

Tamarack Trails Community Services Association, Inc.
Board Minutes Approved
Tuesday August 25, 2020 @ 6:30 pm ZOOM

Board members present: Janet Hirsch, Amy Kell, George Meyer, Bob Jacobs, Dean Ryerson, Larry White, Anne Rohr and Manager Daryl Larson.

Residents present: Judy Bluel, Bonnie Ackerman, Jayne Meyer, Ron and Barbara Schuler, Brian Shore, Tricia Gavin, Jean Allen, Don Haasl, Sharon Genthe, Carolyn Klotz, Jean McCubbin, Joan Foster, James Steinbach, Prudy Stewart, Georgia Taylor, Fern Ganley Tom Ferris, Randy Finet

I. Welcome & Introductions

II. Approval of BOD minutes

- A. 2020-7-28 Meeting minutes - Jacobs, Rohr, unanimous acceptance with the addition of the phrase "per occurrence" in reference to the Insurance deductible.

III. 2019 Financial Audit

- A. John Bakunowicz, Grobe & Associates CPAs, LLC, presented the audit which was completed by his firm. For 2019 and all future audits, there are new accounting standards which will change how the replacement reserve revenue is shown on the balance sheet and the income and reserve statement. He is aware Tamarack may have more software changes ahead. Tamarack had what John called a very good year with a "clean audit". Our investment account is in good shape, with a gain of \$93,000 in 2019 due to a strong market. Additional questions will be answered at the September Finance Committee meeting.
- B. Transfer of Excess Operating Funds to the Reserve Fund. Motion: Per our 2019 Audit, we have \$41,110 of Operating Revenue Excess Expenses. We will move that amount to the Reserve Fund and ask the Finance Committee for a recommendation for transferring any of the excess Operating and Reserve revenue to include, but not limited to, the \$41,110 to other accounts. Hirsch/Ryerson. The motion was approved unanimously.

IV. Community Correspondence

- A. Communications – Director Ryerson had discussions with a resident regarding Tamarack communications. It brought up questions about the extent of our responsibility to communicate with the community and to provide a vehicle for residents to communicate among themselves. Are we communicating appropriately about the pandemic and our policies and procedures? Are we doing all that we can within the Covid environment?

Following the extended discussion, Ryerson and Jacobs volunteered to identify the issues and put together some of our ideas in advance of continuing this discussion.

The board will be resuming the Listening Sessions via Zoom with a random sampling of residents. This will give residents an opportunity to get to know each other and have a conversation about what they are hearing, enjoying, and worrying about. Ryerson and Kell will be working on the details for the next session.

Liaisons will work with their committee chairs to submit brief remarks on topics of interest for newsletter.

- B. 25 Sugar Maple Trail – The resident has a large pine tree behind her home dropping sap and cones on her deck; she has requested removal of the tree. The issue has been reviewed by the ARB, Maintenance Committee and Grounds Supervisor. Since it is a healthy tree, all rejected the removal request. A motion was made to prune the tree. Kell, Jacobs, unanimous approval. Daryl will notify the resident of the decision.
 - C. Fitness Classes on the Tennis Courts – A motion was made to allow the Stretch & Flex and Forever Fit classes to use the tennis courts per their request. Ryerson/White unanimously approved.
- V. Property Manager's Report – (Attached at the end of this report.)
Highlights include working with contractors to develop proposals and costs for upcoming projects, including asphalt, snow shoveling and pool. Tod and John from David J. Frank Landscape Contracting walked the property with Daryl, Angie and Jayne Meyer to review the drainage problem areas; Daryl has worked with this firm in Milwaukee and feels they do more complete and detailed specifications and plans. Lifeguards were complimented for their work this summer. Clubhouse deck repair will start September 9. A new maintenance person will start soon pending background checks.
- VI. July 2020 Financial Report – Meyer reviewed the report and noted that our Investment Account is presently higher than budgeted. All categories of income and expenses are between 40-57% of budget, as they should be at the seventh month of reporting.
- VII. Committee Reports
- A. Architectural Review Board – Minutes of 8-12-2020 were reviewed. Standards for the installation of compost containers will need to be discussed. They discussed having regular future meetings with the Amenities and the Maintenance Committees to cover topics and responsibilities that may overlap. The Book of Standards is being reviewed for updates. The ARB is also compiling a reference listing of past decisions.
 - B. Amenities Committee – Minutes of 8-11-2020 were reviewed. The Committee met to discuss colors, lighting, painting and flooring for the lower level conference room but will wait until deck repairs have been done to ensure leaks will not affect the room. Chair Popic will meet with Gene, Maintenance Supervisor, regarding lighting, in-house plumbing issues and capabilities of staff. Future plans under consideration include discussions of a permanent pergola to be located in the dolphin area.
 - C. Garden – No meeting.
 - D. Finance – Minutes of 8-19-2020 were reviewed. On a quarterly basis, the monthly financial statements will show the percentages of the budget used. Adjustments to the long-range expenditure spreadsheet are being reviewed which will provide some savings now and in the future.

