

**draft**  
**Tamarack Trails Community Services Association**  
**Board Minutes July 17, 2018**  
**6:30 pm - Clubhouse Community Room**

Present: Anne Rohr, Ric Genthe, Howard Bellman, Antonio Galvan, Jean MacCubbin and Andy Owca

Absent: none

Also Present: Lori Zunker, Property Manager; Charlotte Woolf (3 G.B.), Georgia Taylor (7347 T.L.), Monica Van Zuiden (7379 T.L.), Mike Riley (56 O.C.), Janet Hirsch (7311 C.C.), Jude Morse (7381 T.I.), Bonnie Ackerman (17 O.C), Amy Kell (15 O.C.)

Jean MacCubbin opened the meeting at 6:30 pm; a quorum was present.

I. Approval of the BOD Minutes of June 19, 2018

**6:33 PM Motion Pat/Ric Minutes to be approved as amended. Passed**

II. Community Correspondence

A. Neighbor-to-Neighbor Issues

1. Jean expressed that there have been some neighbor issues that have at time escalated and have taken up much Board and staff time that are not the responsibility of the Association.

B. Water Issues—15-21 Oak Creek

1. The resident at 17 Oak Creek expressed the issues appear to be landscaping issues. Resident did call the city and their recommendation was to hire an engineer and not a landscape architect. Jean stated that when the issue is a landscaping issue, the association must take corrective action. Lori, property manager, summarized that funding was set aside last year for the work to be done but nothing was in writing so no one knew about it to focus on this area 15-21 Oak Creek for 2018. Lori and Angie have met a landscape architect and others will be met with as well to determine course of action. Howard, clarified that we are talking about the contour of the land. Residents present and board members agreed that an engineer should be hired to address the contour of the land. Andy asked and Lori clarified that \$7,500 was set aside for this in 2018.
2. There was discussion to clarify the policy: Association will cover half of the cost to remediate with a maximum of \$750. For example of the cost is \$1,000 to a resident, the Association would reimburse \$500. If the cost is \$3,000, the Association would reimburse the maximum of \$750.

C. Parking Issues—Tree Ln. Trails/Common Areas

1. Jean MacCubbin had a number of community communications on

parking concerns on Tree Ln. Board will revisit the possibility to write a policy specific to phase six. Question considered included: 1. Is the "T" part of a specific resident's driveway. Is the T necessary for a resident to be able to turn around without have to back-up all the way to the street. If the T is defined as a specific resident's driveway. Jean and Pat committed to working policy.

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

A. Highlights

1. HOA Software Update: Lori is coordinating the first meeting for the week of July 30th. She has residents who volunteered to assist.
2. Office Buildout: Delay occurred due to a health issue to a family member of the contractor. Propos to rebid with for later in the year when contractors may be more available.
3. Pool/Lifeguard- Shifts covered. Discussion to compensate the lead guard for the flexibility to cover double shifts.
4. Maintenance- Summer decks complete. More will be completed in Fall.
5. Center swale, looking for 2019 completion.
6. IT
  1. Signature Using, continue using old signature for now.
  2. Some work orders are not visible to residents. However, they are there.

B. Update Staffing—No discussion.

C. Insurance Renewal—Lori will work on for the 2019 budget.

IV. April/May Financial Report -

A. Report Highlights -- Andy deferred talking about May because of an issue cited but not specified.

1. Still working on tracking hail damage.
2. Allocating expenses monthly basis, auditors are helping.
3. Andy made a special note that the money in the contingency account will be used for legal expenses and other costs during transition.

B. Update Audit/Taxes

1. Auditors wanted specific receipts for sales of items like the truck but they have been hard to track possibly non-existent.

C. Preliminary Work on 2019 Budget

1. Conversations have started. Lori and Prudy are working on a schedule.
2. Budget Hearing Date is set for October 1, 2018

V. Committee Reports -

A. ARB – July 3, 2018 Minutes to Review

1. Approvals: 7435 CC- front step modification; 53 OC- deck over patio; 51 OC- white entry railing

2. Tree Removal Policy for BOS—

**Motion: Pat/Andy: To send the policy back to ARB to reflect that no healthy trees be removed unless the tree is threatening to foundation or sidewalks Passed.**

