

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

### Board Minutes

March 23, 2021: 6:30 pm

Virtual Meeting via Zoom

Board Members Present: Janet Hirsch, Bob Jacobs, Amy Kell, George Meyer, Dean Ryerson, James Steinbach, Larry White.

Others Present: Property Manager Daryl Larson, Tamarack Trails Residents: Susan Abbey, Bonnie Ackerman, Judy Bluel, Elizabeth Brunner, Gerry Clancy, Susan Findley, Christina Finet, Randy Finet, Joan Foster, Rise Futterer, Antonio Galvin, Tricia Gavin, Barbara Hughes, Leta Ann Knapp, Mike Kollath, Kamu Konduri, Wayne Koska, Jean MacCubbin, Jayne Meyer, Izzie Popic, Jim Rosenberger, Barbara Schuler, Brian Shore, Rosemary Stenback, Pam Tobey, Nina Winston, Charlotte Woolf.

- I. Welcome and Introductions – Board President Janet Hirsch called the meeting to order at 6:30 pm and welcomed all participants to the meeting. She invited residents who have not been receiving Association emails to contact the office. She also reminded residents to make sure dog waste is picked up and appropriately disposed of.
- II. Approval of Board meeting minutes – A motion was made by Kell, seconded by Jacobs, to approve the minutes from the February 23, 2021 regular board meeting. The motion carried.
- III. Community Correspondence – The Board discussed the email from realtor John Holbrook which expressed his concern about Tamarack documents that were no longer available to the public on our website. It was noted that potential buyers use this information extensively. Once live, we can revisit this issue and make adjustments that respond to users, both internal and external.
- IV. Property Manager's Report – Property Manager Larson's monthly report for March is attached to these minutes. In addition to the information in the printed report it was noted that a landscaping employee is recovering satisfactorily from recent surgery and soon will be returning to the workplace.

As part of his report Property Manager Larson explained that Maple Leaf discovered it had made an error in its landscaping contract. They are asking Tamarack to modify the contract and cover the difference of approximately \$1,840/year more than what was budgeted.

A motion was made by Ryerson, seconded by Meyer, to authorize Property Manager Larson to negotiate with Maple Leaf a remedy to the contract error and to report the resolution to the Board for Board approval at its April meeting. The motion carried.

- V. Financial Report – Treasurer George Meyer reviewed January 2021 financial reports. He noted that the Reserve Fund amount is very positive compared to projections. As of March 22, 2021, the value of our Investment Account is \$732,220.

## VI. Committee Reports

- A. Architectural Review Board – Amy Kell reported on a recent Zoom meeting with residents regarding recommended changes to the Book of Standards. Owner comments on revisions to the Book of Standards will be received through April 12. The Board will receive the revised Book of Standards for approval at the Board's regular meeting in April.

Discussion followed an inquiry about how the architectural integrity of the property is interpreted and how suggestions relative to modifications or additions to the standards are made. A suggestion was made that an architect from the firm involved in the original design of Tamarack Trails buildings be asked to meet with the Committee and interested others to discuss what is meant by architectural integrity. Residents with suggestions to changes or modifications to the standards, such as window configuration, are invited to submit suggestions to the ARB.

A motion was made by Kell, seconded by Meyer to approve the Committee's recommendation that Barbara Hughes be appointed to the ARB. The motion carried.

- B. Amenities – No Meeting
- C. Garden – Dean Ryerson reported on the March 3, 2021 meeting of the Garden Committee. The Committee approved the 2021 garden application for distribution to residents.
- D. Finance Committee – George Meyer highlighted various aspects of the March 17, 2021 meeting of the Finance Committee. The Committee is considering narratives to various Reserve Fund accounts that will provide useful background and historical information. The Accounting Manual Workgroup completed its review of the Accounting Manual.
- E. Maintenance – Dean Ryerson reported on the March 9, 2021 meeting of the Maintenance, Safety, and Security Committee. A sub-committee will inform owners of the Work Group on Pesticide Use in two to three weeks. He suggested that Board members join with Maintenance Committee members to tour the needed drainage improvement for the swale adjacent to the clubhouse and maintenance buildings.

A motion was made by Ryerson, seconded by Jacobs, to approve the bid from the Bruce Company in the amount of \$44,310 for 2021 spring-summer mulch installation. The motion carried.

A motion was made by Ryerson, seconded by White, to approve the bid from Affordable Concrete in the amount of \$13,800 for 2021 concrete work on Pine Ridge, Cedar Creek and Oak Creek Trails. The motion carried.

A motion was made by Ryerson, seconded by Meyer, to approve the bid from Poblocki Paving in the amount of \$125,780 for 2021 road construction (\$53,260) and driveways paving (\$72,520) on Pine Ridge Trail. The motion carried.