Motion to approve the FC recommendation to close the Capital Equipment Savings Account (#10240) and transfer \$24,480.65 to the Tools and Equipment Account (#62000) for the purchase of a Mule and Snow Brush. Meyer/Rohr approved unanimously. This action will be footnoted in the 2020 Budget.

Motion to approve the FC recommendation to close the Insurance Proceeds Account (#10250) with a balance of \$14,370.57 and move the money to the Contingency Fund (#10220) to cover the property insurance deductible for future wind/hail claims. Meyer/Ryerson approved unanimously. Note: Acct 10250 holds unused insurance proceeds from the 2016 claim for hail damage. This action will be footnoted on the financial statements.

- E. Human Resources – No meeting.
- F. Maintenance – Minutes of 8-11-2020 were reviewed.

Motion to approve the snow shoveling contract from Hauser Tree Care dated July 28, 2020. White/Kell Approved unanimously.

The pool contracts have been sent to the Finance Committee to review availability of funds and will be added to the September agenda.

G. Resident Activities Committee-No meeting

H. Welcoming Committee – Minutes of 8-03-2020 were reviewed.

1. Motion to approve the contents of the handout packet provided to new residents. Jacobs/White Approved unanimously.
2. New Residents' Reception – Planning is in process for September 17th Zoom event.

I. Nominations and Elections – Minutes of August 17, 2020 were reviewed.

1. Motion to approve Joan Lerman as member of the committee. Kell/Jacobs Approved unanimously.
2. Motion to approve the NEC recommendations regarding the submission of candidate bios for distribution to the residents. Kell/Meyer Approved unanimously. The candidate forum will not be put forward for this election.
3. Motion to approve the NEC recommendation that an automatic recount will occur when two or more candidates are within three votes of each other. Kell/Jacobs Approved unanimously.

VIII. Old Business

- A. Jewish Burial Association of Madison – Driveway and trees planting is completed. They are working on the detention pond which appears to be deeper than shown on the original plans.
- B. Vista West – Construction continues.

IX. New Business

- A. Annual Meeting – The date of the meeting was changed to Wednesday, October 28th to comply with the by-laws.
- B. The dates of the FC and BOD meetings have been changed.
 1. Finance Committee: Wednesdays on October 14 and November 11
 2. BOD: Tuesdays on October 20 and November 17, 2020.

Motion to adjourn by Ryerson, Kell, at 9 pm.

Next Board Meeting set for September 22, 2020.

Manager's Report to Board/ August 25, 2020

Asphalt Project for 2021: Bob from Poblocki has submitted his 2021 proposals for Pine Ridge and Cedar Creek Trail which was sent to the MC for review.

Maintenance Staffing: Gene and I hired a maintenance /carpenter to replace Dan F. we are waiting on his background check before we can officially hire him to the TT Team.

76 Oak Creek Trail Project Update: Gene and I met with the owner on Wednesday, August 12th to discuss the solutions for this major repair along with the responsibilities of the costs involved. We will be meeting with her again along with the plumbing company to discuss further on August 26th.

Decks Repairs & Maintenance: Gene and Mitch have completed 4 of the 8 deck repairs to date and are continuing their work orders, trim, gutters, downspouts and completed the fencing repair on Bayberry.

Clubhouse Deck: Nate from Hustad Companies due to scheduling and recent weather is now confirmed to begin the deck repairs and replacement on September 9, 2020. It will take approximately 3-5 days to complete weather permitting. My office will send out a notice to all owners on the start date of this project. Gene will be overseeing as well as assisting on this project with Hustad Companies.

Drainage: Tod from David J. Frank Landscaping architect came out and met with Angie and I to inspect the drainage issue areas over at 7367 Tree lane and on 15 & 26 Oak Tree Lane. Tod has provided a bid proposal for the MC to review, we are waiting on Bruce companies bid proposal also and Tod from David J. Frank will be tweaking his bid proposal after the MC reviewed it with some changes requested.

Hauser Snow Shoveling 2021: Hauser bid proposal was emailed to all MC members to review; the MC reviewed their bid proposal and recommend to the board that the Hauser contract be approved for 2020-2021 snow shoveling season.

Pool: Mark Othmer from Neumann Pools provided recommendations along with a proposal which were sent by email to the MC & FC members for review. Both committees are still reviewing and discussing. The pool will officially close on Sunday, September 20, 2020 for the season. I want to be the first to thank every one of our Lifeguards for a job well done during COVID-19. I have invited all of them back for next season in 2021. I also want to thank all our resident/owners for making this pool season successful even with all the restrictions and additional policies during COVID-19.

Communication/Newsletter: Jean and I continue to answer any questions or concerns daily when owners call, drop in or email us. We will be sending out the August 2020 Good Life to all owners on Friday, August 28th by email and hand delivered to those owners without internet service. Janet and I meet several times a week and by phone or email on any other items that may occur in between board meetings. I have received a bid proposal from Wild Design Studios for our Website redesign to make it more efficient, user friendly and posting all documents onto the portal more easily. I also have been working on researching new software companies with Amy Kell to date for next year.