

Tamarack Trails Community Services Association, Inc.
Board Meeting Tuesday, July 25, 2023

Meeting convened at 6:30 pm

Present:

Board members: Dean Ryerson, President; Bob Jacobs, Vice-President; Larry White, Treasurer; James Steinbach, Secretary; Jayne Meyer, Paul Skidmore, George Jesien.

Association Manager: Stacey Haberman

Residents: (20; 7 in person, 13 on Zoom): Tom Ferris, Christina Finet, Joan Foster, Rise Futterer, Trish Gavin, Sharon Genthe, Don Haasl, Diana Hill, Janet Hirsch, Leta Knapp, Ben Kempinen, Wayne Koska, Jean MacCubbin, Isabella Popic, Brian Shore, Rosemary Stenbeck, Ginny White, Charlotte Woolf, Melinda Young, (unidentified phone: 1-718-344-1935).

Welcome, Introductions & Announcements, Dean Ryerson, President

1. **MOTION:** Approval of Corrected Board Minutes 06-27-23, 07-20-2023 JM/BJ **PASSED**

2. **Community Correspondence**

A letter about rabbits was discussed by the Maintenance Committee. There are no feasible solutions available to the Association. Concern was also raised about Gypsy moths, and information is being gathered by several residents, including Neighbors for a Greener Tamarack.

3. **Association Manager's Report** - Stacey Haberman

- a. Maintenance: Rollie Remhoff is currently doing the CPO (Certified Pool Operator) training and will be taking the test 7/25. He is also taking courses to be able to pull permits on our own. New part-time maintenance employee (Julio Galvez) started July 24th. We are running ads for our Maintenance Technician openings.
- b. Lifeguards: The schedule for August has several open shifts, as several lifeguards go back to school August 15th. Scheduling for August and September is going to be tough, and we are looking for additional lifeguards.
- c. Office: Beginning July 31, 2023, Appfolio will no longer be waiving the resident eCheck transaction fee. Resident payments made by eCheck will include a fee of \$2.49 per month. There are two ways to avoid this fee added by Appfolio, you can bring in payments directly into the Tamarack office or contact your bank and set up an automatic bill pay with them.
- d. May Work Order Reports:
 - i. Grounds:
 1. Completed Work Orders: 5
 2. New / Requested / Assigned / Scheduled: 14
 - ii. Maintenance:

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1. Completed Work Orders: 13
2. New / Requested / Assigned / Scheduled: 32

e. Maintenance:

- i. Poblocki Paving & Affordable Concrete: Estimated start date is the week of 7/31 for concrete work, asphalt will begin after concrete work is complete. More communications to come once we get a firm start date.
- ii. 9 Mountain Ash – Quote received from Heins Contracting for window replacement, resident has signed the contract. The current quote is \$9,289.93. (See details in submitted report)
- iii. Pool: Temp has been stable in the pool. Still having issues with the pH indicator and chlorine alarm going off.
- iv. Chimney work has been completed at the clubhouse by Chimney & Fireplace works.

f. Landscaping

- i. Greenscapes completed the mowing last week, but only mowing needed areas.
- ii. Greenscapes liquid fertilizer/herbicide is now August 3 and 4 depending on weather.
- iii. The Greenscapes contract is up to 22 mowings.
- iv. Large Bur Oak Trees on Oak Creek Trail have been treated for spongy moth.

4. **Financial Report** –Treasurer Larry White

- a. There were no unexpected expenses.
- b. The reserve fund is \$791,000.
- c. Education expenses are under budget and the Association Manager is encouraged to continue seeking opportunities for staff.

5. **Committee Reports (The Board may or may not act on items noted in meeting minutes.)**

- a. Architectural Review Board – Liaison Bob Jacobs
 - i. Walkaround summary is in progress, will be in TGL.
 - ii. Dean remarked that at the special Board meeting the ARB members were commended for their work.
 - iii. It was noted that the ARB will review the Book of Standards every 3 years.
- b. Amenities – Liaison Larry White

