

**Tamarack Trails Community Services Association**  
**Board Minutes**  
**Tuesday, February 26, 2019**  
**6:30 pm - Clubhouse Community Room**

Present: Anne Rohr, Howard Bellman, Janet Hirsch, Jean MacCubbin, George Meyer, Dean Ryerson and Amy Kell

Excused: None

Also Present: Lori Zunker, Property Manager, Georgia Tayler (7347 T.L.), Don Hassl, Jayne Meyer, Mary McFarlane, Joanne Eissifeldt, and Lorraine Moore

- I. Welcome and Introductions—MacCubbin opened the meeting at 6:30 pm; a quorum was present. All in attendance introduced themselves for Amy Kell. Amy added that she had served on the FC and has been a resident for 4.5 years.
- II. Consideration and Approval of Board Appointment to fill one vacancy—Amy Kell (15 OC)—MOTION by Hirsch/Meyer to appoint Amy Kell to fill the vacancy through the November BOD meeting. Passed unanimously.
- III. Elect BOD Secretary; Appoint BOD Liaison to MC—MacCubbin noted that the previous Secretary and BOD liaison to MC was Antonio Galvan and asked Kell if she was interested in that appointment. MOTION Hirsch/Meyer to elect Ann Rohr as Secretary and Amy Kell as liaison to MC. Passed unanimously.
- IV. Approval of the BOD Minutes
  - A. 2019-01-22 BOD Minutes—MOTION by Hirsch/Kell to approve with noted corrections. Passed.
  - B. 2018-12-17 BOD Minutes—MOTION by Hirsch/Rohr to approve with noted corrections. Passed.
- V. Community Correspondence
  - A. Eve Siegel—Awesome Staff/Snow Crew— MacCubbin and Office had received correspondence noting the great work by staff regarding the snow, etc. “Awesome” was the term used and Wolfe noted the same sentiments.
  - B. Snow Removal- Lori noted the number of calls regarding snow removal on trails, driveways and walks. She added that staff and contractors are working on guidelines in place and doing usual. She met with Maple Leaf who are doing a better job than the initial few snowfalls. All need to know that we cannot predict these events and supplies such as salt were scarce, and staff have been applying on driveways which is not policy or in contracts.
  - C. Pet Policy—Communication was received from a Realtor for a prospective buyer who has two emotional support animals and a cat; or three pets, not meeting the current pet policy (J-101A ). Federal HUD rules, State Statutes and other local laws were reviewed prior to the meeting and found that

emotional support or comfort animals are not considered pets. Bellman agreed to draft text to include in existing policy. MOTION Meyer/Ryerson to note these animals comply with state/city policy and text is to be added to such policy. Passed. Lori will contact the parties and the draft policy will be on March agenda.

- D. Status of Directory—In the works.
  - E. Annual Meeting Date— Meyer had noted that the previous meeting date may not work with the scheduled BOD meeting dates in Oct./Nov.; Lori was asked to look at availability of the room at the church for Tues. Oct. 29<sup>th</sup>.
  - F. Reserve Study—see MC report.
  - G. Ice Dams—Resident should send a mailing to Office regarding maintenance—check roofs, heat tapes, raking, dams & leaks. Lori has spoken with Insurance regarding claims by an event or the entire winter.
- VI. Property Manager's Report, **Questions and Clarification** [See report attached.]
- A. AppFolio (HOA Software) Implementation Group—Note in March that Lori is the payment underwriter per their contract.
  - B. Office Remodel
  - C. Update Lifeguards
  - D. Reserve Study Update—Hirsch asked that we inquire that the two maintenance buildings and three bridges are included and status of rock walls.
  - E. Other
- VII. January 2019 Financial Report
- A. Report Highlights—Discussion regarding beginning of the year balances.
  - B. Year-end Unaudited Financials—no copies from auditor yet.
  - C. Other Items
- VIII. Committee Reports –
- A. ARB – No meeting held.
  - B. Amenities – No meeting held.
  - C. Finance – Review Meeting Minutes of 2019-01-23
    - a. Meyer reported that the FC had recommended moving \$38,000 from checking to Contingency Fund—Meanwhile, more work had been done in this area regarding separation of accounts by an ad hoc committee; the items are referred to the March meeting. MOTION Meyer/Hirsch to refer to March BOD meeting. Passed. Meyer noted that details will be explained to BOD at the upcoming retreat.

