

**Tamarack Trails Community Services Association**  
**Board Minutes**  
**Tuesday, August 20, 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, Steve Gosch, Eileen Kramer, Pat King, Pat Konrad, Sharon Genthe, Georgia Taylor, Marge Anderson, Eve Siegel, Bob Jacobs, Rosemary Stenbach, Prudy Stewart, Judy Bluel, Maria Nagel, John & Becky Oaks, Anne Riceman, Jayne Meyer, Mary Young, Rise Futterer, Bonnie Ackerman, Betty Bruner. Representatives from Grobe & Assoc. John Bakunowicz and Gayle Boushon.

- I. Welcome and Introductions—MacCubbin noted a quorum was present; BOARD OF DIRECTORS (BOD) members and residents made self-introductions.
- II. Preliminary Audit—**Grobe & Assoc.**- John and Gayle provided a copy of the preliminary audit and noted some changes pre-tax filing will take place. They noted this was a “clean report” and highlight included: prepaids are not unusual; accounts payables are down but paid off; income is down mainly year-end stock market activity; when expenses in payroll increases, such as management, so does other benefits and taxes. Taxes are due 9/15 and Tamarack prepaid for 2019 in 2018, so what is needed is less than budgeted amount. They did review the Reserve Study and incorporated it into their audit figures. Before closing, they answered questions from the Board and Finance Committee members.
- III. **Approval of BOD Minutes –**
  - A. 2019-07-16 BOD Minutes—MOTION Ryerson/Hirsch to approve with removal of the abbreviations. Passed.
- IV. Community Correspondence -
  - A. Pool Closure 2019-07-29 emails—Lori gave a brief response about emails on pool chemicals and unanticipated closures.
  - B. Online Assessments/Appfolio: email/Richard Swanson; he was not in attendance. MacCubbin noted his email noting that prior to Appfolio he paid his assessment on line and noted that now he cannot. MacCubbin clarified that prior to Appfolio you could not pay online (he may have meant using online BillPay), but now that option is available.
  - C. Pat Konrad—ice dams—She provided a background on the water intrusion on what was deemed roof leaks and her insurance carrier noting they did not cover such expenses. She is hoping to get the interior work done once the roof is repaired. Lori had Templ Roofing check her roof and the roof is intact; she will share report with Pat.
- V. Property Manager's Report, **Questions and Clarification** – [See report attached at end of these minutes.]

- A. Pool--Have a professional inspect all of the pool items—fittings, fixtures, valves, leaks. Head lifeguard is leaving two weeks early; existing staff took most of the shifts; two possible new lifeguards coming from other pools.
  - B. Residents Calling/Emailing Staff—It was brought to Lori’s attention about the numerous calls/emails residents send directly to staff. This has to stop as there is a process going through the office. Some have been multiple work orders for the same item due to resident expecting a timely response.
- VI. July Financial Report – A statement using figures from Appfolio was available. Questions raised on the time to develop report format and lack of budget line listing % spent to date. Lori will work with staff on options.
- VII. Committee Reports –
- A. ARB – Review Meeting Minutes of 2019-08-07
    - a) Project Approvals: 12 Pin Oak-- concrete patio expansion; 7421 Cedar Creek—redesign deck/gate; and 209 Randolph Drive: 3-season room
    - b) Other Requests: Tree removal at 21 SM/9 RM (denied); arbor vitae removal next to 26 Oak Creek (area ID in SW drainage review)
  - B. Amenities – Review Meeting Minutes of 2019-07-11
    - a. Recommend Diving Board Removal based on Insurance Bids—This item brought residents out to the meeting. The committee recommendation was IF insurance bids received where diving board/no diving board was separated and the with diving board rate was substantial, the Amenities Committee recommended to remove diving board.
  - C. Finance – Review Meeting Minutes of 2019-07-24.
    - a. Confirmed Budget Hearing Date, Monday Oct. 7<sup>th</sup>
    - b. Reserve Study: Motion to recommend delaying upgrade or improvements to locker rooms until pool is replaced/refurbished.
    - c. Motion to recommend extending Auditor’s contract for 2 more years. Current contract covers 2019 audit. The Board placed this item in the parking lot.
  - D. Garden – No meeting held.
  - E. Human Resources – Minutes of Meeting held 2019-07-29.
    - a. No actions taken.
  - F. Maintenance – Review Meeting Minutes of 2019-08-06
    - a. Reviewed and amended current contract requirements for snow removal and Lawn Care.
    - b. Recommendations to the BOD: 1. Asphalt contract for 2019 to be awarded to Poblocki \$28,440 (BLI 96300 for driveways on Tree Ln and Randolph. MOTION Hirsch/Kell to approve contract for Poblocki. Passed. 2. Concrete contract for 2019 to be awarded to Affordable

Concrete for \$11,600, MOTION Meyer/Hirsch to approve contract for Affordable Concrete, Lori to determine which units. list by Lori (BLI 90300)

- c. Recommend removing rocks on trail edges. MOTION Meyer/Hirsch to allow staff to remove rocks (stones) along trails/lawns. Passed.

