

Tamarack Trails Community Services Association, Inc.
Hybrid Board meeting minutes December 27, 2022

Date: December 27, 2022

Time Opened: 6:30 p.m.

Board members present: Dean Ryerson, James Steinbach, Larry White, Jayne Meyer, Paul Skidmore; Bob Jacobs and George Jesien via Zoom.
Interim Association Manager Janet Hirsch

Community members present:

Nino Amato (in person); Bonnie Ackerman, Judy Bluel, Marguerite Cronin, Tricia Gavin, Sharon Genthe, Don Haas, Nancy Korda, Wayne Koska, Jean MacCubbin, Denise Mirkin, Carol Prugh, Sue Rapa, Elaine Rosenblatt, Ron/Barb Schuler, Brian Shore, Rosemary Stenback, Prudy Stewart, Charlotte Woolf (via Zoom)

- I. **Approval of minutes:** 11/22/22 Open Meeting (White/Skidmore) PASSED
- II. **Community Correspondence**
 - a. None.
 - b. Ryerson mentioned online conference on HOA legal issues organized by Barbara Hughes. Several board members attended.
- III. **Public Comments** (None)
- IV. **Interim Association Manager's Report** (Hirsch)
 - a. See attached.
 - b. Hirsch also noted that residents shouldn't ask contractors to adjust their work – they have instructions from management that are to be followed.
 - c. Hirsch also noted that Jean Hilgers sent the city a list of residents who have changed to Waste Management for recycling. The city will begin billing residents.
- V. **Financial Report** (White)
 - a. The Association's finances are in good shape. Finances are under budget for 2022 due to wages, and associated benefits and insurance savings. The balance sheet is up from \$497,000 to \$520,000. An amount of \$225,000 was moved from checking to Edward Jones (\$25K money market, \$65K 3-mo treasury bills, \$125K 6-mo treasury bills).
- VI. **Committee Reports**

- a. **Architectural Review Board** (No meeting)
- b. **Amenities Committee** (White)
 - i. Reviewed minutes of November 29, 2022
 - ii. Victor's painting contract for clubhouse is approved but work is being held off until after the holidays. The committee surveyed pool furniture. There are enough chairs and loungers, but it's proposed more umbrellas and some side tables be purchased.
- c. **Garden Committee** (No meeting)
- d. **Finance Committee** (No meeting)
- e. **Human Resources Committee** (No meeting)
- f. **Maintenance Committee** (Meyer)
 - i. Review minutes of December 13, 2022
 - ii. New member approval-Julie McLaren, 7328 Cedar Creek
 - 1. MOTION to approve (Meyer/Steinbach) PASSED
 - iii. Approval of Fox Chimney proposal for chimney Not to exceed \$16,500
 - 1. MOTION to approve (White/Jacobs) PASSED
 - 2. Approval of drainage proposal from David J Frank at 48 Oak Creek-\$6,698
 - a. Motion to approve (Meyer/Steinbach) PASSED
 - 3. Approval of drainage proposal from The Bruce Company at 7324 Cedar Creek- \$8,740.85
 - a. MOTION to approve (Meyer/White) PASSED
 - 4. Approval of fire hydrant replacement proposal from Pertzborn-\$8,904
 - a. MOTION to approve (Meyer/White) PASSED
 - 5. Approval of rock wall proposal from The Bruce Company at 71 Oak Creek. \$7,832.18. Larry recused his residence.
 - a. MOTION to approve. (Meyer/Skidmore) PASSED
 - 6. Approval of rock wall proposal from The Bruce Company at 52 Oak Creek. \$5,530.07 + ac relocation
 - a. MOTION to approve (Meyer/Steinbach) PASSED
 - 7. Approval of proposal to replace timber stairs between 7410 & 7412 Cedar Creek from David J Frank. \$34,506 + ac relocation
 - a. Meyer noted that Bruce Co. bid was significantly higher.

