

# **Tamarack Trails 2016-17 Committee Reports**

## **Architectural Review Board**

The Architectural Review Board (ARB) meets on the first Wednesday of each month. At these meetings, the ARB reviews resident requests for exterior unit modifications. The purpose of the review is to assure that the architectural style/standards, spatial integrity and visual aesthetics of Tamarack Trails are maintained. All exterior changes require ARB approval including, but not limited to, additions to the main structure; the installation of skylights and sun-tubes; screen porches; deck and patio extensions; changing main entry doors, and window and sidelight additions or modifications.

In addition to review and tracking of the usual number of resident requests for external modifications, below is a list of some other ARB accomplishments during the 2016-17 term:

1. At the October 2016 meeting the ARB recommended a trial run to allow residents to display white only miniature non-twinkling lights for public safety and cheer during the dark winter months. The TT Board approved this trial run.
2. In October 2016 the ARB recommended Richard Swanson to fill a vacancy. The TT Board approved the appointment effective January 2017.
3. The results of the 2016 Walk Around included very few comments requiring follow up by the TT Office. The ARB is concerned with several damaged screens and clouded windows that are the responsibility of residents.
4. In March 2017 Caryl Terrell was reelected chair with Lorraine Moore elected Vice Chair. Anne Rohr was reelected to act as Secretary. Elections will be held again in January 2018.
5. Early in 2017 the TT Board requested the ARB to develop a procedure for approving exterior ramps. A subcommittee lead by Richard Swanson researched and developed a draft policy. The ARB recommended this policy to the Board. The TT Board scheduled a resident input session for their November 2017 meeting.
6. At the March 2017 meeting the ARB interviewed candidates for ARB vacancies resulting from the election of Richard Genthe and Pat Laubach to the TT Board. The ARB recommended appointment of Christina Finet and Patricia Gavin. The TT Board approved these appointments effective in May.
7. At the April meeting the ARB interviewed Bob Jacobs and recommended that he fill a new ARB vacancy. The TT Board approved the appointment effective in June.
8. At the April meeting the ARB held a resident input session on the white light trial run. Based on the positive responses, the ARB recommended this addition to the seasonal lighting policy in the Book of Standards. The TT Board approved this policy.
9. The ARB turned down requests from several residents for attached retractable awnings for shade because they do not enhance the aesthetic qualities of the community. In July the ARB approved a free-standing removable neutral colored pergola for a trial run to receive resident comments.
10. A Walk Around by pairs of ARB members is planned for mid-November-early December 2017. The purpose is to check whether our charge to maintain architectural style/standards, spatial integrity and visual aesthetics is being upheld. The ARB also reports any safety hazards to the Office.

We offer sincere thanks for the many hours the ARB members have contributed during the past year and for their ongoing dedication to the interests of the Tamarack community. The current members of the ARB are: Christina Finet, Patricia Gavin, Bob Jacobs, Lorraine Moore, Richard Swanson, Anne Rohr and Caryl Terrell. The TT BOD liaison Ric Genthe has provided valuable help in communicating with the TT Board of Directors.

Dean Ryerson retired from the ARB in late spring 2017. We valued Dean's wise counsel, wry humor, probing questions and attention to our charge.

*Submitted by – Caryl Terrell, Chairperson*

## **Maintenance, Safety & Security Committee**

This was a challenging year for the maintenance committee and staff. Weather and short staffing slowed down our progress this year; but, we were still able to complete several projects that impact the community. New rock walls and drainage projects were completed along tree lane and along the front of the clubhouse to improve the look and drainage of those areas. Grading and landscaping improvements were done in these areas as well. Significant asphalt updating was also completed this year as we move closer to having all asphalt updated in the community over the next 5 years. As many of you may know, Bob Schroeder retired and we are now seeking to hire a new landscaping supervisor. The committee will say a fond farewell to Robert Prugh this year after many years of service. We welcomed aboard

new members Jim Waeffler and Charlie Elson. We look forward to a drier 2018 and looking forward, will anticipate catching up on many projects that were postponed due to inclement weather in 2017.

