

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

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

Also, Present: Lori Zunker, Property Manager, Georgia Taylor, Rosemary Steinbach, Sharon Genthe, Don Haasl, Mary Young, Elaine Kramer, Anne Riceman, Sue Rapa, Bob Jacobs, Jayne Meyer, Mary Risberg.

- I. Welcome and Introductions—MacCubbin noted a quorum was present; BOARD OF DIRECTORS (BOD) members and residents made self-introductions.

II. Approval of BOARD OF DIRECTORS (BOD) Minutes

- A. 2019-06-28 Email Vote Minutes --MOTION Ryerson/Kell to approve. Passed
- B. 2019-06-18 BOARD OF DIRECTORS (BOD) Minutes—MOTION Hirsch/Kell based on ver. 2 with Janet Hirsch's comments approve and reword discussion on Concerned Residents of Tamarack Committee. Passed.

III. Community Correspondence

7421 CC/Anne Riceman—A late email regarding a request for Association to install handrails on 13 steps leading to her front door. MOTION Hirsch/Meyer to defer action pending review of historical information, who pays and how extensive project may be. Passed.

IV. Property Manager's Report, Questions and Clarification – [see attached]

- A. Reserve Advisors Update and Plan for Implementation and Resident Communication – BOARD OF DIRECTORS (BOD) and various committees had received hard copies of the study. Overall most were pleased with the results but know that we need to meet with the firm to get all our questions answered. It was the preference of the BOARD OF DIRECTORS (BOD) to meet face-to-face with a representative, including FINANCE COMMITTEE (FC) and MAINTENANCE COMMITTEE (MC) members. The following plan was developed:
 - a. Send the link to the study to all residents with short description of project.
 - b. Request Committees and BOARD OF DIRECTORS (BOD) submit questions/concerns/corrections (on a form listing item/page, etc.)
 - c. Note a 2-week response, Friday August 2nd.
 - d. Lori to contact representative(s) as to availability (knowing this comes with a fee). Try to schedule within 60-day window.
 - e. Educate, plan and provide more details at Annual Meeting.
 - f. Regarding access to interactive spreadsheet (discussion on getting these for our use); nine users: Lori, Haasl, MacCubbin, Hirsch, Jayne Meyer, Prudy, Larry White, Deni Tucker.

- B. Update Monona Plumbing, CC sewer issue
- C. Update Bids
- D. Staffing and Certifications
- E. MGE Project
- F. Pool Issues—slow leak, approx. 1” every few days; referrals made for possible inspectors.
- G. Insurance Update
- H. Audit will be presented at August BOARD OF DIRECTORS (BOD) Meeting
- I. Sewer back up, 7306 CC. MOTION Meyer/Ryerson based on the facts of the event to pay for interior house clean up specific to this case not to exceed \$1,400. Passed. The cost estimates are \$877.50 and \$500. There may be additional costs of approximately \$600 for tree removal at this location.
- J. Decks—Lori noted that city inspector alerted the Association the need for Dwelling Contractor certification and permits for decks, any project over \$500. Tim is scheduled for the online 20-hour course. The Association too needs to have certification.
- K. Power washing is moving forward based on work orders. Future work should be completed by phase.

V. June Financial Report -

- A. Report not available. Discussion relating to the inability to run reports due to staff timing and double entry. Upon completion, BOARD OF DIRECTORS (BOD) will be copied.

VI. Committee Reports – 20 minutes

- A. ARCHITECTURAL REVIEW BOARD (ARB) –Meeting Minutes of 2019-07-03 were not available.
 - a. Approvals: 7421 CC, variance to density requirements to expand deck—item being reconsidered by ARCHITECTURAL REVIEW BOARD (ARB)
 - b. Revised Text: security cameras—item BOS and for GL
- B. Amenities –Meeting Minutes of 2019-07-11 were not available
 - a. Recommendation to raise the rental of the Clubhouse to \$40 MOTION Ryerson/Bellman to approve Amenities Committee (AC) recommendation to raise the rental from \$25 to \$40 beginning in 2020. Passed 4-3; Hirsch, Meyer and Kell voting no.
 - b. Recommendation to cancel the TV portion of cable. (\$74.92/month)—MOTION Meyer/Ryerson to cancel the portion of TV cable at CH, savings to be later communicated. Passed
- C. Finance – Review Meeting Minutes of 2019-06-26.
 - a. No recommendations to the BOARD OF DIRECTORS (BOD) to consider.
- D. Garden – No meeting held.
- E. Human Resources – Minutes of Meeting held 2019-06-26
 - a. Maintenance Superintendent -- job description, recruitment,

interviewing, selection.

