

Tamarack Trails Community Services Association
Board Minutes
Tuesday, April 16, 2019
6:30 pm - Clubhouse Community Room

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

Excused: Dean Ryerson

Also Present: Lori Zunker, Property Manager, Charlotte Woolf, Georgia Taylor, Bonnie Ackerman, Pat Laubach, Harry Miles, Janet Zimmerman, Rise Futterer, Eileen Kramer, Mary & Jim Schimdlkofer, Bruce and Margaret Anderson, James Steinbach, Paulette Harder, Eve Siegel, Maryanne Huttelston, Christina Finet, David, Reed, Judy Bluel, Jayne Meyer, Sharon Genthe Jan and Don Haas, Tom Phelps, Richard Swanson, Fanny Aragno, Jude Morse, Barb Hughes, Greg Phelps, Mary Beth Lundgren, Monica VanZuiden, Linda Bellman, Christina Finet.

- I. Welcome and Introductions—MacCubbin opened the meeting at 6:30 pm and announced a quorum of the BOD was present.
- II. Approval of BOD Minutes
 - A. 2019-03-19 BOD Minutes—MOTION Meyer/Hirsch to approve with typos corrected. Passed.
 - B. 2019-04-08 BOD Minutes—MOTION Meyer/Hirsch to approve with typos corrected. Passed.
- III. Community Correspondence
 - A. Concerned Residents of Tamarack Committee—Eve Siegel presented a listing of 7 questions the group would like answered by the BOD before the BOD's next meeting. MOTION Hirsch/Bellman to receive the packet from Concerned Residents of Tamarack Committee and move forward. Passed.
 - B. Others who spoke regarding the meeting held on March 26: Janet Zimmerman, Harry Miles, James Steinbach and Paulette Harder.
- IV. Property Manager's Report, **Questions and Clarification** – (See report attached)
 - A. Attorney Opinion on Sign Policy I-103—MacCubbin provided the background of the issue presented at the last BOD meeting and BOD spoke about the opinion from our attorney, Carol Grobe. MOTION by Hirsch/Bellman to maintain the 1987 policy in place. Passed.
 - B. Update AppFolio (HOA Software) Implementation Group—Policies & Procedures—The group meets weekly and has begun training with staff and committee presentations. There is a need to have the BOD meet jointly with

- FC on a few policies and processes in place before rollout.
- C. Update on Traveler's Request for Hail Damage Proceeds—As recommend at the last BOD meeting, Lori closed out this claim.
 - D. Update CH 1st Floor Remodel—Staff expect to move in later this week.
 - E. Update on Various Bids
 - F. Update on Seasonal Staffing—Noted staff who are coming back and the lifeguards being hired.
 - G. Miscellaneous – Meyer noted how we had to review the use of the 26 hours of overtime which has been already used during snow removal. He noted staff must get approval for more, but no money in that account.
- V. March Financial Report -
- A. Report Highlights—Questions on Acct. 25100, gift/donations. Lori reported that \$640 was used to set up Appfolio and \$400 to Grobe Accounting.
 - B. Pool Supplies (Acct. 70400)—See MC report regarding boiler funding.
- VI. Committee Reports –
- A. ARB – No meeting held. Next scheduled meeting 2019-05-01.
 - B. Amenities – No meeting held. Next scheduled meeting 2019-04-22.
 - C. Finance – Review Meeting Minutes of 2019-03-27. There were some carry over items recommended to the BOD from previous meeting; request to approve the following recommendations by separate motions. Meyer explained each motion and why separation was needed.
 - a. FC recommendations regarding the **establishment of separate saving accounts**, by title:
 1. Donation/Gift--
 2. Capital Equipment
 3. Hail Damage (recommended to change title to "Insurance Claims")

MOTION Hirsch Meyer to approve the establishment of the 3 savings accounts as recommended. Passed.
 - b. FC recommendations relating to **Funds Remaining at the end of 2018**: Meyer requested that each transfer be made by a separate motion.
 - MOTION Hirsch/Meyer to Transfer \$10,000 to the Contingency Fund. Passed
 - MOTION Hirsch/Meyer to Transfer \$11,487 to the new segregated savings account titled "Capital Equipment". Passed.
 - MOTION Hirsch/Meyer to Transfer \$10,000 (or current the balance amount) from the Checking Account to the new savings account titled "Donation/Gift". Passed.
 - MOTION Hirsch/Meyer to Transfer \$15,450.56 to the new savings account titled "Insurance Claims". Passed.

c. FC recommendations relating to **Funds in the 2019 Budget:**

Meyer requested that each transfer be made by a separate motion.

- MOTION Meyer/Hirsch to Transfer \$10,000 to the Investment Fund (as budgeted) Passed.

- MOTION Meyer/Hirsch to Transfer \$824 to the Contingency Fund and eliminate the Amortization Account. Passed.

- MOTION Meyer/Hirsch to Transfer \$12,983 from the Depreciation Account (52100) to the new "Capital Equipment" savings account. Passed.