G. RAC – Minutes of meeting held 2019-08-12.

- a. Upcoming events—Pool Party: Sunday, Sept. 15<sup>th</sup>

H. Welcome – No meeting held. (forward updated copy of FAQs)

- a. Upcoming events—New Resident Reception, Oct. 10th

I. Nominations & Elections—Next meeting scheduled for 2019-08-21.

VIII. Old Business -

A. Update on Capri Senior Communities—Hirsch gave a brief report that the developers are working on construction drawings and may start some stormwater detention work in fall. Construction is projected to start in late winter or early spring.

B. Update on Sauk Creek Restoration and City Watershed Studies (2020 +). No update on petition. MacCubbin noted that a Focus Group meeting by City Engineering is scheduled for Fri. September 27 at 9:00 am at Tamarack.

C. Update 7421 Cedar Creek, railing on steps - This issue was from last meeting. Lori was to research the unit regarding any railings near steps. The previous owner lived there more than 10 years and there was never a railing. Information was provided to Anne on owner building it and reviewing the Book of Standards/ARB.

D. Dwelling Insurance—Item to approve a carrier before the September 1<sup>st</sup> renewal. There will be a special Board meeting Wednesday, after the Finance Committee review.

E. Bids & Contracts Process—Hirsch was thanked for providing a clear document on process for approvals for bids. This could be added to the Accounting Manual now being updated.

F. Consider increasing billable hourly rate in 2020. MOTION Bellman/Ryerson to increase the billable rate to \$50 with a minimum of ½ hour beginning January 2020. Passed with Hirsch voting no.

G. 75 Oak Creek—Water intrusion reimbursement request. This item too had gone to the Maintenance Committee where it was recommended that Tamarack was not at fault and the resident did not qualify for any reimbursement. MOTION Hirsch/Bellman to adopt recommendation of the Maintenance Committee that the owner 75 Oak Creek is not eligible for reimbursement due to no fault of Tamarack. Passed.

IX. New Business -

A. Reserve Advisors Meeting Costs, \$700; determine budget line item. MOTION Ryerson/Bellman to pay the \$700 cost from the Board budget. Passed.

B. Consider Rescheduling November BOD meeting—2019-11-12. MacCubbin

brought up the timing of 2020 budget approval and assessment work needing to be done with Thanksgiving break during that period. MOTION Ryerson/Bellman to move the November Board meeting to the 2<sup>nd</sup> Tues., Nov. 12<sup>th</sup>. Passed.

C. Annual Meeting Logistics and Assignments – MacCubbin circulated a draft listing of assignment for the annual meeting for Board members to volunteer. No one was interested in the raffle.

D. Appfolio Implementation—

a. MacCubbin noted a 73% activation to date. And that most of the team has taken August off. Lori continues to work with residents one-on-one to get activated or setting up online payments.

b. Waive late fees for two months; consider amending late payment date. MOTION Meyer/Ryerson to move the date of assessing the late fee to the 5<sup>th</sup> of the month beginning in January 2020. Passed with Hirsch voting no.

E. Budget Preparations—update assessment spreadsheet—decks/patios, Reserve Study, etc.

F. Good Life Articles— BOD communications; August last month waive late fees; Appfolio updates; Pool Party, webpage; MC meeting date change to 9/10.

X. Review Board Calendar -

XI. Adjourn for Executive Session—MOTION Meyer/Rohr to move into Executive session at 9:10 pm. Passes

XII. Adjourn—MOTION at 10:20 pm.

**Reminders:**

**BOD Meeting, Tuesday, September 17, thereafter 3<sup>rd</sup> Tues. in 2019**

**Listening Session—August 22<sup>nd</sup> Thurs. (Howard, Dean)**

**New Resident Reception—Oct. 10<sup>th</sup> Thurs.**

**Annual Meeting--Tues. Oct. 29, confirmed (budget hearing Mon. Oct. 7)**

Attach Property Manager's Report at end of these minutes.