- D. Garden – No meeting held.
- E. Human Resources – Review Meeting Minutes of 2019-02-24
  - a. Office Closure Procedure—Hirsch circulated a draft policy from HR regarding a process for office closure on who/how/when/why to close the office.  
The text below as approved by MOTION by Meyer/Ryerson. Passed unanimous.

*In the event of severe weather or unsafe conditions on a regular working day, the Property Manager, President of the Board (or designee) will determine whether the Tamarack office will be closed. If the decision is made to close, staff are not expected to report to work and will receive their regular pay for the hours of the closure.*

~~*There may be situations where the Board does not feel a closure is warranted, but conditions are such that not all staff may feel safe reporting to work. In this situation staff will be allowed to miss work but must use PTO time to be paid.*~~

- F. Maintenance – Review Meeting Minutes of 2019-02-05
  - a. Video cameras—Started looking at policy, no text yet, but default on the side when outdoors no expectation of privacy. MC will work with ARB.
  - b. Report Out-- Safety Meeting Mon., Feb. 11 @ 7:00 pm – Hirsch reported the meeting went well—reminders to lock doors, keep garage doors closed.
  - c. Reserve Study—Consideration of MC recommendation—discussion: make sure it includes the accurate number of buildings, 2 maintenance buildings and 3 bridges are included as well as rock walls. They expect a \$3800 retainer, refer to next meeting when references have returned Lori's calls.
  - d. 15-21 OC RFP--Consideration of MC recommendation—MOTION Bellman/Kell to accept MC recommendation of the RFP for the drainage work. Passed.
  - e. Georgiana Lucker—refer issue of water intrusion from last meeting to MC to review.
- G. RAC – Meeting Minutes of 2019-01-22
  - a. Spring Brunch—Sat. April 27
  - b. MOTION Hirsch/Rohr to appoint Ginny White (71 OC) and Sharon Genthe (92 OC) to the RAC. Passed.

H. Welcome – No meeting held.

- I. Nominations & Elections- No meeting held.
  - a. Need to create Committee no later than June. Since our last meeting, MacCubbin had reached out to Bellman and Allen. Jeanne Allen agreed to chair and Bellman agreed to be the Board Liaison.
  - b. Appoint Board Liaison, one who is not running or on the ballot.  
MOTION Ryerson/Hirsch to appoint Jeanne Allen (7 Ro) as chair and Bellman as Liaison. Passed.

IX. Old Business -

- A. Update on Planned Cemetery Roadway – Review Letter of Support to JBAM (Jewish Burial Assoc. of Madison). McFarlane and Taylor reported that the City now will include this item as a Conditional Use on an upcoming Plan

Commission agenda, Mon. 4/7. The draft letter of support will be reworded. Taylor noted that TT needed to look at the drainage agreement with the cemetery; MacCubbin and others were not aware of such an agreement. There were items that both residents wanted to know if they were “for sure”, such as the gate and the plantings. MacCubbin noted that if the item is at the city level, the city would maintain jurisdiction on enforcement. Discussion for March meeting.

- B. Update Gift/Policy Draft—refer to a future meeting. Hirsch and Meyer are working on it.
  - C. Update on Capri Senior Communities – Hirsch reported on the updated plans and neighborhood meeting planned for 3/18; the workgroup will meet to develop response for the Urban Design meeting.
  - D. Update on Sauk Creek Restoration – No discussion.
  - E. Update on Stormwater Workgroup {See MC}
  - F. Update Water Damage Reimbursement—Foley. Lori reported as per BOD motion a payout of \$950 from acct. 911 was made after receiving paid invoices.
- X. New Business
- A. Good Life Articles—Reminder to update directory; Feb. mtg. dates; white lights
- XI. Review Board Calendar
- a. Listening Session, April 25, Thursday at 5:30 pm. (Anne & Howard)
- XII. Adjourn for Executive Session—MOTION by Meyer/Hirsch to go into Exec. Session at 8:55 pm. Passed.
- XIII. Adjourn – MOTION Hirsch/Kell to adjourn at 9:45 pm.

