

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

### Board Minutes

November 23, 2021, at 6:30 pm

Via Zoom

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

Others Present: Association Manager Daryl Larson, Board Member-Elect Paul Skidmore, and Tamarack Trails Residents: Bonnie Ackerman, Nino Amato, Judy Bluel, Christina Finet, Randy Finet, Joan Foster, Rise Futterer, Tricia Gavin, Sharon Genthe, Don Haasl, Leta Ann Knapp, Jean MacCubbin, Jayne Meyer, Izzie Popic, Ron/Barb Schuler, Brian Shore, Rosemary Stenback, Prudy Charlotte Wolfe.

Welcome and Introductions – Board President Janet Hirsch called the meeting to order at 6:31 pm and welcomed all participants to the meeting.

- I. Approval of Board meeting minutes – A motion was made by Steinbach, seconded by Kell, to approve the minutes from the October 19, 2021 Board meeting and the October 27, 2021 closed Board meeting. The motion carried.
- II. Community Correspondence – Janet Hirsch announced that the Board will host a staff Holiday Luncheon on Monday, December 13<sup>th</sup> at noon at the Club House. She also announced that Grounds Superintendent Angie Swan would remain with the Association.
- III. Manager's Report – Property Manager Larson's monthly report for November is attached to these minutes. In addition to the information provided on the written report Larson indicated that Dane County extended the covid-related mask mandate until January 3, 2022 and that the Association will continue to follow the County mandate. Larson also indicated that monthly Association assessment amounts will be mailed to owners on November 30, 2021.

Board Member George Meyer acknowledged with appreciation the many individuals and the Maintenance and Finance Committee members for the successful main swale construction project.

- IV. Financial Report – October 2021 Financials: Treasurer George Meyer noted that the Association's investment account as of November 15 approximately \$100,000 above what is needed to meet long-term Association obligations. He also reported that at the end of the calendar year revenues are expected to exceed expenditures by between \$20,000 to \$30,000. The allocation of those funds will be discussed by the Finance Committee and approved by the Board in March of 2022 once all 2021 revenues and expenditures have been finalized.

## V. Committee Reports

- A. Architectural Review Board – The minutes of the 11-10-2021 meeting were reviewed by Amy Kell. She expressed appreciation for Committee members' efforts with the recent property "walk-around." During that activity a focus was placed on safety issues. Results of the walk-around will be provided to Association staff, and where necessary, the Maintenance Committee for further action. A working group is working on Book of Standards updates. Discussion was held regarding handrails at 144 Pine Ridge. The ARB Committee will continue to review this topic at a future meeting.
  
- B. Amenities Committee- Following discussion of a \$620.00 Amenities Committee budget item a motion was made by Steinbach, seconded by Jacobs, to award the Committee \$620.00 to complete locker room work as planned. The motion carried.
  
- C. Finance Committee – The minutes of the 11-17-2021 meeting were reviewed by George Meyer. George reported that Tom Ferris will replace Prudy Stewart as the Finance Committee Chair. Several vacancies exist on the Committee and Board members are encouraged to submit names of those who might be interested in serving.

The Committee recommends that the costs of additional but necessary swale work in the amount of \$9,800 from this year's budget. A motion was made by Meyers, seconded by White to approve the expenditure of \$9,800 from the 2021 budget. The motion carried.

The Committee recommends that \$7,140 be added to next year's budget to pay for main swale maintenance by the David J. Frank Company. Also recommended is an Annual Monthly Assessment increase averaging \$20.00. Those items will be considered for approval under the budget approval agenda item.

George reported on insurance issues that were discussed by the Committee, including the need to recommend that owners carry at least \$10,000 of property insurance coverage. In addition, clarification is needed regarding the responsibility of owners for sewer and water lines and for the necessity of owners purchasing service line warranties from the City of Madison.

- D. Human Resources – The minutes of the 10-18-2021 meeting were reviewed by Janet Hirsch. At a recent meeting the Committee considered staff salary and benefit packages for 2022.
  
- E. Maintenance – The minutes of the 11-09-2021 were reviewed by Dean Ryerson. Dean noted that the Committee discussed the request from some residents to accommodate the disposal of pet waste. The Committee members discussed possible solutions to the request but was not able to discern a workable solution to the problem. The Committee recommended no change to current policies related to pets. The Board did not act on changes to the policy.

Committee members discussed the recently completed main swale project and recommends that the Board consider approving all or part of the David J. Frank proposal for the project maintenance in the first year of the project for inclusion in the 2022 Association Budget. The amount will be included in the budget when the Board acts on the budget later in the meeting.