*Submitted by: Andy Owca, Committee chair*

Members: Bob Prugh, Charlie Elson, Liz Farnham,  
Pat Simms, Jayne Meyer and Jim Waeffler  
Board Liaison: Linda Vahldieck

### **Finance Committee Report**

The primary focus of the Finance Committee every year is to prepare the budget for the next year. The committee met the challenges faced in preparing the 2018 budget which includes both pay raises and dental insurance coverage for staff, satisfying all the highest priority requests proposed by the Maintenance Committee, covering the costs of a 17% increase in Tamarack's property insurance and, in the end, finding funds to continue to support a 17-week pool season. As part of Tamarack's long range financial planning, we have begun to include savings for sewer and water line replacement which will be needed as our community ages. All of this was accomplished with a 3.1% (\$10.00) in the average monthly assessment (AMA).

The committee has recommended to the Board that \$80,000 in reserve savings be transferred to our investment account before the end of 2017 as we continue to build our reserves, some of which will be used for costs associated with re-doing the pool in 2024.

There were no audit exceptions found when the 2016 audit of Tamarack's financial records was conducted.

Thanks to committee members Don Haasl, David Huttleston, Greg Knapp, Bernie Maroney, George Meyer, Gordon Renschler and James Steinbach.

*Submitted by Prudy Stewart, Chairperson*

### **Resident Activities Committee**

The Resident Activities Committee's charge is to provide social activities to help bring the residents together in a friendly atmosphere.

In the past we held a "CHAMPAGNE AND CHOCOLATE" EVENT during the month of February. A chocolate fountain provided an interesting activity to dip fruit and sweets.

In the spring we provide a catered brunch with individual omelets, fruit, meats, sweet treats and mimosas. This past year a harpist provided soft and soothing music. The music, decorations and mimosas provided the event with a very upscale atmosphere.

In June we took a field trip to tour Epic headquarters. This event was followed up with a pizza party at Sugar River Pizza.

To make the transition from summer to fall, the residents enjoy a catered party by the pool. White table cloths, liquid refreshments and guitar music provide the backdrop for a very festive event.

In December the lights are twinkling and the holiday tree provides a very festive atmosphere for the holiday party. Residents are encouraged to bring their favorite sweet and savory treats to share with other residents.

The Committee members are Jan Haasl, Linda Zuerner, Mary Anne Huttleston, Beverly Mazur (Secretary) Booth Fowler, Gail Burbach, Anne Rohr, Janet Renschler, Jean MacCubbin (BOD liaison) and Pat King chairperson.

*Submitted by Pat King, Chairperson*

### **Welcoming Committee**

The Welcoming Committee meets bi-monthly. The purpose of this committee is to welcome new residents to Tamarack Trails to make them feel welcome and to answer questions relative to moving to Tamarack. The committee initially delivers a Welcoming letter and an informational sheet to new residents as they move in. At a later date, within a month, members meet with new residents to share additional information relative to living at Tamarack and present a welcoming gift. If there are new resident concerns, that information is shared with management and the

Board as appropriate. Over the past year committee members met to review web folder information, review survey feedback information from new residents, and plan the annual New Resident Reception. To date for the 2017 calendar year the committee has welcomed residents from eleven households. There are currently three homes for sale.

*Submitted by - Jeanine Allen, Chair*

Committee Members: Pete Albert, Sue Albert, John Allen, Pat Maddox, Mary and Jim Schmidlkofer, and Board Liaison, Howard Bellman

### **Amenities Committee Report**

In 2017, the Amenities Committee oversaw the completion of planned updates to the clubhouse locker rooms including ceiling fans, a new urinal and sinks in the men's locker room, fresh paint and, most importantly, hot water for the showers. Initial architectural planning was done for work on the first floor of the clubhouse.

In 2018, the committee is planning to do some re-working and refurbishing of the three storage areas on the first floor of the clubhouse as well as creating a private office for the property manager.

Thanks to committee members Liz Farnham, Coky Klimpel, Izzy Popic and Richard Swanson.

*Submitted by - Prudy Stewart, Chair*

### **Garden Committee**

From May through October, Tamarack gardeners filled all available plots and were busy tilling, planting, watering, weeding and finally reaping the results of their labor. A varied bounty of vegetables were raised with some exceeding expectations and others a disappointment to the respective gardener. Gardeners continued to use the "sharing table" to share excess plants and produce. Some extra produce was also given to the food pantry at Lussier community Education Center.