- b. Interim additional compensation for Maintenance Tech [see email vote minutes]

F. Maintenance – Review Meeting Minutes of 2019-07-09

a. **Recommendations to the BOARD OF DIRECTORS (BOD):**

1. Rock walls -- rebuild a rock wall at 7424 Cedar Creek at a cost of \$16,616.25 (incl tax). MOTION to approve the recommendation from MAINTENANCE COMMITTEE (MC)-- The work will be paid for using \$15,000 budgeted in account 961 “Rock Walls”, \$1,400.05 from account 903 “Concrete (Dwellings)” plus an additional \$216.20 from some other account to be determined by the Finance Committee.
2. Chimney caps—MOTION Ryerson/Meyer to Approve MAINTENANCE COMMITTEE (MC) recommendation for chimney cap bid 61 OC and move forward of obtaining bids for replacement of other chimney caps on the list, up to the amount of money remaining in account 916. Passed.

Discussion followed on Association responsibilities at property transfer and moving work orders to the head of the line. MAINTENANCE COMMITTEE (MC) tasked with drafting a procedure.

G. RAC – No meeting held.

H. Welcome – Minutes of meeting held 2019-06-17.

- a. Reviewed and Approved Policies for Exterior Changes to Your Home
- b. Updated the FAQs for packet—Defer to August meeting when copies are available.
- c. New Resident Reception, Thurs. Oct. 3 (6-7 pm)

I. Nominations & Elections—Minutes of meeting held 2019-06-? were not available.

- a. MOTION Bellman/Hirsch to approve appointments as recommended: Harry Miles, James Steinbach. Passed

VII. Old Business -

- A. Update on Capri Senior Communities—Hirsch provided brief update; at City Council tonight; project to begin in fall.
- B. Update on Sauk Creek Restoration and City Watershed Studies (2020 +)—Meyer noted 7/15/2019 meeting held and Mike Riley plans to circulate a petition making the area parklike and preserve wildlife habitat. Meyer noted this would be of interest to residents moving forward. City Public Works is changing the standards for flood design; they are increasing the flow which will be dealt with by infrastructure.
- C. JBAM Driveway Project to begin Sept.—MacCubbin reported road base work scheduled for Sept. She then expects tree removal beforehand.

VIII. New Business -

- A. Appfolio Implementation- MacCubbin circulated an update given at

MAINTENANCE COMMITTEE (MC). To date 64% residents have activated; staff finds more residents paying by check. Implementation Team is also looking for input on how roll out was received, etc.

- B. Create Visioning Planning Committee—45th year and beyond (copies)—Meyer noted all the other issues before us in the short term, 2020 budget, reserve study, etc. Agreed to place in parking lot.
- C. Reserve Study, 2019 remaining reserve expenditures—Hirsch spoke on pg. 4.56 listing of budgeted items for the remainder of 2019. MAINTENANCE COMMITTEE (MC) and FINANCE COMMITTEE (FC) will too update in their discussions.
- D. Good Life Articles— BOARD OF DIRECTORS (BOD) communications; Appfolio updates; webpage; ARCHITECTURAL REVIEW BOARD (ARB) doorbells/security cameras. Reserve Study—what's it all about?

IX. Review Board Calendar – May need to reschedule Budget Hearing to Oct. 9th.

X. Adjourn for Executive Session—MOTION Rohr/Kell to adjourn into Exec. Session at 8:35 pm. Passed.

XI. Adjourn—No MOTION to adjourn; BOARD OF DIRECTORS (BOD) will continue Exec Session at a future date.

Reminders:

BOARD OF DIRECTORS (BOD) Meeting, Tuesday, August 20, thereafter 3rd Tues. in 2019

Listening Session—August 22nd Thurs. (Howard, Dean)

New Resident Reception—Oct. 10th Thurs.

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

Attach Managers report when saving.