The committee has spent considerable time during its last two meetings discussing chimney flu vent covers. Board members discussed current board policy relating to fireplaces and chimneys. Committee chair Jayne Meyer provided the Board with additional information on the issue. The current policy states that the Association is responsible for everything that comes out of the top of the chimney, with the owner responsible for maintenance of chimneys below the chimney cap. No changes to the current policy were made. Additional amounts may need to be placed in future budgets to accommodate the Association obligations related to chimney caps replacement.

Finally, the committee approved a revision of the mission statement of Neighbors for a Greener Tamarack to align the statement with the group's current activities.

Maintenance Committee members participated with ARB members in the recent community walk-around.

- F. Resident Activities Committee – James Steinbach indicated that minutes from the Committee's 11-10, 2021 will be reviewed at the December meeting of the Board.

## VI. Old Business

- A. Approval of the 2022 Draft Budget. Treasurer George Meyer. A motion was made by Meyer, seconded by Jacobs to approve all five tabs of the draft (Version 14) 2022 budget. The motion carried. The approved budget results in a 5.13% Average Monthly Assessment increase that approximates an average increase of \$20.00.
- B. Annual Meeting Recap. Janet Hirsch thanked those who contributed to and participated in the Associations Annual meeting in October. She expressed hope that next year's meeting will be able to be held in-person. She noted that at the meeting Dean Ryerson, Bob Jacobs, Larry White, and Paul Skidmore were elected to two-year terms on the Board of Directors.
- C. Newly Elected Officers of the Board of Directors. Janet Hirsch announced the Officers of the Board Directors who will officially begin their duties following this meeting:

President: Dean Ryerson  
Vice-President: Bob Jacobs  
Secretary: Larry White  
Treasurer: George Meyer

- D. Viktor's Snow Shoveling Contract. Janet Hirsch announced that the Board approved by a unanimous vote via email a contract with Viktor's Painting to provide snow shoveling services for the Association.
  
- E. Resident Survey Updates. A sub-committee of Don Haasl, Larry White, and Dean Ryerson has been working on a survey of Association residents. The group will review previous surveys prior to developing a new resident survey to be administered in early 2021.

## VII. New Business

- A. Committee Member Terms Discussion. The need to clarify terms of Association Committee members will be addressed at a future Board meeting.
  
- B. David J. Frank Company 2022 Maintenance Proposal for Main Swale. A motion was made by Meyer, seconded by Ryerson, to add to the 2022 budget the amount of approximately \$7,800 for main swale maintenance by the David J. Frank Company. The motion carried with Hirsch voting no.

## VIII. Community Reports and Other Business.

- A. Strengthening Ties Together. Amy Kell announced that she will no longer serve on the Committee and that Board member-elect Paul Skidmore will serve as the Board's representative to the Committee. Resident Tony Amato will chair the Committee. Amy indicated that Wexford Ridge anticipated being a stronger partner with the Committee in the future.
  
- B. Meeting Held with Alder Conklin and Madison Mayor's Chief of Staff. Amy reported on a recent meeting between the Board of Directors, Alder Conklin, and Captain Tim Patton from the Madison Police Department. On the positive side, the meeting improved the communications among those in attendance, with Alder Conklin agreeing to meet at least quarterly with the Association Board. However, there was a lack of concern about the increase in gun-related incidents in and near our neighborhood.
  
- C. Listening Session, Wednesday, January 5, 2022. Directors Meyer and Steinbach will host a Listening Session for selected residents on Thursday, December 2, 2021
  
- D. Board Closed Session on Personnel Issues and 2022 Budget. The Board met in closed session at 5:30 pm today to discuss personnel topics and 2022 staff salary and benefit amounts.

- E. Remarks from President Janet Hirsch and Vice-President Amy Kell. This being the last meeting as President for continuing Board member Janet Hirsch and departing Board member and Vice President Amy Kell, the two thanked individuals who assisted them in their positions during their tenures in office. They also provided highlights of their service in their positions.

Association President-Elect Dean Ryerson thanked Janet and Amy for their Service and noted several contributions the two made to the Association during their time in office.

IX. Adjournment and Next Board Meeting.

- A. A motion was made by Jacobs, seconded by White, to adjourn the meeting. The motion carried. Time: 8:26 pm.
  
- B. The next regular meeting of the Board of Directors will be held on Tuesday, December 28, 2021, at 6:30 pm.

Dean Ryerson  
Secretary