- B. Amenities – No meeting held.
- C. Finance – June 27, 2018 Minutes to Review
  - 1. See Andy's report above.
- D. Garden – No Meeting held.
- E. Human Resources – June 28, 2018 Minutes to Review -- Howard will be meeting with Lori tomorrow morning to reconstruct Employee manual or come up with modifications that will be presented to the BOD.
  - 1. Progressive Discipline and Grievance Draft Policy. Committee discussion included:
    - 1. If the current HR manual is referenced, it is not coherent in a progressive discipline.
    - 2. Open door policy: This gives employees the opportunity express ideas and concerns.
    - 3. It should be written in a way that describes a specific path for a grievance while not dictating to have the first point of contact be the person they may have a grievance with.
  - 2. Employee Manual is an eternal work in progress. It is not a governing document.
  - 3. Salary of employees
    - 1. Pay increase from Prudy recommended at 2% (not an HR recommendation).
- F. Maintenance – July 10, 2018 Minutes to Review
  - 1. Property Reserve/Engineering Study—Idea from FC and MC to be undertaken.
  - 2. No Trim (tree/shrub) Requests
    - 1. Began as a water issue. Trees began to grow into foundation. As a result the overgrowth has been impacting foundation and moisture control. Discussion continues as to a no trim policy should exist or be revised.

**8:20 PM Motion: Andy/Pat that MC and ARB to review the no trim policy at their annual walkthrough meeting. Passed**

- 3. New Materials—metal wrapping and wood composites. Discussion on material used to decrease future maintenance of material on low visibility areas like chimneys and high visibility like doors and door frames. 19 Hemlock Azec example Chimney. Ric brought up concerns with baseboard of units that was discussed a couple of years ago.

4. Center Swale Proposals (2019 budget)
  1. See Property Managers Report.
5. Rock Walls and Drainage (2018 budget)
  1. Priority is 7332 and two other properties.

G. RAC – July 2, 2018 Meeting Minutes to Review

1. Confirm Appointment of Deb Wallace (7445 Tree Ln)

**8:35 Pat/Howard To confirm the appointment of Deb Wallace to RAC Passed.**

2. Dinner by the Pool, Sunday Sept. 16

H. Welcome – No Meeting Held

- 1.

I. Nominations & Elections- No meeting held

1. Confirm Appointment—Tom Phelps (30 OC)

**8:43 PM Pat/Anne To Confirm the appointment of Tom Phelps to Nominations & Elections Committee. Passed.**

2. Board Liaison: There was discussion to pay attention for next year's committee liaison to ensure he/she is not running for board.
3. Committee Chairperson to be Jeane Allen.
4. Schedule. The schedule and the importance of dates was briefly reviewed.
5. Three seats are open. Ric, Pat and Anne.

VI. Old Business -

- A. Review and Comment Work Order Comment Cards—working on print out.
- B. Review Parking Lot -- outstanding issues; no discussion
- C. Update on West Place II Plans and Workgroup Activities; no discussion
- D. Update on Sauk Creek Restoration Project and Workgroup Activities (aka Concern Citizens/Residents Workgroup). Mike Riley reported.
  1. Seven people showed up for the last meeting. We are past the rancor from the first meetings. There is no dispute that the drainage is needed. At this point the plan for the trees is unknown. However, that is an unknown until JoJo in City Engineering completes her research. The concern of the group is that we have some input. Person reporting says that they have no doubt that we will have an input. There is no decision on a bike path but it will be discussion on it. However, nothing has been decided. It is anticipated that in September the study may be completed. JoJo said that she will keep the group in the loop through a public meeting in the future.
- E. Tree Ln/Cemetery Stormwater Mtg.
  1. Meeting is taking place on Thursday July 19, 2018. 11:00 AM.

VII. New Business - 20 minutes

- A. Items for Next Good Life (Save the Date—Annual Meeting, 2019 Budget

Hearing, and Dinner by the Pool; ARB Neighborly Standards for Trash/Recycling Containers, Service Survey with Updated 2018 figures, Security Light Neighborly Standards, Others?)

- VIII. Review Board Calendar - 5 minutes
  - A. Schedule a Listening Session (early Nov.)
    - i. Discussion agreed to keep at early November for the session due to the other meetings taking place in October with Budget, etc. No date or volunteers.
  - B. Schedule Review of Survey Results
    - i. Janet Hirsch is typing responses. Individual members will review the responses and then meet as a group.
  - C. Lori asked about the New Resident Meeting is scheduled. Believed to be, September 11, 2018 but Lori should send an email to Chairs.

**9:07 PM Howard/Andy Motion to move into executive session.**

- IX. Adjourn for Executive Session—
  
- X. Adjourn

**MOTION TO ADJOURN**

Reminders:     **BOD Meeting: August 21, 2018**  
                  **Annual Meeting: Monday Oct. 22, 2018**  
                  **Budget Hearing: Monday, Oct. 1, 2018**

**9:45PM Motion: Howard/Anne To adjourn out of executive session.**