

Tamarack Trails Community Services Association
Board Minutes
Tuesday, January 22, 2019
6:30 pm - Clubhouse Community Room

Present: Anne Rohr, Howard Bellman, Janet Hirsch, Jean MacCubbin, Dean Ryerson

Excused: George Meyer

Also Present: Lori Zunker, Property Manager, Charlotte Woolf (3 G.B.), Georgia Tayler (7347 T.L.), Bonnie Ackerman (17 OC), Pat Laubach (7415 TL), Harry Miles (89 OC), Janet Zimmerman (85 OC), Mike Reilly (56 OC).

- I. Welcome and Introductions- Jean MacCubbin opened the meeting at 6:30 pm and asked all BOD members to introduce themselves as Dean Ryerson will soon join the BOD.
- II. Consideration and Approval of Board Appointment to fill one vacancy— MacCubbin provided a brief overview of the BOD process in making the two appointments. She noted the BOD will make the second appointment at their 2/26 meeting. MOTION by Hirsh/Bellman to appoint Dean Ryerson (17 Hemlock) to the BOD to fill the first vacancy. Passed. Dean provided a brief overview of his experience and desire to serve.
- III. Approval of the BOD Minutes
 - A. 2018-11-20 BOD Meeting Minutes – MOTION by Bellman/Hirsch to approve the minutes, 4th version. Passed.
 - B. 2018-12-10 BOD Orientation Notes— The notes needed no approval; BOD accepted as written. Ryerson added that he liked to see the plans for the upcoming year.
 - C. 2018-12-17 BOD Minutes— MOTION Bellman/Hirsh to defer action to future meeting as the minutes were unavailable at the meeting. Passed
- IV. Community Correspondence -
 - A. Georgina Luecker (75 OC) Water Damage - Mold Remediation. Resident was accompanied by Randy Schmidt, Madison Property Restoration, who shared pictures and invoices to date. The issue was water intrusion over edge of foundation during August storm and possibly from mulch too high on building; property now regraded. Two corners of building had obvious wood rot and interior had water in basement and discovery of mold. The work conducted to date amounts to about \$7,500 (\$3800 mitigation; \$2800 rebuild). Work is not done—stained art work, books and furniture. What is needed is a final number before any settling. The BOD requested that we meet o get legal interpretation on our insurance coverage and liability; Atty. Carol Grobe to be involved.
 - B. Other -- none

- V. Property Manager's Report, **Questions and Clarification**
 - A. MS Access Database – (see Report attached)
 - B. HOA Software—recommendation by workgroup.** Two members of the ad hoc group were in attendance and gave an overview of their work and recommendation. Admitted that the software does not do all our work, but most of it and provides transparency and integrity. The experts on the ad hoc committee believe in the system. MOTION Bellman//Ryerson to accept the ad hoc committee's recommendation and adopt the system. Passed with Hirsch voting no.
 - C. Reserve Study Proposal(s)
 - D. Stormwater RFPs
 - E. Office Remodel
- VI. December 2018 Financial Report -
 - A. Report Highlights- It was noted that the FC meets Weds. 1/23. Comments included a loss in the operating cost column.
 - B. Year-end Unaudited Financials—see above.
- VII. Committee Reports – [Note: New appointments and Chair/Officer Elections take place first meeting after the first of the year—see Bylaws Article X Sec. 1(c).]
 - A. ARB – Meeting minutes of 2019-01-09 to review.
 - a. MOTION Hirsch/Rohr to appoint Pat Maddox (4 OC) to the ARB. Passed.
 - b. ARB is working on standard letters regarding their actions.
 - c. MOTION Hirsch/Bellman to send the light post request (6.c.) for OC entrance to MC. Passed.
 - B. Amenities – No meeting held.
 - C. Finance – No Meeting Held (next mtg. 2019-01-23)
 - a. Review of Cash Flow Status
 - b. Ad hoc Hail Damage Proceeds—no report; Hirsch noted the group hasn't met since holidays.
 - D. Garden – No meeting held.
 - E. Human Resources – No meeting held.
 - a. Updated Employee Manual-- Staff Presentation made by Hirsch/Bellman.
 - b.
 - F. Maintenance – No meeting held.
 - a. Safety Meeting Mon., Feb. 11 @ 7:00 pm
 - G. RAC – Meeting held today 2019-01-22; no report.
 - H. Welcome – No meeting held.

