

Tamarack Trails Community Services Association
Board Minutes
Tuesday, May 21, 2019
6:30 pm - Clubhouse Community Room

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

Also Present: Lori Zunker, Property Manager, Charlotte Woolf, Lorraine Moore, Georgia Taylor, Bonnie Ackerman, Joan Foster, Pat King, Mike Rohr, Don Haasl, Caryl Terrell, Jim Waffler, Janet Zimmerman, Eve Siegel, Jayne Meyer, Sharon Genthe, Betty Brunner, Richard Swanson, Fanny Aragno, Mary Schmidlkofer, Monica VanZuiden.

- I. Welcome and Introductions—MacCubbin noted a quorum was present and it was suggested that BOD members and residents make self-introductions. [Note: the tape recorder was not working, thus this meeting was not taped.]
- II. Approval of BOD Minutes –
 - A. 2019-04-16 BOD Minutes—MOTION Meyer/Hirsch to approve with suggested changes. Passed.
- III. Community Correspondence -
 - A. Concerned Residents of Tamarack Committee—Eve Siegel circulated a 2-page document to all in attendance and outlined the meeting with BOD and re-read the committee's requests: No action was taken until the BOD could read the materials and provide a response.
 - B. Mike Riley- JBAM Driveway in Cemetery—Resident requested to be on the agenda but did not attend meeting.
 - C. Susan Wagoner- Ice Dam Issues (V-502)—Resident requested to refer item to next BOD meeting.
 - D. Booth Fowler- TT Maintenance, etc. – Hirsch had previously circulated the email from resident. The items of concern were noted: exterior maintenance to CH and Pine Ridge units; website is outdated. Lori reported that maintenance needs are already scheduled, and the 'new' webpage will be rolled out before Appfolio, HOA software, goes live.
 - E. Joan Foster – Maintenance Requests – Resident requested Association repair irrigation system on west side of unit (noted previous property manager had cut when timber steps were removed 2-3 years ago); replace timber steps, also asked about replacing timber wall with a rock wall as resident understood this project was planned, but the budget at that time did not cover one at that unit. Discussion followed on if Association had any responsibility for an irrigation system (installed 15 years ago and no record of ARB, etc. approval) and that rock wall/steps should be referred to MC and discussed with 2020 budget requests.
 - F. D. Gregg Knapp—Lori received written request earlier today from resident regarding water intrusion and damage costs from August 2018 storm event.

The BOD had received his request in November and had denied reimbursement based on no neglect on part of the Association. Lori will follow-up.

IV. Property Manager's Report, **Questions and Clarification**

A. **Update AppFolio** (HOA Software) Implementation Group—Policies & Procedures Appfolio Policies & Procedures- Janet Zimmerman, as member of FC and Appfolio Implementation Team, provided the policy items recently discussed at FC. [Include document at end of minutes.] RE: #6. Lori will get info. from Jean H. RE: #7. Bellman noted requirement of insurance of contractors may eliminate some vendors; more study needed. Regarding late fees posted at 5 days is too strict. MOTION Meyer/Kell to wait 2 months and decide—change, delete, amend. No late fees to be assessed for the months of July and August 2019. Passed. RE: #8. Moving funds into investment/contingency is not being done. MOTION Meyer/Kell to accept Appfolio report/recommendations with changes. Passed. Items #12 &13 were removed from listing.

[See PM Report attached.]

Briefly, the following changes were approved:

- All checks will be written using Appfolio
- All deposits will be made into the Association checking account
- After FC and BOD approval, two-person approval required for transferring funds between various accounts
- All checks will be stamped for deposit on receipt and same day keyed into Appfolio
- All cash received will generate a receipt and same day keyed into Appfolio
- All in-coming mail will be date stamped
- All vendors must submit a W-9 form before invoices are paid
- Appfolio will automatically assess late fees after 20th of the month (for assessments); fee increased to \$25 (an increase of \$10)
- All NSF (insufficient funds) checks will be assessed a \$25 fee, plus any fee Tamarack is charge by our bank (no fee is currently charged)
- All receivables over 90 days late will be assessed \$50 fee, plus Court Fees (only Court Fees are currently charged to unit owner in arrears >90 days).

B. Update on New Bank Accounts

C. Reserve Advisors On-site

D. Update CH 1st Floor Remodel

E. Update on Various Bids—Insurance post 9/2019

F. 15-21 OC Drainage Contract, oversight

G. Seasonal Staffing

H. Miscellaneous

V. April Financial Report

A. Report Highlights

VI. Committee Reports – 20 minutes

A. ARB – Review Meeting Minutes of 2019-05-01

1. Property Density Calculation Clarification (GL)

B. Amenities – Review Meeting Minutes of 2019-04-22

- C. Finance – Review Meeting Minutes of 2019-04-24
 - a. Gift/Donation Procedures --MOTION Hirsch/Ryerson to approve procedures excluding #8 and add to update of Accounting Manual. Passed.
 - b. Pool pump/boiler budget overage—MOTION Hirsch/Meyer moved to approve FC recommendation to pay these overages from the contingency fund. Passed.

