

# **Tamarack Trails Community Services Association, Inc.**

## **Board Minutes Approved**

**Tuesday, September 22, 2020, 6:30 pm Zoom**

Board members present: Janet Hirsch, Bob Jacobs, Amy Kell, George Meyer, Dean Ryerson, Larry White  
Absent: Anne Rohr

Others Present: Property Manager Daryl Larson, Residents: Bonnie Ackerman, Judy Bluel, Tricia Gavin, George Jesien, Jean MacCubbin, Jayne Meyer, Izzie Popic, Ronald Schuler, Brian Shore, Charlotte Woolf, Mary Sue Forman, Georgiana and Wayne Koska, Donna Duffey, Randy Finet, 608-335-0443 Rise Futterer, Resident Unknown

President Janet Hirsch called the meeting to order and welcomed attendees at 6:30 pm.

- I. Approval of Minutes. A motion was made by Kell, seconded by Jacobs, to approve the minutes from the Board meeting of 08/25/2020. On a voice vote, all voting aye, the motion carried.
  
- II. Community Correspondence. The owner of 7411 Tree Lane requested permission to have lower the height of a rock wall adjacent to her home to enhance the view from her window and allow more light into her lower level. The existing wall was reconstructed earlier in 2020 to mitigate drainage issues.

A motion was made by White, seconded by Ryerson, to deny the request. The denial was based on the belief of the Maintenance, Safety, and Security Committee that the work that was done initially is sufficient and no further modification should be made. On a voice vote, all voting aye, the motion carried.

- III. Property Manager's Report. Property Manager Daryl Larson highlighted his written report that was provided to the board. He commented on the status of staff vacancies and updated the Board and those present on various projects being completed throughout the Association. He thanked several residents for their leadership and input with the development of the Association's 2021 budget.
  
- IV. September 2020 Financial Report. Treasurer George Meyer highlighted several aspects from the September financial report that was distributed to the Board. He responded to questions that board members had regarding several accounts. He noted that in many instances, expenditures were projected to be under the budgeted amounts, such as in expenditures for asphalt, the pool, and in some staff accounts.
  
- V. Committee Reports
  - A. Architectural Review Board. Minutes from September 9, 2020 were received. Dean Ryerson indicated that board action was not required for any of the items noted on the minutes of the ARB's September 9 meeting. He noted that committee members,

as well as former committee chair Caryl Terrell, were hard at work updating the ARB Book of Standards.

- B. Amenities Committee. No Meeting
- C. Garden Committee. No Meeting
- D. Finance Committee. Minutes from September 16, 2020 were received. George Meyer reported on the September 16 meeting of the Finance Committee. In addition to a review of the recently completed Association financial audit, he noted several changes that were required by the Generally Accepted Accounting Principles (GAAPP). In the audit documents, the Reserve Fund, which includes the Investment Account, will no longer be listed as an asset; it will be shown as a liability because it is money that we are holding to be used for future work that has not been done.

He indicated that following further review and new information related to a reserve study that was completed a year ago, estimated average monthly assessments would increase from \$386.00 to \$389.90. Thus, what was an assessment increase of approximately 10% for the 2020 budget will be approximately 1% for 2021. Changes in dates for swimming pool replacement and for roof replacement were two major factors in being able to lower the percentage increase in monthly assessments. It was also noted that staff wage increases of 5% would be possible without changes from the 2020 wage amounts due to several factors related to health insurance. However, he indicated that the insurance premiums will increase approximately 6%.

Money will be added to the Contingency Fund to help cover the \$25,000 insurance deductible for wind/hail damage. The fund currently holds \$40,000.

George thanked the Ad-Hoc Budget group, which included Prudy Stewart, Don Haas, Tom Ferris and Daryl Larson for their work in preparing the 2021 proposed Association Budget. He also noted that Don and Tom have put a great deal of effort into forecasting our reserve expenses and have customized the Reserve Report to the specifics of Tamarack.

A motion was made by Meyer, seconded by Kell, to authorize distribution of the proposed 2021 Association Budget to residents prior to the Budget Hearing on October 12th. On a voice vote, all voting aye, the motion carried.

- E. Human Resources Committee. Minutes from September 2, 2020 were received. Janet Hirsch reported that the Committee's recent meeting focused on employee salary and benefit recommendations for 2021.
- F. Maintenance, Safety, and Security Committee. Minutes from September 14, 2020 were received. Larry White reported that two ash trees will be removed due to the emerald ash borer disease.

A motion was made by White, seconded by Jacobs to accept a proposal from The Bruce Company in the amount of \$21,000 for drainage work to be completed at 15 Oak Creek Trail. On a voice vote, all voting aye, the motion carried.

A motion was made by White, seconded by Kell, to accept the proposal from The Bruce Company in the amount of \$7,648 for drainage work to be completed at 24-26 Oak Creek Trail. On a voice vote, all voting aye, the motion carried.

A motion was made by White, seconded by Jacobs, to accept the proposal from David J Frank Company in the amount of \$8,823 for drainage work to be completed near 7367 Tree Lane. On a voice vote, all voting aye, the motion carried.

A motion was made by White, seconded by Ryerson, to accept the proposal from HJ Pertzborn Plumbing in the amount of \$3,650 for drainage work to be completed at 44 Oak Creek Trail. On a voice vote, all voting aye, the motion carried.

It was noted that all residents who will be impacted by the above drainage work will be consulted prior to the beginning of the work to provide them with an understanding of what will be done. This process will also be done continued for all future projects.