- b. Nancy Korda requested that the board defer vote until affected residents can see final plans.
 - c. MOTION to approve pending owner satisfaction (Meyer/Steinbach) PASSED
 - 8. Approval of proposal to replace timber wall from The Bruce Company at 106 Pine Ridge-\$11,060.18 + ac relocation
 - a. MOTION to approve (Meyer/Skidmore) Passed
 - 9. Approval of revision to Policy V-501.14 Plumbing. *The Association is responsible for the water mains and sewer main lines ~~located in the Common Areas. The Owner is responsible for all water and sewer piping, valves, and fixtures serving the individual Living Unit and not located in the Common Area.~~*
 - a. Jean MacCubbin commented that this policy mirrors city policies and clarifies issues.
 - b. MOTION to approve (Meyer/White) PASSED
- VII. **Resident Activities Committee** (Steinbach)
 - a. Review minutes of November 30, 2022
 - a. Steinbach commented that the RAC is doing an outstanding job for TT residents.
 - b. The committee needs a new chairperson.
- VIII. **Welcoming Committee** (Steinbach)
 - a. Steinbach reported two candidates will be presented for approval after formal recommendation by Welcoming Committee.
 - i. Denise Mirkin (Cedar Creek)
 - ii. Kendra Gurnee (Red Maple)
- IX. **Old Business**
 - a. Manager Search Update (Ryerson)
 - i. The board made an offer which has been verbally accepted. The candidate can start Jan 3. There will be meet 'n greet sessions for residents and the new manager. Final action is pending receipt of a written acceptance. The board is very excited about the proposed manager, and Ryerson thanked the committees for their hard work.
 - ii. MOTION to ratify the employment agreement as discussed upon during closed session, upon receipt of a signed

acceptance letter. (Meyer/Skidmore) PASSED by unanimous roll call vote.

- b. By-Laws, Policies, Declarations (Ryerson)
 - i. No report
- c. Communications (Steinbach)
 - i. No report
- d. Committee Chair Meeting (Ryerson)
 - i. Ryerson will set up a meeting with committee chair and liaisons in January to discuss communications, roles and responsibilities, and related topics.

X. New Business

- a. New Board Member Orientation (Ryerson)
 - i. The board met recently to review responsibilities, board expectations, and liaison assignments.
- b. Staff Restructuring (Ryerson)
 - i. Ryerson commented that the board reviewed how staff is structured and concluded that staffing can be adjusted to better serve TT. Some management responsibilities (e.g., contracts, more staff supervision) will be combined with the Grounds Supervisor position CREATING THE POSITION OF OPERATIONS SUPERVISOR. This will give the Association Manager more flexibility to be out and about, focus on major projects and important issues. Also, the position of Maintenance Supervisor was eliminated, and a new, more hands-on position of Lead Maintenance will be created. The staff gave feedback they prefer to do maintenance, not manage contracts and vendor and resident relationship.
 - ii. Salaries have been adjusted in recognition of these changes.
 - iii. MOTION to approve salaries as presented in closed session. (White/Jacobs) PASSED
- c. Ethics Policy (Ryerson)
 - i. The board will affirm the ethics policy every year to ensure a focus on service to the association over our own personal goals.
 - ii. MOTION to approve adopting ethics policy (Skidmore/Steinbach) PASSED

- d. Solar Panel Task Force (Ryerson)
 - i. Ryerson reported that this is a new task force, which will dissolve when its work is completed. The group will investigate opportunities that the association or residents can take advantage of regarding solar power or other energy efficiencies. Dave Larson is chair. The group will work cooperatively with maintenance and finance committees, and hold public meetings as appropriate.
 - ii. Nino Amato commented that he teaches this subject and volunteered to serve on the ad hoc committee.
 - iii. Jean McCubbin commented that the ARB plans a survey of what solar usage exists in TT.
 - iv. Don H commented that TT bylaws create a process for ad hoc committees and suggested that would be a better title to call the group.

XI. Community Reports

- a. Strengthening neighborhood ties (Amato)
 - i. Amato reports that Susan Baumgartner will co-chair the group since Amato is running for an aldermanic seat. He noted of discussion of city process in regard to the greenway and bike path and budgeting. Amato recommends that the board pay attention to these issues.
- b. TT resident Listening Session Jan/Feb 2023:
 - i. Steinbach and Jesien reported that that they are planning a meeting for January or February.

XII. Adjournment

- a. MOTION to adjourn (Jesien/Jacobs) PASSED Adjourned at 7:15 pm.

Next board meeting Tuesday, January 24, 2023, at 6:30