

**Tamarack Trails Community Services Association  
Board Minutes June 19, 2018**

**6:30 pm - Clubhouse Community Room**

Present: Jean MacCubbin, Pat Laubach, Howard Bellman, Antonio Galvan, Ric Genth

Absent: Andy Owca

Also in Attendance: Judy Bluel (26 Oak Creek), Janet Hirsh (7311 Cedar Creek), Georgia Taylor (7347 Tree Ln.)

- I. Approval of the BOD Minutes – 4 minutes
  - A. May 15, 2018  
**6:35 PM: Motion:** Howard/Ric Approve Minutes as Amended. Passed
  
- II. Community Correspondence - 5 minutes
  - A. Update on Assessment Petition, Tree Ln Homeowners
    1. **Completed and will be delivered around the end of the week.**
    2. **Some residents voiced on the perceived discrepancy of assessment in attendance as it relates to similar units.**
  - B. Reaffirm Surface Water Responsibilities—Tree Ln
    1. **7367 Tree Ln: Roseanne gave the board a summary of her experience. Concerned about her property due to drainage issues and standing water over prolonged periods of time. Roseanne contacted Greg Freeze (City of Madison Engineer). She stated that plan was presented to MC and Board and that the plan was approved by both bodies. Board meeting of September 19, 2017 was cited (see Committee Meeting Section of cited minutes F (c). Roseanne emphasized that the city engineer recommended no grass and grass was used.**  
**Discussion: Board Member Howard asked some clarification and summarized that it sounded like (we) asked for advice [from the engineer] and we did not follow the advice.**  
**\*Note from Secretary: The end of these minutes restates what was agreed upon at the Board Meeting on September 19, 2017.**  
**2. A meeting will be convened with representatives, the cemetery and Tamarack Trails Association.**
  - C. Parking Issues—Tree Ln. Trails/Common Areas
  - D. Other
  
- III. Property Manager's Report, **Questions and Clarification** - 15 minutes
  - A. Highlights
    1. **Review of Property Management Software: Company being explored was called AdFolio(?). The company thought it was very complicated. Property manager cited that Prudy recommend an Ad Hoc committee would over see this project after the Audit was complete.**
    2. **Amenities: Drawing were done and received today. They have been forwarded to the builder. At this point it is waiting for permits and the project is projected to being July 15, 2018.**

- B. Contracts for 2018 and 2019
- C. Roof Leaks
- D. Summer Staffing

1. **Pool and Lifeguards** are fully staffed and addition staff will be hired to fill on during the month of July. There is an issue of a substitute lifeguard calling in last minute a couple of times that resulted in closing the pool due to no guard being available. This is being address through additional sub lifeguards being hired in the near future.
2. **Maintenance** professional painters have been hired and residents have reported being happy with them. Ryan Hamm has been hired as a seasonal painter for the summer and is doing a great job. He is painting fences; light posts and deck trim as directed by Josh.
3. **Water in basement** There have many reports of water in basements and more roof leaks over the past month.
4. **Audit** is continuing with the CPAs. They are coming in on Thursday to complete some of the work with the office.
5. **Budget 2019** Conversation began in the MC and the goal by the property manager is to get bids for certain reserve items with bids being awarded in early in 2019 so the work is scheduled ahead of time.
6. **Swale update** Angie and the property manager met with the engineer and landscaper that completed the work. It was raining when the meeting took place. In summary the work was completed as specified and we are now getting bids for solutions that will handle the volume. Property manager will report back as bids progress.

**Discussion:** President Jean suggested we keep a map water issues. Board member Rick commented on the clay in the ground being part of the issues.

- E. Hail Damage Insurance Reimbursement Update

1. **Property manager Lori: \$127,283.99 is the beginning balance. Jean: Skylights, Garage doors and screens we were not replacing [owner responsibility] Funds are being kept and not spent.**  
**\$12,513.00 taken out of fund so 2018 budget would be under 3% increase. This amount went to landscaping, borders and [Angie is aware of this]. Post lights \$4,000 appear to be for wage overages. \$1,216 Salter [Sale of salter and then a new purchase]. \$5,000 Homestead Plow. \$6,632**  
**Board reviewed the ledger to account for expenses. The truck was identified as well.**  
**Summary: Carol Grove suggested \$22,663.00 will be set aside if and when we may need to reimburse for items not fixed/replaced**

**from damage.**

F. Other

IV. April Financial Report - 15 minutes

A. Report Highlights

- 1. Property manager Lori reported that office Secretary Jean was on vacation last week and that some information still needs to be inputted; therefore we don't have a financial report at this time.**
- 2. Six residents are behind on monthly assessments.**

B. Update Audit/Taxes

C. Preliminary Work on 2019 Budget

V. Committee Reports - 20 minutes

A. ARB – June 6, 2018 Minutes to Review

1. Discussion with MC
2. Items: 144 Pine Ridge (**flower boxes have been removed**)  
12 Pin Oak (**exterior gas line has been resolved**); 72 Oak  
Creek (**deck to patio approved**); 117 Pine Ridge (**enclosed  
porch approved**)

B. Amenities – No Meeting held.

C. Finance – May 23, 2018 Minutes to Review

- 1. June 6 Assessment Meeting Held: Over 30 residents attended.**
- 2.**

D. Garden – No Meeting held.

E. Human Resources – No meeting held.

F. Maintenance – June 12, 2018 Minutes to Review

1. *Main Swale Update*
2. *Preliminary Discussions 2019 Budget*

**Discussion: Board Member Howard asked of the previous rock wall work had been deficient. Property manager clarified that the work was not deficient, rather there is so much to be done that it the budget does not allow of all that needs to be addressed. Mr. Noyce property has been cited as priority. The delay at the moment is getting bids for the work. Property manager cited this as an example as the difficulty presently and in the past with getting a bid and work scheduled the same year. This is something that the property manager, the board and committees are working on to fund bid and schedule as soon as the budget or in conjunction as building the budget with our needs.**