A motion was made by White, seconded by Meyer, to accept a proposal from Newman Pools in the amount from \$15,000-18,000 to repair the surge tank for the swimming pool. On a voice vote, all voting aye, the motion carried. The Association Manager will confirm the additional costs for electrical work that needs to be completed for this project.

A motion was made by White, seconded by Ryerson, to accept a proposal from Newman Pools in the amount of \$9,116.00 for an automated chemical control device for the swimming pool. On a voice vote, all voting aye, the motion carried. There will be additional charges for a licensed electrician.

- G. Residents Activities Committee. No Meeting
- H. Welcome Committee. The minutes of August 31, 2020 were received. Bob Jacobs reported that a recently planned reception for new residents was not held due to a lack of registrants for the meeting.
- I. Nominating & Elections Committee. The minutes of September 14, 2020 were reviewed. Amy Kell reported on the recent meeting of the nominating committee.

A motion was made by Kell, seconded by White, to make the following changes to Article II, Section 4, Nominations and Elections, in the By-laws dated 9/19/2017:  
"Election shall be by secret ballot. Ballots received at the Tamarack Trails office by

5:00 pm two days prior to the date of the annual meeting shall be counted.” On a voice vote, five voting aye, one (Hirsch) voting nay, the motion carried.

A motion was made by Ryerson, seconded by Meyer, to allow a Nominating Committee member to be considered for nomination to the Board if the member resigns from the Committee prior to the Committee’s deliberation of the slate of candidates to the Board. On a voice vote, five voting aye and one voting nay (Hirsch), the motion carried.

VI. Old Business

- A. JBAM. Janet Hirsch reported that the driveway was completed. The detention pond is being evaluated and may require additional depth.
- B. Vista West Updates. Janet Hirsch indicated that construction is progressing.
- C. Club House Use Restrictions During COVID. It was reported that as of September 10, 2020, the clubhouse will be available for groups of ten or less but with restrictions as noted on a memo dated September 11, 2020.
- D. Listening Session. Kell and Ryerson will hold a resident listening session at a date to be announced.
- E. Sauk Creek Trail Greenway. George Meyer reported that the Mayor’s 2021 budget includes provisions for the Greenway including, but not limited to, a bike path. He attended a budget hearing and voiced the Association’s objection to the plan and to the City’s failure to communicate with stakeholders relative to the project. The Ad-Hoc watershed group will be discussing this on a conference call on Wednesday.

VII. New Business

- A. The next Board meeting has been moved up one week and will be on Tuesday, October 20, 2020.
- B. Budget Hearing: Monday, October 12, 2020.
- C. Annual Meeting: Wednesday, October 28, 2020.
- D. Dean Ryerson noted the September 29 information meeting at 6:30 p.m. on the upcoming Madison Metropolitan School District referendum questions.
- E. Janet Hirsch reported that staff member, Ryan Hahm, will be working on an internship for health and wellness for our Association.

VIII. Adjournment. The meeting adjourned at 8:06 pm.

Note: An Executive Session of the Board was held at 5:15 pm prior to the regular board meeting to discuss resident issues.

## **Manager's Report to Board/ September 22, 2020**

**Maintenance Staffing:** We are still reviewing resumes; we have had a few interviews with no promising candidates.

**Decks Repairs:** Gene and Mitch have completed 6 decks, trim replacement is an ongoing project daily, and power washing has been completed on Bayberry, Oak Creek Trail, Cedar Creek and Millstone.

**Clubhouse Deck:** Nate from Hustad Companies was notified last Friday that the original tile ordered in July is discontinued due to defects in the tile bleeding, we had to reschedule the deck repairs and replacement for September 21, 2020. The ARB approved the new tile for the deck flooring, it will take approximately 3-5 days to complete this project weather permitting.

**Drainage:** Tod and John the CFO from David J. Frank Landscaping architect revised their bid proposals after Jayne, Angie and I met with them for the drainage issue areas over at 7367 Tree Lane and on 15 & 26 Oak Tree Lane. Bruce Company also provided a bid proposal for the same work to be done. The MC is recommending that the board approve the drainage with Bruce Co. for 15 Oak Creek Trail and 24-26 Oak Creek Trail. The MC is also recommending that the board approve David J. Frank for the drainage work at 7367 Tree Lane. MC is also recommending the board to approve the drainage repairs with Pertzborn for 44 Oak Creek Trail. The total cost for all above drainage projects is \$40,774.00 which is with-in our 2020 budget. All Proposals are in your packets for review and approval.

**Pool:** The FC and MC has recommended to the Board to approve the repair of the surge tank for \$15,000-\$18,000 and the purchase of the chemical controllers at \$9,116 for the chlorine and acid after the pool closes for the season on September 20th.

**2021 Budget Updates:** The Ad Hoc Budget committee and I met on September 14th to discuss and finalize the income that will be needed for our 2021 budget to present to the FC on Wednesday September 15<sup>th</sup> and to the Board on the 22nd of September. I want to thank George, Don H. Tom F. Prudy and Janet from the Ad Hoc committee for their long hours, time, and efforts on the 2021 budget.

**Mule & Broom Purchase:** The FC & the Board approved at their August meetings to close the capital equipment savings account of \$24,000 to be used for the purchase of a new Mule and Broom in 2020. Angie and I worked together on pricing out a new mule and found the best cost of a new 2020 Mule for \$10,583.00 with a three-year warranty and the broom attachment for the Bobcat for \$6,100.00.

**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 September 2020 Good Life to all owners on Wednesday, September 30th 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. My office will also be sending out a notice reminder by US Mail on the annual meeting and, budget hearing dates on Monday, September 28th and it will also be posted in the Good Life Newsletter.