**Reminders:**

**BOD Meeting, Tuesday, March 19, thereafter 3<sup>rd</sup> Tues. in 2019**  
**BOD Retreat—Mon. March 4, 5:30-7:30 pm**  
**Annual Meeting—~~Mon. Oct. 14<sup>th</sup>~~ Tues. Oct. 29<sup>th</sup>?**

## **Highlights and Updates**

### **AppFolio -**

Several members of the implementation workgroup were out of town at various times throughout February so we will begin the implementation process in March. The month of February was spent answering the additional questions the FC and BOD members had. In addition, the accounting team members worked with Jean Hilgers to outline our current processes for bookkeeping and accounting to get ready for the set up in AppFolio.

We have a meeting with our On-Boarding Manager this week to get the foundation of the system set up. Jean Hilgers will be attending this meeting as well. Next week, the implementation workgroup will meet and review the homework and timelines that our On-Boarding Manager will assign to us. The outlines will include resident information and training timelines. After the resident information is uploaded and we check all data for accuracy, the work order system will be outlined and reviewed by staff and we will ask the MC for input. Resident training will occur during the implementation process. The timing on it will be determined on the recommendation from our On-Boarding Manager. The last information to be migrated to the new system is the financial data. By this time, we will be able to set a date to go live.

### **Grounds –**

Although we are having complaints on the timing of the snow removal, Maple Leaf is doing a better job overall. The timing of the snow removal is dependent on what time the snow stops. The ice storms and repeated snowstorms, one after another did not help.

The snow removal guidelines do not include ice removal for personal driveways, which was a complaint we received by several residents. Angie did a lot of salting and did personal drives when we had the major ice storm. If the change in weather patterns continue and these types of storms become the norm, we may have to update the guidelines to include this service.

### **Maintenance –**

#### **Reserve Study Proposals**

The MC reviewed the proposal and recommended the Reserve Advisors out of Milwaukee. I am trying to get a couple of references, however, no one has returned my call, so I will need to place some calls again. I am sure they are as busy as we are with all the snow and ice removal.

Reserve Advisors is \$7600 with a \$3800 retainer fee at the time of signing the contract. Currently, they are scheduling out to the first week of April.

### **Ice Dams**

The maintenance team has been proactive in getting ice dams off roofs and responding to calls. Currently, Josh and Mitch serviced 45 homes. Out of those 45 homes, 5 owners filed a claim for damage and there is potential for 12 others from that list.

When Jean receives a call regarding ice dams causing leaks, she explains the process to the resident that the Association will take care of the snow and ice removal and the interior damage is the responsibility of the owner or owner's insurance company up to \$10,000. If the damage exceeds \$10k, that is when Tamarack can file a claim under the property policy.

I spoke to our Agent at M3 Insurance and he indicated if we feel that our liability is going to go beyond the \$10k deductible, we could put Traveler's on notice that we may file a claim.

Filing a claim would entail gathering information on each home, listing the damage, pictures of the damage, and the date of the storm. The homes listed would be the only homes covered under this claim.

### **Office / Conference Room Remodel**

The office remodel has been delayed due to all the snowstorms and Tim being out of the office for a few days. In addition, we ran into a snag with the HVAC permit. The commercial code has changed and the City is requiring us to provide a complete drawing of our HVAC system to get the permit. The cost to have an Engineer draw these plans is approximately \$1500. The total work we had done was less than \$1000. We are trying to find an alternate avenue to get the HVAC plans or find a way to get the City to change the requirement based on the limited work we had done. It was one 4' run and a vent. The typical permit cost is \$25.00 for this amount of work.

### **Seasonal Help -**

I reached out to the previous lifeguards. So far three indicated they will be returning and each wants 30-35hours/week. I will place an ad in at the UW job center and ask the returning lifeguards if they have coworkers or friends that may be interested in working at TT. That is how we were able to fill some positions last year.

Maintenance - Ryan Hamm will be returning for the summer. We are very pleased that Ryan is returning!

Grounds – It is not definite that any of the summer crew will be returning to grounds. We will place an ad on the UW Job Center website and on Indeed.com.