- D. Garden – No meeting held.
 - 1. Plots were plowed and marked 5/14
 - 2. Compost delivered
 - 3. Some plots still available

- E. Human Resources – Review Meeting Minutes of 2019-05-15.
 - 1. Staff overtime/snow pay—Hirsch provided an overview.
 - 2. Staff Training
Deferred discussion until June BOD meeting.

- F. Maintenance – Review Meeting Minutes of 2019-04-02
 - a. Recommendations to the BOD:
 - 1. *Approve signage to discourage walkers on drainage area near 7332 CC, no text proposed.* MOTION Kell/Meyer to allow Lori and Angie (grounds super.) to determine text. Passed with Hirsch voting no.
 - 2. *Waive \$50,000 bond for Bruce Co. re: 15-21 OC bid.* MOTION Ryerson/Hirsch to waive bond for Bruce Co. on said contract. Passed.
 - 3. *Remind owner, 60 OC, that standards re: new owners, not Assoc., take responsibility of items such as irrigation systems.* [See community correspondence above.]
 - b. *Oversight 15-21 OC drainage project*—Grounds superintendent reported that staff, Jeff, has agreed to conduct oversight of this project.

- G. RAC – Review minutes meeting held 2019-04-10
 - a. Upcoming events—Pool Party on Sun. Sept. 22 (see date change to 9/15); Holiday Party on Thurs. Dec. 12

- H. Welcome – Review Meeting Minutes of 2019-05-06
 - a. MOTION Hirsch/Bellman to approve the appointment of Pam Tobey to the WC. Passed.

- I. Nominations & Elections-No meeting held.

- VII. Old Business -
 - A. Update on Planned Cemetery Driveway – JBAM (Jewish Burial Assoc. of Madison)

- a. Review and Recommend Easement with Stonemor- MacCubbin reported that attorney has not received comments from JBAM or Stonemor.
- b. Update on border landscape post resident meeting—Hirsch reported on meeting with residents and staff. An agreement was made regarding species selection; a letter noting the recommendations will be sent to Tree Lane owners. MacCubbin thanked MC member, David Reed for his ideas and negotiations.
- B. Update on Capri Senior Communities—No report.
- C. Update on Sauk Creek Restoration and City Watershed Studies- No report.
- D. Update on Stormwater Workgroup (Aug. 12 start 15-21 OC); brief break
- E. Update on Listening Session—Bellman/Ryerson to determine date.

VIII. New Business -

- A. Appfolio Implementation and Webpage—Currently verifying resident info loaded into Appfolio; next is to communicate to residents regarding pending work orders and need to verify; request to residents to verify email address for 'invite to active' from Appfolio (6/20-7/1); new webpage planned to go live 6/1. [Note: this has been delayed.]
 - a. Resident/Committee Activation and Training – communications will go out soon regarding Informational Meetings and planned Help Sessions. Team expects that residents to be available to help others set up Online Resident Portal (profile). Bellman noted need to use less jargon. Question on paying assessment with credit card; Lori added currently a 2.9% fee will be paid to Appfolio each month with one's payment. Discussion on possible hiccups in first few months of implementation.
 - b. Important Dates prior to Going Live 7/1; planned email invite to activate portal 6/20.
- B. Create two ad hoc committees
 - a. Clarify policy regarding \$750 reimbursement sump pump.
 - b. Update/Clarify Water Intrusion Policy (IV-402)
MOTION Ryerson/Kell to refer both items to MC. Passed
- C. Create Visioning Planning Committee—45th year and beyond
A draft of brainstorming ideas for a resident-driven committee to conduct visioning exercise being a foundation of data and vision for the next 5-, 10-years acknowledging that 2019 marks the 45th year of the creation of Non-stock Corporation, 6/14/1974. It was noted that a similar exercise was done about 12 years ago. MOTION Ryerson/Kell to refer to June BOD meeting. Passed.
- D. Good Life Articles— BOD communications; Appfolio updates; Meet the lifeguards

IX. Review Board Calendar -

- A. New Resident Reception (RAC/WC), to be scheduled by BOD (see protocol; LY Tues. 9/11/18) No discussion.
- B. Next Listening Session (August, Howard & Dean) No discussion.

X. Adjourn for Executive Session— MOTION Bellman/Rohr to adjourn not Exec. Session. Passed.

XI. Adjourn—MOTION Hirsch/Meyer to adjourn at 10:10 pm.

Reminders:

BOD Meeting, Tuesday, June 18, thereafter 3rd Tues. in 2019

Listening Session—August (tba, Howard, Dean)

Annual Meeting--Tues. Oct. 29, confirmed (budget hearing Oct. 9)

Attach Property Manager's Report and APPFOLIO POLICIES (presented to FC by Janet Z.)