D. Garden – No meeting held.

E. Human Resources – Review Meeting Minutes of 2019-03-19. Discussion followed on progressive discipline policy in the updated Employee Handbook. No actions were taken.

F. Maintenance – Review Meeting Minutes of 2019-04-02.

- a. Recommendation Approval of Bruce Company Contract—15-21 OC Drainage Improvement (\$23510.70, acct. 96000) MOTION Hirsch/Meyer to approve bid for \$23510.70 from Bruce company as a job for October. Passed.

Discussion followed regarding staff not feeling qualified to oversee the contract. Lori contacted Mead & Hunt and a proposal for \$2728 (including the staking) was reviewed. No action was taken.

- b. Bid for Pool Boiler-- MC approves the bid for boiler and flange repair from Neuman Pool, Inc., in the amount of \$15,408 (acct. 93600 has \$8000). [See BOD minutes 2019-04-08; FC will determine acct. for amount overbudget.] MOTION Meyer/Hirsch to approve the bid for Neuman Pools for \$15,408 for the boiler, for a total of \$17530 including the flange and PVC piping work. Passed. The accounts for both pool reserve and operations are already over budget. Bellman added that we need to look at the bigger picture/strategy/ and determine our priorities-- vision vs. juggling. See notes on the flange and bid from Monona Plumbing used for 2019 budget.

- c. Waste Management Trash Contract—Recommend continue with WM.

- d. 15 OC- Kell, Water Damage Claim, IV-402 V-501 -- MC recommends that, consistent with current policy, TT partially reimburse Amy Kell, in the amount of \$750, for expenses incurred for installation of a sump pump and drain tile system.

MOTION Hirsch/Meyer to approve \$750 acct. 96000 to Kell for sump pump. Passed, Kell abstained.

Bellman noted we needed a smoother, more complete understanding of TT policies more spelled out, especially the rational, there are various precedents and standardizing vs. band-aids.

MOTION Hirsch/Bellman to set up an ad hoc committee to look at these policies.

Passed.

MOTION Hirsch/Meyer to review the reimbursement policies regarding water damage. Passed.

- e. Roof raking charges—see minutes re: charging for roof raking. BOD will revisit.
- f. Pest Policy-- RECOMMENDATION TO BOD: MC approves and recommends the following change to TT Policy Resolution No. V-503 “Pest Intrusion Policy”. After much discussion the BOD approved a motion that created a new section in the policy.

MOTION Meyer/Bellman to add this to the Pest Policy “TT staff will not place and/or retrieve cages for the live trapping of animals”. Passed with Hirsch voting no.

- G. RAC – Review minutes meeting held 2019-04-10.
 - a. Upcoming events—Spring Brunch, Sat. April 27.
- H. Welcome – No meeting held.
- I. Nominations & Elections-No meeting held.

VII. Old Business -

- A. Update on Planned Cemetery Driveway – JBAM (Jewish Burial Assoc. of Madison)
 - a. Plan Commission Approval—MacCubbin reported that the item at the Plan Commission was unanimously approved and suggested that a review of Plan Commission video/presentation by Greg Fries, city engineering, be reviewed as he gave a good overview of Tamarack’s history of flooding.
 - b. Review and Recommend Easement with Stonemor—At the request of our attorney, the item was not reviewed. MOTION Meyer/Rohr to table the item until the attorneys’ review. Passed.
- B. Update Gift/Policy Draft—BOD will review at future meeting.
- C. 2019 Pool/Recreation Policy—Hirsch provided an updated policy from the committee; small changes were made. She and group were thanked for their work. MOTION to approve the revised 2019 Pool/Recreation Policy. Passed.
- D. Update on Capri Senior Communities—Hirsch reported that the next review is at Urban Design and that the city meetings to review the project have been pushed out about a month.
- E. Update on Sauk Creek Restoration—no report.
- F. Update on Stormwater Workgroup—Last action was review of the bids for 15-21 OC; MacCubbin noted the upcoming city meetings on 4 watersheds; many received postcards.

VIII. New Business -

- A. Appfolio Implementation

- a. Policies and Procedures—Considerations were distributed to the BOD; a joint meeting is being planned to review.
 - b. Resident Training – all will be invited.
 - B. Good Life Articles— Appfolio Implementation/Trainings; Pool Schedule and Rules. Sewer pipe warrantee changes/city; Pest Trapping Policy changes;
 - C. Board Action Items—resident communication, Prop. Mgr. Eval Process; cable replacement.
- IX. Review Board Calendar
- X. Adjourn for Executive Session—MOTION Meyer/Rohr to adjourn at 9:00 pm into Executive Session regarding HR issues. Passed
- XI. Adjourn – MOTION Kell/Hirsch to adjourn at 10:00 pm. Passed

Reminders:

BOD Meeting, Tuesday, May 21, thereafter 3rd Tues. in 2019
Listening Session—April 25 @ 5:30 pm (Anne and Howard)
Annual Meeting--Tues. Oct. 29 (budget hearing TBA)

Attach Property Manager's Report once Minutes are Approved.