

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

Board Minutes

January 25, 2022 at 6:30 pm

Via Zoom

Board Members Present: Janet Hirsch, Bob Jacobs, George Meyer, Dean Ryerson, Paul Skidmore, James Steinbach, Larry White

Others Present: Property Manager Daryl Larson, Bonnie Ackerman, Judy Bluel, Christina Finet, Joan Foster, Rise Futterer, Tricia Gavin, Sharon Genthe, Don Haasl, George Jesien, Leta Ann Knapp, Wayne Koska, Eileen Kramer, Jean McCubbin, Jayne Meyer, John/Becky Oaks, Izzie Popic, Ron/Barb Schuler, Rosemary Steinbach, Nina Winston and Charlotte Wolfe.

Welcome and Introductions: Board President Dean Ryerson called the meeting to order at 6:31 pm and welcomed all participants to the meeting.

- I. **Approval of Board Minutes:** A motion was made by Meyer, seconded by Steinbach, to approve the minutes from the December 28, 2021 open board meeting. Hirsch requested that the reference to restriping be clarified. The motion carried as amended. A motion was made by Steinbach, seconded by Meyer, to approve the December 28, 2021 closed board meeting minutes. Hirsch requested that reference to extra hours be eliminated. The motion carried as amended.
- II. **Community Correspondence:** There was none. Ryerson suggested that if participants wanted to raise a topic during the meeting, they should use the Chat function.
- III. **Property Manager's Report:** Property Manager Larson's report for January is attached to these minutes. Ryerson and Meyer commented that the quick decision to replace the Bobcat broom was the right one. Meyer and Steinbach suggested that the next time we need a broom replacement, we should reconsider getting a narrower one.
- IV. **Financial Report:** Because it was year-end, the December financial report is not yet available. Meyer pointed out that the investment account was at \$592,203 as of 1/15/22 and more than \$70,000 higher than the minimum balance required.
- V. **Committee Reports:**
  - A. **Architectural Review Board (ARB):** Meyer reviewed the minutes of the 1/12/22 meeting. He pointed out that there is a working group putting together a chart of the split in responsibility between the association and unit owners for maintenance and repair. Revisions to the Book of Standards may be available by the March board meeting. Ryerson pointed out that the board will need the revisions two weeks before the open board meeting to allow board members to review them.

- B. Amenities Committee: No January meeting.
- C. Garden Committee: No January meeting.
- D. Finance Committee: Meyer and White reviewed the minutes of the 1/19/22 meeting. A motion was made by White, seconded by Meyer, to approve Jane Vaske as a member of the committee. The motion carried. TT still expects to be under budget by \$20-30,000 for 2021 and in March the committee will recommend to the board how best to allocate the excess funds. Our portfolio manager left US Bank and Mark Consigny, Senior Vice President, will be our interim portfolio manager. Wegner's 2021 audit of Tamarack's books will occur in late March.
- E. Human Resources Committee: Ryerson reviewed the minutes of 1/12/22 and 1/18/22 meetings. The committee discussed staffing allocations, COVID rules for staff and the need to provide annual salary and benefit statements to staff. They also discussed the required annual performance review of the Property Manager.
- F. Maintenance Committee: Hirsch briefly reviewed the minutes of 12/14/21 meeting because they had not been available in December. Most of the motions from that meeting had been made and approved at the December board meeting. The one motion not approved in December will be deferred to the February maintenance committee meeting.
- G. Resident Activities Committee: Minutes from the 1/12/22 meeting were not available, but Steinbach reviewed that meeting. The committee is considering a Spring community event. A motion was made by Steinbach, seconded by Hirsch, to approve Betty Jean Grafton and Lynn Waishwell as new members of the committee. The motion carried.
- H. Welcoming Committee: Steinbach reviewed the minutes of the 1/10/22 meeting. He commented that the committee is well run and committed.

**VI. Old Business:**

- A. Listening Session: Meyer and Steinbach attended the 1/5/22 listening session. Forty residents were invited and 9 attended which was considered a good turnout. The comments centered on 5 topics:
  - Safety – close contact with police and elected representatives
  - Environmental – herbicides and ways to reduce their usage
  - Communication – website, Good Life, new employee photos/background
  - Maintenance – routine and phased
  - Finances – assessments, property insurance, responsibility splitsNext listening session: Meyer/Hirsch and the following one with Hirsch/other

- B. Board of Directors Code of Ethics: Ryerson reviewed proposed code provided by the Community Association Institute. Steinbach and Skidmore objected to the phrase “only speak with one voice” which goes beyond merely supporting board decisions. Board members will feed any suggested wording to one of them by 2/8/22 and they will draft substitute language to consider in February.
- C. Common land encroachments: In July 2021, the board moved to form a work group to develop criteria by which the ARB and Board can make decisions relative to the approval of new encroachments into or the sale of common property. Ryerson and Hirsch will meet to develop a plan of action.

**VII. New Business:**

- A. Proposed HOA legislation from the WI Realtors Association (LRB-1727-1): Larson explained the genesis and his discussion with Dan Miske of the CAI. The proposed bill is of benefit to the WRA, but not to HOA’s. A motion was made by Steinbach, seconded by Hirsch, for the board to send a letter opposing the bill. The motion carried. Ryerson and Jacobs will draft a letter and board members have 10 days to get their comments to them. Once written, board members will respond by email.
- B. COVID-19/Omicron Updates: The Human Resources Committee recommended that Tamarack add vaccination requirements to the Employee Handbook. A motion was made by Meyer, seconded by Jacobs to add the addendum to the Employee Handbook after clearing it with our legal counsel. Discussion indicated that the original draft addendum should clarify that an employee who refuses to be vaccinated will be responsible for the cost of their testing and that Tamarack is responsible for the cost of testing other employees who come into contact with the virus in the course of their work. The motion carried.
- C. Board Goals and Priorities for 2022:
  - AppFolio: Larson investigated 5 alternatives in 2021. Only one met our needs better, but it was not affordable at \$1,000 monthly. Users of such software are typically management companies handling many properties. We don’t want to change to something only marginally better because of the high transition costs. This matter may not be resolved until 2024.
  - Communications (website and Good Life): Steinbach and Hirsch will work up a preliminary proposal for a communication improvement plan. Other board members are invited to offer them suggestions.
  - Document review: Meyer and Skidmore will do an initial review of Tamarack’s by-laws and declarations. Jacobs and White will do an initial review of Tamarack’s policies. Appropriate committees will be involved in any that affect them. Ryerson will put together a plan for improving roles and responsibilities. The ARB is already reviewing the Book of Standards.
  - Resident survey: White will work with a resident to draft a survey.

**VIII. Community Reports and Other Business:**

- A. Strengthening Ties: Skidmore reported on recent activities. Nino Amato chaired a meeting on 1/17/22. Future meetings will be held on the third Friday of every month beginning 2/18/22 at 8:30 pm. Jean McCubbin has circulated a detailed issues memo.
- B. Sauk Creek Greenway: Meyer reported that some preliminary survey work has been done along with some preliminary work on dead tree removal. Hirsch observed that Tamarack and its residents will have to respond to encroachments on city property when and where they are identified.
- C. Pheasant Branch Watershed Study Public Hearing: Will be held on 2/10/22.

**IX. Adjournment.**

- A. A motion was made by Jacobs, seconded by Hirsch, to adjourn the meeting. The motion carried at 8:05 pm.
- B. The next regular meeting of the Board of Directors will be held on Tuesday, February 22, 2022 at 6:30 pm.

Larry White  
Secretary