

Tamarack Trails Community Services Association, Inc.
Board of Directors Open Meeting Minutes DRAFT DRAFT DRAFT
Tuesday, February 28, 2023, 6:30 pm
Zoom Video Conference and In-Person

The meeting was called to order at 6:30pm

Present:

- Board members: Dean Ryerson, President; Bob Jacobs, Vice-president; Larry White, Treasurer; James Steinbach, Secretary; George Jesien, Jayne Meyer, Paul Skidmore
- Association Manager: Stacey Haberman
- Residents: (20; 10 in person, 10 zoom) Judy Bluel, Stacey Campbell, Tom Ferris, Christina Finet, Rise Futterer, Tricia Gavin, Sharon Genthe, Don Haasl, Janet Hirsch, Wayne Koska, Dave Larson, Pat Maddox, Jean MacCubbin, George Meyer, Julia Pierstorff, Sue Rapa, Brian Shore, Rosemary Stenback, Ginny White, Charlotte Wolfe

President Ryerson noted that the Board will continue holding hybrid meetings as it allows more residents to participate.

I. Approval of BOARD minutes 1/24/23

MOTION Jayne/Bob. PASSED

II. Community Correspondence

Several residents brought forward issues:

- Prudy Stewart expressed concern that the Finance Committee had not been sufficiently involved in several recent financial decisions.
- Janet Hirsch had additional comments regarding solar panels, which have been forwarded to the ARB and the Solar Panel ad hoc Committee.
- George Meyer expressed concern about proposed additions to the Human Resources Committee. (See discussion below)

III. Association Manager's Report (Haberman)

Stacey reviewed staffing, maintenance work, professional conferences, IT, and her orientation program. (See full report)

- Staffing
 - 6 lifeguards are committed, 3 not yet responding.
 - A candidate for Grounds Lead will probably not work out because they need more guaranteed hours and immediate health insurance. We also had a good interview with a Maintenance Superintendent candidate, but our salary is probably too low. I am looking at other options.
- Maintenance
 - 44 maintenance and 28 grounds work orders were completed in January.
 - Staff handled snow and ice well.
 - Chimney inspections are going well.
 - Hill Electric will assist in the repair of some phase one lighting.
 - The maintenance area garage doors are unsafe and will be replaced after consultation with Maintenance and Finance.
 - We have 2 quotes for exterior painting on Oak Creek Trail. 3 more quotes anticipated.

- Professional conferences
 - Stacey and 3 board members are registered for the March CAI Annual Conference.
 - Legal seminars
 - Recent seminar on sex offenders. Sex offenders is public information.
 - Upcoming seminar on the Fair Housing Act.
- IT
 - Stacey
 - Stacey and Jean Hilgers are doing inventory of office technology and will consult with our IT consultant about disposal or upgrading.
 - Various information systems have been upgraded. File management updates are pending.
 - We have a second Zoom account which is available to Board and committee chairs.
 - Zoom offers webinars, and Dean will offer additional training as needed.
 - George J. will develop a tip sheet about how to schedule and use Zoom.
 - Jayne asked if we are looking at other IT professionals to ensure we have a service that meets our needs. Good to get multiple bids.
 - Stacey noted we have a service quote from current provider. We can look at others, but it has not yet been a priority.
- Orientation program
 - This is almost completed. Stacey looks forward to reviewing the Board goals for 2023.
 - Dean asked Board members to submit 1 or 2 priorities one week prior to the March meeting.

IV. Financial Report –January 2023 (White)

- Little to report his early in the year. No anomalies in income statements, or balance sheets. The reserve fund is meeting our minimum. We’re on solid ground.
- Stacey Campbell inquired whether financial documents are on the website.
 - (Not on the website but available at the office).

V. Committee Reports

A. Architectural Review Board (Jacobs)

- There were 5 presentations about the revised Book off Standards (BoS). Attendance was light.
- The draft BoS was emailed to residents.
- Comments are being reviewed and the final draft will be presented to the Board at the March meeting.

B. Amenities – No meeting

C. Garden – No Meeting

D. Finance – (Jesien)

- MOTION: The Finance Committee recommends to the Board that the 3-month treasury bills in Edward Jones that mature on March 2, 2023, should be reinvested at Edward Jones in 6-month treasury bills. George/Larry. PASSED
- MOTION: The Finance Committee recommends to the Board that given we have excess cash in our checking account, not earning interest, that we invest an appropriate amount, up to \$100,000, into our Edward Jones Money Market account. George/Bob. PASSED
- MOTION: The Finance Committee recommends to the Board that it authorize the transfer of \$13,100 from the operating fund to the Reserve Fund to replenish the Reserve Fund for the clubhouse chimney repair costs.

George/Larry. PASSED

- MOTION: The Finance Committee recommends to the Board that subject to its approving the Maintenance Committee's motion regarding water/sewer line financing, that any funding of 2023 main/lateral repairs except for backflow valves and shutoff valves be paid for out of Tamarack's contingency fund at Old National Bank to be replenished in the 2024 budget. Jayne/Larry PASSED
 - There was extensive discussion of how to pay for repair/replacement off water and sewer laterals. The Finance Committee forwarded a proposal by Don Haasl that Tamarack "self-insure" for laterals, as an alternative to owners purchasing private insurance. In 2023 any costs would come from the contingency fund. In future years the cost would be part of monthly assessments, adding an estimated \$2 per month. It was noted that the reserve study will be updated in 2024 which will include an analysis for future costs for lateral maintenance.