- F. Resident Activities Committee – James Steinbach provided information on the March 17, 2021 meeting of the Residents Activity Committee. Mary Sue Foreman will serve as Committee Chair; Georgiana Koska as secretary. Steinbach highlighted upcoming events being sponsored by the Committee including a spring flower walk and poetry slam.

A motion was made by Steinbach, seconded by Jacobs, to approve Lyndon Clemens as a member of the committee. The motion carried.

- G. Welcome – James Steinbach reported on the March 3, 2021 meeting of the Committee.

A motion was made by Steinbach, seconded by Ryerson, to approve the appointment of Susan Findley to the Committee. The motion carried.

- H. Nominating Committee – No meeting.

## VII. Old Business

- A. MG&E Solar Shares Program – James Steinbach provided information to the Board on a project which will provide solar energy to Association owned properties. The MG&E Solar Shares program initial cost for the clubhouse and maintenance building is \$1,559. The total savings over 18 years is estimated to be \$2,904.

A motion was made by Steinbach, seconded by Meyer, to enroll in the MG&E Solar Shares Program for the clubhouse and maintenance building and to direct the Finance Committee to identify a source of funds. The motion carried.

## VIII. New Business

- A. Common Area Benches and Fire Pits  
The Board discussed a proposal to install benches along various trails and to install a fire pit for community use near the clubhouse. Following discussion, the proposal was referred to the Amenities for further analysis and discussion. Privacy, safety, and maintenance concerns were voiced. Kell, White and Jacobs will meet to discuss the use of common property and how to obtain resident input.
- B. Board Email Voting – Board members discussed whether the Board should act outside of regular Board meetings via email or Zoom on contract bids or other actions due to the issue of timeliness. The issue surfaced due to a recent request for such action for a bid recommended by the Maintenance Committee. The request was made so that the approved bidder could schedule timely bid work. By consensus, Board members expressed concerns about email voting. Further discussion centered on special meetings of the Board to act on such matters via Zoom or in-person. It was also indicated that clarity was needed on such matters for board members, board liaisons to committees, staff, and committee chairs. It was agreed that such decisions needed to be made in open meetings either via Zoom or in-person and that such meetings should be properly noticed. Board members noted that this process should be rarely used and only when financial or scheduling requirements necessitated the special meeting. Actions taken via email should be unanimous, documented and reconfirmed at the next regular board meeting.

C. Waste Management Renewal

A motion was made by Steinbach, seconded by Jacobs, to approve the contract effective 4/1/2021 with Waste Management of Wisconsin, Inc. for trash receptacle services. The motion carried.

A motion was made by Steinbach, seconded by Meyer, to approve the contract effective 4/1/2021 with Waste Management of Wisconsin, Inc. for dumpster services as Larson described it with 3% increases in years 2022 and 2023. The motion carried. Upon receipt of the contract, it will be emailed to the board members.

IX. Community Reports and Other Business

- A. Alder Candidate Forum – Amy Kell reported on the Alder Candidate Forum that was recently hosted by Tamarack Trails. She thanked those board members who served in various capacities to make the forum a success for the approximately 80 people who attended.
- B. Strengthening Ties Together – Amy Kell announced that in April an informational meeting will be held for Tamarack Trails residents on the topic of “Safety, Security and Personal Security” due to recent events in the neighborhood. She continues to work with various neighborhood stakeholders to build neighborhood relationships and understanding.
- C. Vista West Updates – Janet Hirsch reported on the continued construction on Tree Lane.
- D. Sauk Creek Greenway and Bike Path Updates – George Meyer indicated that nothing has happened recently relative to the proposed plan.
- E. Odana Area Plan – Dean Ryerson, James Steinbach, and Janet Hirsch indicated the importance of Board members and residents continuing to be informed and to monitor the City of Madison Planning Department’s progress on the plan’s development. Among concerns is the suggested heights (12 stories) of building in parts of the plan. A recent informational meeting about the Plan was well attended.
- F. Update 2021 Pool Procedures and Policies – Information can be found in the Property Manager’s report that is attached to these minutes.
- G. Listening Session. Amy Kell announced that she and James Steinbach will host a board listening session for residents in June.
- H. Board Member Matters – President Janet Hirsch indicated that the Board is planning a special meeting to discuss goals and to orient Tamarack committee members on items of mutual concern.
- I. The next regular meeting of the Board will be held on April 20, 2021.

- X. Adjournment. A motion was made by Jacobs, seconded by White, to adjourn the meeting. The motion carried. Time: 8:24pm.

Dean Ryerson  
Secretary