G. RAC – May 16, 2018 Meeting Minutes to Review

- 1. September date is to be finalized**

H. Welcome – No Meeting held.

I. Nominations & Elections- No meeting held

1. Committee Appointments

**7:15 PM Motion: Pat/Anne. Move to Appoint Jean Alan, Don Haasl and Jayne Meyer to the nomination and Elections Committee for this upcoming year. Passed.**

**Discussion:** Don Haasl voiced a concern about this committee and consistency of being inconsistent. He suggested that the Board consider appointment to the committee be for a three year term. Board member Howard expressed support for the consistency Don advocates for including overlapping terms. Don further emphasized that the liaison needs to understand what they are getting into and be equipped to deal with it [the deadlines].

2. Board Liaison

**Discussion:** President Jean brought up the idea to not have board members up for reelection server on the Nominations and Elections Committee for appearance of a conflict of interest. The discussion shifted as Board member Howard inquired of Don Haasl if there is a document that guides deadlines for the Nominations and Elections Committee. Dan confirmed that the document does exist (After the meeting Secretary Antonio located the document on the share drive). Don emphasized the attention to detail for the committee chair.

Discussion continues on how the office could help with meeting the deadlines without conflict of interest. Don expressed that the office already supports the committee with tasks. In addition, when counting the ballots Ric could vacate the room. Howard expressed that dates and deadlines dictate the running of election. Ric who is the liaison would not be involved in the recruitment. It was agreed that going forward that board members or residents who are thinking of running or rerunning, that they not be involved in this committee.

**Recommendation summary:** The office will continue to work with the committee and follow the chart in the shared file drive. Here after no, one running for office should be on the committee [Ric will remain for this year].

VI. Old Business - 20 minutes

A. Update on Front Door Light and Doorbell

1. **Will be done by October 1<sup>st</sup> 2018**

B. Review and Comment Work Order Comment Cards

1. **Property manager Lori will explore getting a report to us in some format.**

C. Review Parking Lot -- outstanding issues

1. **Survey: Brief discussion occurred sharing or not sharing comments with the residents in general. The comments will be taken into consideration by the Board and Committees.**

1. **Judy Bruel suggested that a reminder go to residents about the due date of the survey. If they need an extra survey they can pick one up at the office.**

2. **Board Member Howard: reminded the Board that the Employee handbook needs to be completed. Other things deemed more important have come up. It is something**

**we need to revisit. Property manager Lori will resend this to all Board Members and Committee.**

- D. Update on West Place II Plans and Workgroup Activities (Janet Hirsh)
  - 1. **Ground has been broken on the two restaurants. One has a tenant but the other needs a tenants. Developer expects tenancy filled by March 2019**
  - 2. **Conversation on the road. He was sympathetic on the road that will be going in. He does not see the need for it but the city does.**
  - 3. **He does not have anyone on the North end yet. He assumes it will be residential (Possibly Senior Housing).**
  - 4. **Chemical formulation [Chemo] for UW hospital patients.**
  - 5. **The reminder of the building will be added as things grow.**
  - 6. **Occupancy in March 2019**
  
- E. Update on Sauk Creek Restoration Project and Workgroup
  - 1. **Board Received a Letter from the group. Monday night at 7:15PM Alderman Skidmore scheduled a presentation that was presented in the past. This meeting is for Tamarack residents.**
  
- F. Update Archiving Procedures
  - 1. **It will continue, on hold until winter and downtime.**

VII. New Business - 20 minutes

- A. ACTION: Board Liaison to ARB.**
- B. Items for Next Good Life (ARB Neighborly Standards for Trash/Recycling Containers, Service Survey with Updated 2018 figures, Volunteers for Contractor Referrals, Security Light Neighborly Standards?)
  - 1. **Lori expressed a need for guideline as to whom the residents should call when they have water in the unit. Howard suggested that Lori, Andy and Howard could begin this discussion that will lead to a development of a policy. This can include a guideline when a compromise can be resolved. Lori is asking for policy development. Board Agreed. Lori asks that a policy of initial contact be developed. The staff does not have the expertise to address water issues. This takes staff time and efforts when the first call should be to a professional plumber or a company like Zanders. Board agrees that this will give us a governing document instead of an understanding that we give money to residents.**
  - 2. **A policy will be developed.**
  - 3. **Residents present expressed that there was preferential treatment in the past towards some residents and not others.**

VIII. Review Board Calendar - 5 minutes

- A. Set Budget Hearing Date with FC
- B. Schedule a Listening Session (early Nov.)
  - i. **Howard and Anne selected Wednesday November 14, 2018 as the next Listening Session at 5:30PM to gather with the formal**

**listening session to begin at 6:00PM.**

IX. Adjourn for Executive Session—

**8:30PM Motion: Ric/ Pat. Move to go into Executive Session: Passed.**

- A. Staffing Issues
- B. Electronic Mailings

X. Adjourn

**9:15PM Motion: Howard/Anne To come out of executive session and adjourn. Passed.**

**Reminders: BOD Meeting: July 17, 2018  
Annual Meeting: Monday Oct. 22, 2018  
Budget Hearing: TBA**

Attachments: BOD Minutes  
ARB Minutes 6/6/18  
MC Minutes 6/12/18  
FC Minutes 5/23/18  
Tree Ln. Map

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.