- I. Nominations & Elections- No meeting held. Jean noted deadlines the BOD needs to be aware of.
 - a. Need to create Committee no later than June.
 - b. Appoint Board Liaison, one who is not running or on the ballot.

VIII. Old Business -

- A. Review Gift/Policy Draft—refer to next meeting.
- B. Update on Capri Senior Communities – Hirsch noted updates were included in the GL; there is a planned public meeting in Feb., but date yet to be determined.
- C. Update on Sauk Creek Restoration – Mike Reilly was in attendance to provide an update. He noted that the City is involved in an overall stormwater plan since the August rain events and this area has been delayed until 2020-2021. He has had good communications with JoJo O'Brien, city engineering. The goal of the group, which includes Walnut Grove and other neighbors is to: no strip cutting, no lighted bike path, possibly crushed limestone like state trails, cut back on buckthorn and continue to provide good habitat. There will be a note in GL about volunteers to cut buckthorn in the areas outlined in the plan.
- D. Update on Stormwater Workgroup – (see also Manager's report) MacCubbin noted that the group plans to meet the week of 2/28 to review the RFP; also noted was an extended area of notification beyond just 15-21 OC residents.
- E. Update Water Damage Reimbursement—Foley—Office is awaiting receipt of paid invoices, which amount to \$975. MOTION Hirsch/? That reimbursement be changed to account 911, decks/dwellings. Passed.

IX. New Business -

- A. Second Board Appointment post 1/30/19 deadline—A date has been set to review the bios received by second deadline 1/30. Second appointment to be made at 2/26 BOD meeting.
- B. Update on Planned Cemetery Roadway -- JBAM (Jewish Burial Assoc. of Madison) – north boundary of cemetery (meeting 1/28 Mon. @ 6:30 pm). MacCubbin noted that she has been in communication and stormwater improvements (retention area) have changed to reduce overland flow on to Tamarack property and to address security/safety concerns, a gate at S. Westfield is planned. Questions about a second gate and the city's orders about the west end of the cemetery and stormwater requirements.
- C. Set Annual Meeting Date—BOD agreed to Monday, Cot. 14th; Lori to check with church on availability of room; dates to be communicated to future NE&C members/chair.
- D. Updating Directory—No additions to current format were proposed; discussion followed on options to opt out; Jean in office will handle these requests.

- E. Good Life Articles—Reminder to update directory; Feb. mtg. dates; newly elected committee chairs/members; white light removal date.

- F. Other—Hirsch presented a proposal regarding residents who are Federal employees and the shutdown. MOTION Hirsch/Rohr to approve the following: Starting in January 2019 and continuing until one month after the reopening of the federal government, Tamarack Trails will eliminate interest and late fee charges on past due monthly assessments which may be incurred by homeowners who are federal employees. Passed.

- X. Review Board Calendar -
 - a. Consider Listening Session—Rohr/Bellman agreed to facilitate the next listening session for April; date tba.

- XI. Adjourn for Executive Session—MOTION Rohr/Bellman to go into Executive Session at 9:00 pm. Passed.

- XII. Adjourn – MOTION Bellman/Rohr to adjourn at 9:45 pm. Passed.

Reminders:

BOD Meeting, Tuesday, February 26; thereafter 3rd Tues. in 2019

Add Property Manger's report here

2019 projects BOD/committees

2019 Resident Directory
Patio/deck inventory
Tracking of Hail Damage Proceeds
Update assessment files
Board Binders
Board Parking Lot
Reserve Study
Resident Request Project Implementation
Capri Sr Communities
JBMA Cemetery
Sauk Creek Restoration
HOA ad hoc
Storm Water workgroup
Internal Controls Audit
RFP 15-21 OC
RFP master plan, 12 parcels
Flow chart contracts
Bylaws update
Policy on Accepting Gifts/Donations
Video cameras—MC/ARB
Name N&E in June
Listening Session (two volunteers) April
Swimming Pool Rules for upcoming season