E. Maintenance (Meyer)

- MOTION: To rescind two of the proposals received for rock wall work at 106 Pine Ridge and 71 Oak Creek and to accept the Ziegler proposal for 106 Pine Ridge for \$6,400, and 71 Oak Creek for \$4,120. Jayne/Paul. PASSED 1 recusal, 1 no, 5 yes.
 - There was extensive discussion about how this process had been managed. It was agreed that tighter controls are needed, and Stacey will attend to this.
- Report: The Maintenance Committee will defer consideration of Ziegler proposal for 7410 and 7412 to March Maintenance committee meeting.
 - Board previously approved but we need more information. All contractors are rebidding.
- MOTION: To approve the appointment of Rosemary Stenback to the committee. Jayne/Larry. PASSED
- MOTION: That Don Haasl's report and recommendation be forwarded to the Board with support by the Maintenance Committee. Jayne/Paul PASSED 6-1
 - *(See previous notes from Finance Committee)*
- Pressure testing of the pool will be done when the ice is Gone.

F. Resident Activities Committee (Steinbach)

- Election results: Co-chairs Georgiana Koska and Mary Sue Foreman, Treasurer Janice Gratch, Secretary Diane Jungblut.
- There will be changes in the pool party.

G. Welcoming Committee – (Steinbach)

- Ginny White, Chair, was reelected Chair. Kendra Gurnee was elected Secretary.
- The committee will take full responsibility for new resident reception.
- The committee will welcome renters if they are recent, but they will not receive gift cards.
- The committee will add environmental information including Neighbors for a Greener Tamarack to the welcome packet.

H. Human Resources – (Ryerson)

- MOTION: Appointment of Prudy Stewart to the HR Committee. Bob/Jayne. PASSED
- MOTION: Appointment of Teri Edman to the HR Committee. Bob/Jayne. PASSED
- MOTION: Appointment of Sharon Genthe on the HR Committee. Bob/Larry. PASSED 5-2.

- It was suggested that there was an inherent power differential between staff and committee chairs, and there could be a conflict of interest arising from interactions between staff and chairs if those chairs also served on the HR Committee. However, Tamarack now has a professional manager who will be directly responsible for all staff matters.
- Stacey noted that an HR committee is useful for guidance in evaluation procedures and job descriptions. It can also present legal challenges because of confidentiality issues. The Board should review and must redefine the role of the committee.
- Don Haasl remarked that Tamarack has an HR committee because there is a history of poor staff management. The committee came about to guide past Associations Managers.

I. Nominations and Elections – no meeting

J. Solar Panel Ad Hoc Committee 2-20-23 – (Dave Larson)

- The committee
 - meets monthly and has requested proposals from 3 companies for solar panels on the clubhouse. The clubhouse uses about 50,000 kWh/year which is likely more than solar panels will provide.
 - is considering a level 2 charging station for EV's. They will work with Amenities. They are also considering a survey done with ARB about EV/electric bikes and other issues.
 - Is considering a discussion and information process on these issues for residents.

VI. Old Business

A. By-Laws, Policies, Declarations – no update

B. Communications – no update

C. IT Development Plan – Stacey spoke to this in her report.

D. Committee Chairs Meeting of 2-1-23

- Dean reported that there was a productive meeting including a plan to meet more regularly.

E. Review of Rental Agreements for Use of Clubhouse (White)

- A perceived inequity has been raised. There are recurring uses for clubs (e.g. bridge, yoga, exercise). There's no specific policy. Current practice is no charge if a group is 100% Tamarack; if here are one or more nonresidents, every member of that group pays \$1 per session. Is this fair?
- Stacey reported there have been inquiries about political events, and sales events, such as financial/investment presentations.
- Janet noted that people aren't asked the purpose of rentals. Signs are prohibited for political events.
- The Board agreed to continue with current fee practices and review Stacey's concerns.

F. City of Madison Legal and Compliance Issues – (Meyer)

- Tamarack needs to pay close attention to city zoning changes, such as changes in rental occupancy, and review current Tamarack policies to ensure that we understand and prepare for any consequences.
- Jayne is developing a list of questions to ask the city and Tamarack attorneys.

VII. New Business

VIII. Community Reports & Other Business

A. Listening Session of 2-9-23 – (Steinbach and Jesien)

- 5 residents attended of 40 invited, with 4 Board members, and the Association Manager.
- Focal points:
 - Tremendous satisfaction living in Tamarack.
 - Praise for staff, notably Angie, and Association Manager (but we need more staff).
 - Appreciation for landscaping, neighbors, amenities.
 - Concern over stability of management, staff.
 - Need to identify and utilize resident expertise.
 - Need for more effective communication channels.
 - Perhaps conduct one or more resident surveys
- Would inviting more residents increase participation?

IX. Adjourn 8:50 pm. Next board meeting: Tuesday, March 28, 2023, at 6:30