

**Tamarack Trails Community Services Association
Board Minutes April 17, 2018**

6:30 pm - Clubhouse Community Room

Members Present: Jean MacCubbin, Pat Laubach, Howard Bellman, Andy Owca, Ric Genthe, Antonio Galvan and Lori Zunker, Association Property Manager

Motion: MacCubbin called meeting to order at 6:00PM

- I. Approval of the BOD Minutes – 4 minutes
 - A. March 13, 2018

Motion to move approval of March meeting minutes to May. Howard/Pat. Passed.

- II. Community Correspondence - 5 minutes
 - A. Safety Meeting Thank You

The safety meeting was timely and there was positive feedback. Thank you to all who participated. A special thanks to Jayne Meyer and Judy Bluel.

- B. Sauk Creek Greenway

Ellen Foley inquired about our participation on the Sauk Creek Greenway project. Relevant information from the Good Life and links were forwarded to residents.

- C. Pool music volume

A resident's expressed concern about the volume and type of music from the lifeguard's. Lori has begun to address this concern as meeting with the lifeguard's have started.

- D. Petition Assessments

There was a lively and informative discussion. Board cautioned not to interpret that the city assessment is the same as our monthly assessment calculation. The Board hears residents concerns and will address them to help educate our selves as well as residents. Andy will review the requests with the finance committee to review the best way to get the formula and measurements to those residents who wish to learn about how their individual monthly assessments are calculated. Privacy of individual residents information was discussed.

- III. Property Manager's Report, **Questions and Clarification** - 15 minutes
 - A. Highlights

1. **Information Technology Company (IT). Lou has utilized when appropriate. An IT company has been used to resolve technology issues that have come up.**
2. **Bid's for conference room/lifeguard room. Meeting with subcontractor for plumbing and electrical.**
3. **Has begun to meet with lifeguards.**
4. **Recruiting for summer staff. Indeed application. Angie has her staff for the summer staff.**
5. **Meet and Greet went well and another one is scheduled on Thursday from 4:00-5:00PM**
6. **Tax return extension has been filed with the new Firm and they will start working on it.**

7. **Safety meeting coordination with Judy B. and there was good reviews.**
8. **Letter went out for the next listening session schedule for 5:30PM on April 24, 2018.**

B. Update on Summer Staff Hiring

IV. February Financial Report - 15 minutes

A. Report Highlights

It was noted that the format of the report is how the program prints it out.

B. Update Audit/Taxes

From Managers report: Tax return extension has been filed with the new Firm and they will start working on it.

V. Committee Reports - 20 minutes

A. ARB – April 4, 2018 Minutes to Review

- a. Draft Policies to Review and Post—Neighborly Standards for Trash/Recycling Bins

7:15PM Motion: Howard/Andy to adopt the “Recommendation Trash Recycling neighborly Standards 2017 10 26”. Passed.

b. 7417 Tree LN—gas line (approved by ARB)

c. 203 S. Westfield Rd – windows (not approved double vs triple pain)

d. 2 Red Cedar Trl—deck expansion (not approved because it exceeded 60% density)

****Ric briefed the board on discussions taking place for metal handrails; Josh was not present at the last meeting so the discussion is ongoing. Rational for metal railings is less maintenance/upkeep in the future.**

B. Amenities – No meeting held.

C. Finance – March 28, 2018 Minutes to Review

- a. FC recommendation on use of Contingency Funds—Property Mgr. change

7:25PM Motion Howard/Pat. To approve item IV from finance committee minutes Funding for Property Manager Change Discussion up to an estimate of \$24,000.00. Passed.

b. Review Assessment Letter

Item will be taken up at the next finance meeting as to how to address how to disperse individual information to residents who wish to see the measurements on file and how assessments are calculated. For more details look at II. Item D.

c. Other

D. Garden – No Meeting held

Garden Committee Rep will ask about the containers/trash cans in some individual garden sections.

- E. Human Resources – April 8, 2018 Minutes to Review
 - a. Review PTO Policy, Employee Manual-neon handout.

Howard presented clarification on revisions to the handbook to address Personal Time Off (PTO). After language changes are made the board will adopt at a future meeting.

- F. Maintenance – April 3, 2018 Minutes to Review
 - a. *Resident Request Project*

7:40 Motion MC Pat/Ric to approve the MC Work Request Recommendations as Amended by the MC. Passed. Follow up will occur in Good Life publication and continued communication with residents as projects are address in there phase.

The Board further discussed the education efforts: To inform the residents on the process to categorization those services residence are entitled to and those that are billable.

- G. RAC – April 11, 2018 Minutes to Review
 - a. Spring Brunch, Saturday April 21st, 2018
 - b. Next?

H. Welcome – No Meeting held.

a.

I. Nominations & Elections- No meeting held.

- VI. Old Business - 20 minutes
 - A. Board Vacancy-

Ric informed us know about Ann Roar interest in serving the balance Linda Vahldieck vacate due to resigning from the board.

7:52 PM Motion to appoint BOD

According to Article V, Section 4. Of Bylaws, the Board appoints X to fill the term vacated by LINDA Vahldieck to expire at end of this term.

7:52 Motion: Ric/ Pat Passed.

- B. Review Office Hours for Pool Season
 - Discussion: Lori will talk to Jean on the one day every week when the office would be open late.**
- C. Update on Front Door Light and Doorbell
 - Josh will update on installation of light.**
- D. Accounting of Insurance Funds
- E. Review All Resident Service level survey (Andy O.)

Discussion: Amend the second paragraph to highlight the potential of “increase of assessment for increase of services.”

Andy will send file to Ric. Ric will reformat. Survey will be ready within the week. Lori will print and Andy and Antonio will help to deliver the surveys by depositing at each individual mailbox.

F. Review and Comment Work Order Comment Cards

G. Review Parking Lot -- outstanding issues

H. Update on West Place II Plans and Workgroup Activities

I. Update Archiving Procedures

Close to having it complete. Work will begin on scanning surveys of properties.

J. Cell phone policy

Prorate if an employee leaves for reimbursement. Reimbursement happens at the end of a calendar year.

VII. New Business - 20 minutes

A. Update on Sauk Creek Restoration Project and Workgroup

B. Items for Next Good Life (Pool Schedule, keys, policies, etc., AC group maintenance)

C. A

VIII. Review Board Calendar - 5 minutes

A.

IX. Adjourn for Executive Session—

A. Staffing Issues

X. Adjourn

8:30 Motion: Howard/Andy To move into executive session

Reminders: Listening Session—April 24 (Lori, Pat, Howard)

Second Meet & Greet—April 19, Thurs. 4-5 pm

BOD Meeting: May 15, 2018

Executive Session: 8:45 Howard/Ric

9:30 PM Motion to Adjourn Executive Session: Ric/Andy Passed.