

**Tamarack Trails Community Services Association
Board Minutes February 19, 2018
6:30 pm - Clubhouse Community Room**

6:30 PM Quorum present: Jean MacCubbin, Pat Laubach, Howard Bellman, Antonio Galvan, Andy Owca, Ric Genthe
Also in attendance: Georgia Taylor (7347 Tree Ln); Maryanne and Dave Huttleston (7 Honey Locust)

- I. Approval of the BOD Minutes
 - A. Jan. 16, 2018 BOD Minutes

Motion: 6:32PM Howard/Andy to approve minutes changed as amended to reflect the spelling of name. Passed.

- B. Jan. 26, 2018 BOD Email Minutes

Motion 6:34PM Pat/Andy to approve minutes as amended. Passed.

- II. Community Correspondence

- A. Neighboring Apartments parking on both sides of Tree Ln. and close to driveways inhibit safe enter and exit for residents (Contact Rodney)

Maryanne and Dave H. expressed their concern about cars double parked on Tree Ln. inhibiting traffic. Lou contacted Rodney Tapp at the apartment complex prior to tonight's meeting. Board members suggested residents should contact police with immediate concerns. Unfortunately city-parking policy is what it is. Communication with neighboring apartment complex will continue as issues come up related to parking, noise, etc.

- B. February 10th, 2018 Snow Plowing—Email from Mike Rohr and phone calls from Oak Creek Residents.

There was a concern about snow after last Friday's snowfall. A combination of garbage day and a breakdown to the snow remover's equipment, there was a delay in clearing out the snow.

- III. Property Manager's Report, **Questions and Clarification**

- A. Cemetery dirt pile update

Emailed documents, title "Erosion Control Permit". Plan has been approved by the city. Angie is the liaison and will keep us up to date on progress. No action on the plan until September when the approved permit expects the site to be stabilized. Lou informed the board that 100 yards of dirt have been hauled away and there is a plan to haul off about 200 yards more.

- a. Lou's written response to Questions from January Board Meeting, handout.

Since Lou spent time producing a breakdown of insurance document, the insurance company will be reimbursing TT an amount equal to the rate of \$35 an hour for 54 hours. When the money comes in it will be put into the insurance fund.

- b. Update Lou: Breakdown of Insurance Proceeds

The numbers are not final as Lou reported that there are 15 files he has not received yet. With that in mind the numbers reported by Lou on a handout with not title but

Final

emailed to board before the meeting break down as follows. Total cash value received is \$129,995; \$25,647 are owner items with a break down of Garage Doors \$3,622; Skylights \$15,530; and screens \$3,511.

Tamarack Trails Association Responsible items Totaled \$104,348 with a breakdown as follows: Siding \$1,830; Downspouts Gutters \$47,507; Trim Wrap \$8,955; Vent Caps \$18,280; Roof/Flashing \$21,499 and Post Lights \$6,774.

After expenses authorized, for example the Truck, the current Balance as reported by Lou on the handout is \$84,794. The estimate on need to do repairs is \$27,476. There is also the amount approved for Landscaping in the current year budget in the amount of \$12,513. This leaves an estimated remaining balance of \$44,805.

Subtracting the \$25,647 under owner Items leaves a balance of \$19,158 that could potentially be used for additional lampposts fixtures or for high level wrapping of units.

In discussion:

*Andy asked Lou to find out how the insurance decided on \$130 or \$140 dollars per unit for siding when a charge for siding, as reported by Lou, was \$275-\$300.

*Jean asked about siding we have in stock. Lou said that we have most colors in house. Jean inquired about what the staff can do vs. contracting this work.

Lou informed that we have already budgeted to purchase 100 lampposts fixtures.

*Jean asked for a breakdown of what it will cost for fixture and installation. Lou said about \$150 installed. Jean wanted clarification on what it would cost if we do it in house and what it would cost if we needed to contract out.

Jean asked Antonio to meet with Lou and Josh and establish a priority for using the potential funds in the maintenance area, specifically the high wrap areas to avoid future painting and maintenance.

*Andy asked for clarification on why the numbers do not add up in the columns of the handout under owner items and Lou clarified but citing some odds and ends like straightening fins on air conditioners that do not impact function and that he only included items that we are looking to repair. There are items that are cosmetic that we will not repair.

Phone: Lou explained where the items of the phone appeared and cost like an answering service.

Discussion Life Guards: Josh has passed his lifeguard test. Lou would like Delaney to be the head lifeguard who will be the lead guard and set up the schedule. Lee has another full-time job but will be lifeguarding for us on a part-time basis.

*Ric asked about age of lifeguards. Lou and other board members informed us that the age has been lowered to fourteen years of age.