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- i. Previously, benches were installed by the courts and the gardens. The Committee is planning to put forth a proposal for Phase 2 of Bench Installation. This could be appropriate for the 50th Anniversary.
- c. Garden – Liaison Paul Skidmore (No meeting)
- d. Finance – Liaison George Jesien and Treasurer Larry White
 - i. The committee anticipates two action items for the August Board meeting:
 - 1. Insurance rates will stay the same but in increased property values will result in an increase of \$4,000-\$5,000.
 - 2. There will be a roll-over of \$137,000 from Treasury Bills. There is no recommendation yet.
 - e. Maintenance – Liaison Jayne Meyer
 - i. Possible action on contract for wood rot removal no particular recommendations.
 - ii. NGT submitted a proposal to Dane County for native plants.
 - iii. At a July 24 special meeting regarding 9 Mountain Ash Trail ash, we reviewed a proposal from Heins contracting. Other proposals were not appropriate. There are some uncertainties until the site is opened more, and we expect the cost to go up. Stacey and Rollie will be paying close attention. Heinz is scheduling 12 weeks out, so we should lock in the project.
 - iv. **MOTION:** To approve the proposal from Heins as stated for 9 Mountain Ash, and cost apportioned according to 4-402 policy. JM/PS. **PASSED**
 - v. A resident expressed concern that the contract was payable on “substantial conclusion” which needs more definition. It was also suggested that there be more specific timelines for change orders.
 - vi. Paul Skidmore agreed and asked if we could withhold some payment if appropriate. He suggested this be considered for future contracts.
 - vii. Dean Ryerson noted that concerns of this nature should be brought to the Association Manager.
 - viii. Stacey Haberman noted that the wording in these contracts was standard language.
 - ix. Paul Skidmore relayed resident concerns about heavy equipment and construction at Wexford apartments. They are building a playground and the work is substantially done. He also expressed concern over plans for plantings adjacent to Westfield and Red Maple Trail; there is concrete just under the topsoil.
- f. Resident Activities Committee no meeting

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- g. Welcoming – Liaison James Steinbach
The New Resident Reception will be held on September 28. All Directors, Committee Chairs, and the Association Manager are invited.
Anne Riceman has left the committee, and we are seeking a new member.
- h. Human Resources – President Dean Ryerson
 - i. The Committee reviewed the evaluation process for Association Manager and discussed the need to update the employee handbook.
 - ii. Attracting and retaining a good staff is essential, and Tamarack has a problem with retention.
 - 1. Education and training are key.
 - 2. Some issues may be communication, unclear expectations.
 - 3. Association Manager Haberman has extensive HR experience and will improve processes such as reference checks.
 - 4. It was suggested that collecting historical data would be useful.
 - i. Nominations and Elections – Dean Ryerson
 - i. Nomination and Elections Committee Members: Joan Foster, George Meyer, Leslie Mirkin, John Oaks, Sue Rapa, Eve Siegel.
 - ii. The Committee will meet in 2 days to review timelines.
 - iii. We need to highlight the positives of volunteering at Tamarack, to increase the sense of value.
 - iv. The Annual Meeting Date will be held October 26 at 7 pm at Vista West.
- 6. VI. **Unfinished Business**
 - a. Board Goals for 2023 – Dean Ryerson
 - i. Things are progressing well.
 - b. Policy Approval
 - i. I-106 Conflict of Interest – **MOTION:** To approve adding Committee members in addition to Board members and Committee chairpersons.
LW/BJ **PASSED**
 - ii. 1-107 Assessment Procedure – Edits only. **MOTION:** To approve striking redundant wording. BJ/GJ **PASSED**
 - iii. 1-108 Use of Recreational Facilities. **MOTION:** To change the oversight of swimming pool policies to Amenities and Resident Activities Committee.
LW/BJ **PASSED**
 - iv. 1-109 Rental Guidelines – Edits only to change of date of approval. No action required.
- 7. VII. **New Business**
 - a. Jayne Meyer led a discussion of Madison potentially taking action which could override community association covenants, including Tamarack. Nothing has yet

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occurred, and city staff have said this isn't on the table. However, the Plan Commission has indicated it could override restrictive covenants, for example relating to occupation density. This is an evolving process that requires ongoing Board attention.

- b. Discussion of ideas for the Association's 50th Anniversary
 - i. Jayne Meyer suggested, to general agreement, a full year of recognition and events, not just one gala.
 - ii. Dean Ryerson noted there will be a 50th Anniversary Committee and volunteers are already working on this. More are welcome.
 - iii. A budget will be created.
 - iv. There will be information in The Good Life but it's too early to list specific ideas.
 - c. Approval of Resident Survey
 - i. **MOTION** To approve the ad hoc Communications Committee conducting a survey of residents. **PASSED JS/LW**
 - d. The 2024 Budget Hearing will be October 10th at 6:30 pm, in person and on Zoom.
 - e. The 2023 Annual Meeting will be October 26th at 7:00 pm at Vista West, in person and on Zoom.
8. **VIII. Community Reports & Other Business**
9. **IX. MOTION to Adjourn JS/BJ PASSED 7:35 PM**
10. **Next board meeting: Tuesday, August 22, 2023, at 6:30 pm.**