

**Tamarack Trails Community Services Association**  
**Board Minutes - Approved**  
**Tuesday, February 25, 2020**  
**6:30 pm - Clubhouse Community Room**

Present: Janet Hirsch, Bob Jacobs, Amy Kell, George Meyer, Dean Ryerson, Property Manager Daryl Larson

Absent: Anne Rohr, Larry White

Also Present: Bonnie Ackerman, Judy Bluel, Tricia Gavin, Charlotte Woolf,

I. Welcome and Introductions: Board president Hirsch noted a quorum was present and opened the meeting at 6:30 p.m.

II. Approval of BOD Minutes

A. 2020-01-28 Meeting Minutes: MOTION by Jacobs, seconded by Kell, to approve the minutes as distributed. By a voice vote, all voting aye, the motion carried.

III. Community Correspondence: A request dated January 28, 2020 was received from Bonnie Ackerman, 17 Oak Creek Trail, for reimbursement for expenses related to lower level water damage in her home. Concerns surfaced that homeowners adjacent to her property experienced similar damage. A motion was made by Ryerson, seconded by Meyer, to refer the request to the Maintenance Committee for its recommendation. On a voice vote, all voting aye, the motion carried.

Bonnie also voiced concerns regarding Association changes over time in policy and practice relative to various maintenance reimbursements in terms of what is paid by the Association and what is paid by the homeowner. Property Manager Larson and the Board will follow-up on this concern.

IV. Property Manager's Report: Janet Hirsch reported on her work as interim property manager as well as projects that are transitioning to our new property manager. Reviewed were several items including but not limited to practices related to snow removal, an update on dwelling insurance, the transition to the new property manager, vacancies in the maintenance department, and projects for 2020.

V. January 2020 Financial Report: The January 2020 financial report was reviewed. Several board members asked that future reports include a column which noted the percentage amount spent to date in relationship to the annual budgeted for each account so that better analysis can be made in terms of whether or not expenditures/revenues were in line with budget expectations.

VI. Committee Reports

- A. ARB: Meeting Minutes of 2019-09-04 were reviewed. A motion was made by Jacobs, seconded by Kell, to approve the appointment of homeowner Tom Rapa to the ARB. On a voice vote all voting aye, the motion carried.
- B. Amenities: No meeting.
- C. Garden: No meeting.
- D. Finance: Meeting Minutes of 2020-02-19 were reviewed. Board committee liaison George Meyer reported. He noted that discussions continued to be held with realtors related to Association monthly fees and assessments.
  - 1. Revised Investment Policy: A motion was made by Meyer, seconded by Jacobs, to approved Committee recommended changes to the Association Investment Policy that eliminated wording related to replacement reserves. On a voice vote, all voting aye, the motion carried.
  - 2. Closure of Gift/Donations savings account: A motion was made by Meyer, seconded by Ryerson, to approve a Committee recommendation to close the gift/donation savings account at Old National Bank. Those funds are used to support Appfolio and technology needs. The money will be deposited into the checking account; they are expected to be depleted by April. On a voice vote, all voting aye, the motion carried.
  - 3. Recommendation to move \$8,000 from the checking account to the investment account. A motion was made by Meyer, seconded by Kell, to authorize Property Manager Larson to work with the investment account manager in making this change and to authorize Larson to make the change in accordance with the investment manager recommendation. On a voice vote, all voting aye, the motion carried.
- E. Human Resources: No Meeting.
- F. Maintenance: Meeting Minutes of 2020-02-11 were reviewed.
- G. Residents Activity Committee: No Meeting.
- H. Welcome: Meeting Minutes of 2020-02-10 were reviewed.

## VII. Old Business

- A. Recommended by-law revisions regarding terms of appointment for the Residents Activities Committee will be considered at the March Board meeting. They were published in the February Good Life.
- B. Vista West Senior Community (formerly Capri): Construction is anticipated to begin on April 1, 2020.

C. Sauk Creek Restoration: No Report

D. City of Madison Watershed Studies: Public watershed meetings have been scheduled.

E. Jewish Burial Association of Madison (JBAM): Project work is to begin May 1, 2020.

VIII. New Business

A. Review Board Calendar: The next meeting of the Board will be March 24, 2020.

IX. Adjourn for Executive Session: MOTION by Jacobs, seconded by Ryerson to adjourn to executive session. On a voice vote, all voting aye, the motion carried.  
Time: 7:26 p.m.

X. Adjourn

## **Manager's Report to the Board/March 24, 2020**

**Asphalt Proposals:** In your BOD folders are the three proposals for the asphalt project this year on Cedar Creek Trail from DRS, Poblocki and Payne & Dolan. The MC is recommending to the Board to approve Poblocki's bid proposal.

**Landscape Staffing:** I have posted a job description for both a full-time seasonal help and a part-time summer seasonal landscaping help for this coming spring/summer season on behalf of Angie the grounds supervisor.

**Manager Transition & Maintenance Staff:** We hired our new maintenance supervisor Gene Moeller who started on February 24, 2020 and dug right in on reading over all the past and current work orders, priority lists for all projects in 2020 and is fitting in very nicely. He met with Jayne, Janet, Angie and I on Friday, January 28<sup>th</sup> to start discussing all the 2020 projects. I have a current ad in for our second maintenance/carpentry position to assist Gene who will also be involved in the interview process with me.

**Projects for 2020:** RFPs have gone out for 2020 concrete replacement projects We will continue to prioritize "phase work" of the Association over individual requests. We are also in the process of getting bid proposals on the clubhouse deck and rubber membrane repair to date. Our maint staff will also be power washing the buildings prior to them being painted, they will also be power washing the buildings in Phase VII.

**Concrete:** There are concrete projects from 2019 that were delayed due to weather and will have to be completed this year. We are waiting on Affordable Concrete to contact us with their scheduled dates for those projects to be started this summer and have paid them their 50% down deposit as agreed to date.

**Mulch:** Angie sent the Bruce Co. their signed contract for the mulching and will contact Angie with a schedules date for the work to be performed this summer.

**Painting:** Maintenance and Grounds Superintendents along with myself met with Victor from Victor's painting on Monday, March 2nd to discuss upcoming painting for 2020 in addition to wood rot procedures. Attached are the three proposals previous done last fall for Bayberry painting project. Victor will have the additional proposals for Phase III on Red Maple, Gray Birch and Hemlock to my office in the next couple weeks. The MC is recommending the approval of these three proposals attached from the Board.

**Deck:** We have sent the signed contract for the replacement deck at 7421 Cedar Creek to NorthStar Contracting for a total cost of \$6118.16. and now waiting on a confirmation date on scheduling.

**Deck Inspection-Phase VI-** Attached is the deck inspection our new maintenance supervisor completed on March 3<sup>rd</sup>. All items will be able to be repaired and completed by Gene M. and Mitch.

**Newsletter:** The March newsletter was sent out by Jean on Monday, March 16, 2020 by email and hand delivered to the owners with-out email.