IV. December 2017 Financial Report - 15 minutes

2018-02-19 BOD minutes to be approved

A. Report Highlights

- a. **Operating budget is over by \$6,990; Salt was over by \$5,000; Landscape supplies was over by \$7,000 (Mulch \$2,400; Flower orders \$1,000; Top soil, seed and material \$2,500; small tools and equipment \$1,200). Funds that come in over budget come out of contingency fund.**
- b. **Andy: Suggested we align our investment account balance with our reserve. Andy will bring up his suggestion and rational with the FC.**
- c. **Garden account: Jean asked that Garden Committee keep track of garden expenses on a monthly basis. Lou said that Angie knows staff will need to record these hours.**

B. Other Items—None added.

V. Committee Reports - 20 minutes

A. ARB – Feb, 07 Meeting

- a. Security light at Club House Entry

7:39 PM Motion: Pat/Howard Choose a Security light to be left on at all times and match others on exterior of the clubhouse. Passed.

- b. Storm Door at 7381 Tree Ln

Lou mentioned that the Amco/Anderson catalogue does not have a storm door that does not have an embossed pattern on the bottom. Resident is looking for one but may need to return to the ARB.

- c. Ramp: 7419 Tree Ln

Owner will speak to the renter to find ways to minimize the sound.

B. Amenities – No Meeting Held

C. Finance – Jan 24 meeting minutes

- a. FC recommends that the Board accept the bid from Grobe's CPAs with the lowest bids (\$6,000 for 2017; \$6150 for 2018 and \$6,300 for 2019).

7:43 PM Motion Pat/Ric Move that we accept the FC recommendation to accept the Grobe's CPA to do the audit and tax returns for 2017, 2018, and 2019. Passed

This item was discussed and brought copied here for clarity (IV, b.) Andy: Suggested we align our investment account balance with our reserve. Andy will bring up his suggestion and rational with the FC.

- a. Reassess Insurance Proceeds Use—[see discussion above.]

D. Garden – No Meeting held

E. Human Resources – No Meeting

F. Maintenance – Review meeting minutes from February 6

- a. *MC requests funding for 2018 border area remediation from the money remaining from the 2017 insurance settlement. MC agrees that our main priority in 2018 should be the clearing of buckthorn from areas 1, 2, and 4 (\$800+\$200+600) Total \$1,600*

7:58 PM Motion: Andy/Pat The Board reaffirms that \$12,513 is for the MC landscaping from Insurance Proceeds. \$5000 is earmarked for phase two (2) borders. We accept the recommended plan from Angie with a resident communication component by area. Passed.

- b. Review and comment on Angie's Proposal

By motion on above this item is affirmed and funded as stated above.

Communications with residents that are affected by areas is expected. A resident who is impacted by area seven was present. There was a question about area 10 that is in the diagram but not included in the breakdown. Jean suggested add in #11, main drain as with time this too will need maintenance.

- c. WO Recommendations, handout

8:09 PM Motion: Pat/Andy The Board approves recommendations 1,2,5 and report back with progress. Implemented. Passed.

After discussion the board made and passed the motion above. Concerns were raised about item #3 that ties to item #4. Antonio will share concerns at next MC meeting. Board members also had a query as to the cost of labor from the top six owner generated work orders.

G. RAC –

- a. Champagne & Chocolate, Tuesday March 6th, 2018
- b. Spring Brunch, Saturday April 21st, 2018

H. Welcome – No Meeting held. **Next meeting March 5th.**

- a.

I. Nominations & Elections- No meeting held.

VI. Old Business - 20 minutes

A. Update by Andy: Handling of Insurance Proceeds

Board will keep a fund from insurance reimbursements related to hail damage for which the association was reimbursed available for future use should an affected feature of the specific homes impacted by the storm fail in the future.

B. Update Lou: Accounting of Insurance Funds

C. Update on service level survey (Andy O.)

Andy will have something for the board in email format within the week. We will review at next board meeting.

D. Review and Comment Work Order Comment Cards

E. Review Parking Lot -- outstanding issues

Final

F. Update on West Place II Plans and Workgroup Activities—**no report.**

G. Update Archiving Procedures

Jean pointed out that motion at last month's meeting included that digital recording are to be kept permanently, as per the Accounting Guidelines.

VII. New Business - 2

A. Select a date for Listening Sessions—Lou has pulled address labels for the units to be invited.

a. Tuesday the 24th of April at 6:30PM

Pat and Howard will be leading listening session with Lou.

8:24PM Howard/Pat Motion to move into exec session. Passed.

VIII. Review Board Calendar -

IX. Adjourn for Executive Session—

X. Adjourn

9:00PM Motion to end Executive Session Pat/Howard. Passed

Reminders:

BOD Meetings

March 20, at 6:30PM