about the parking of 3 cars, some in the visitor's lots for extended periods of time. As per the policies a \$100 fine was imposed. A letter was received on behalf of the residents and the BOD considered the information before taking action. MOTION Meyer/Wolfinger considering the health issues of the residents the BOD rescinds the \$100 fine on the premise that if additional fines incur this fine will be levied, including the removal of the truck. Passed.
- E. Hail Damage Update—Lou reported that an excel file is forthcoming from the Insurance Company which will not require data entry into the database. Also, BOD should expect a draft policy from Atty. Grob at the December meeting outlining the handling of various claims.

VII. New Business - 20 minutes

- A. **Review and Approve Proposed 2018 Budget (date 11/14/2017)** The BOD thanked HR, staff and Meyer for their work. Lou noted that the AMA remains at \$9.90 and the budget reflects the changes made by the BOD at previous meetings. MOTION Meyer/Wolfinger to approve the 2018 finalized Budget dated 11/14/2017. Passed.
- B. Review of Annual Meeting Held October 23, 2017—Good job.
- C. Review of Budget Hearing Held Sept. 27th Meyer noted lots of input that was incorporated into the final budget presented tonight.

VIII. Review Board Calendar -

- A. New Board Orientation – (Mon. 11/20 and Tues.12/12 at 7-815 pm)
- B. Recognition of Outgoing Board members – MacCubbin presented Thank You cards and gifts to out-going BOD members Meyer and Wolfinger in recognition of their time on the BOD, 4 and 2 years, respectively. Both complimented the BOD for their work moving the Association forward.
- C. Establish Date for Year-end Staff Luncheon – Tuesday Dec. 12th was chosen for this year's Staff Holiday Luncheon; BOD and staff are invited to attend.
- D. Confirm 2018 BOD Meeting Dates—Dates were selected at the 11/20/217

Orientation meeting—3rd Tues. (except 2/13) to now begin at 6:30 pm.

- IX. Adjourn for Executive Session—discuss staff reviews, bonuses and salary adjustments. MOTION MacCubbin/Bellman to adjourn into Executive Session at 7:26 pm. Passed.

[Motions taken in Executive session are available in a separate document.]

- X. Adjourn – MOTION Bellman/Wolfinger to adjourn the meeting at 8:00 pm. Passed.

Reminders: BOD Meeting, Tuesday, December 19, 2017 @ 6:00 pm
New BOD Orientation—Tuesday, December 12, 2017 @7-815 pm