Following the recommendations made by the Garden and Maintenance Committees in 2016, the overgrown trees along the north side of the garden (Tree Lane) were removed, and a variety of evergreens and shrubs were planted on both the north and west sides

of the garden. Kudos to the staff for the choices they made as the new plantings are a great improvement.

Thanks to Carolyn Klotz, Tricia Melka, George Heine, Jean MacCubbin and Sandy Drew for helping with Garden Committee activities.

*Submitted by - Sandy Drew, Chair*

### **Human Resources Committee**

The HR Committee made recommendations relating to staff "moonlighting" (i.e., TT staff working after hours for TT residents) and personal time off (PTO) carry-over. The recommendations resulted in updates to the Tamarack Employee Manual.

Each year the committee reviews staff salaries and benefits and makes recommendations to the Board regarding those two topics. The unemployment rate in Madison is low and the job market is tight, so in order to retain experienced, hard-working employees, the committee believes we must offer competitive wages along with good benefits. In 2018, staff will receive wage increases to bring them in line with our competitors in the job market. In addition, for the first time, staff will be provided with dental insurance coverage.

Thanks to Committee Members Howard Bellman, Teri Edman, Antonio Galvan and Linda Vahldieck.

*Submitted by - Prudy Stewart, Chair*

### **Manager's Report**

#### **October 2016-September 2017**

Major projects completed included replacement of two thirds of the asphalt walking trail near White Pine, Sugar Maple and Pin Oak. The asphalt was replaced with a standard five foot wide concrete sidewalk. The remaining one third of the walking trail will be replaced next year. This project greatly improved the safety and look of the affected courtyard areas.

The asphalt was removed and replaced on three cul-de-sacs on Tree Lane. Asphalt repairs and crack sealing were performed throughout all Trails based on inspection. Over the next five years the remaining asphalt will be replaced starting with Phase 2 and two driveways in Phase 6 next year.

To correct and improve drainage a concrete flume was installed at the front of 7343 Tree Lane and the center swale between Cedar Creek and Oak Creek was dug out, regraded and sodded.

Over the winter new fence boards were installed on the east border fence from 9 Red Maple down to 17 Hemlock Trail. The remaining posts were straightened this summer and 1x6 cover boards will be installed over the 4x4 posts this winter.

Josh Ostertag was hired as the new Maintenance Superintendent in March 2017. Josh brings with him 19 years of experience with JP Cullen. He has been a great addition to the Tamarack maintenance team and has supervised the summer crew and projects efficiently. He has also set a new standard for prep work, painting and staining projects.

Tim Hanson joined the maintenance staff on September 18, and fills our mid-level maintenance position. Tim framed and built homes with Fish Construction for seven years and also worked for seven years as maintenance person at an assisted living facility. He will work on all areas of maintenance with a focus on trim replacement and rebuilding decks.

Projects completed this year: In Phase 1 all deck rails were painted and all decks were sanded and stained (based on inspection). Fence painting in Phase 1 is ongoing and will be done by the end of October.

As we were short one maintenance person this summer, Tamarack contracted with Too Many Tools and a Truck to work on the back log of trim repair and deck replacement requests. We have reduced the number of trim replacement requests to 15 (from 50 in May).

Other projects included: replacing 50 post light fixtures, completing 30 painting & staining requests, installing 1,500 feet of gutter guards, rebuilding twelve decks, inspected all walks, patios and decks in Phases 1, 2, 3, 4 and 6. This information will be incorporated into a maintenance database this winter and used for future budget planning.

**2018 Maintenance Projects:** Asphalt replacement in Phase 2 and two drives in Phase 6. Repair & paint trim at the Clubhouse, Phase 1 and ten homes

in Phase 2. Paint fences and deck rails in Phase 2. Sand & stain decks in Phase 2 based on inspection. Install new decking on 15 decks.

After 25+ years with The Bruce Company and the past four years at Tamarack Bob Schroeder announced his retirement at the end of September. Bob Schroeder supervised our grounds crew comprised of Jason Boyd, Jeff Ryan and Mitch Cloutier. We thank Bob for the time and effort he dedicated to making Tamarack's landscaping look beautiful.

An extraordinarily wet spring hampered progress early on and just last week the crew finished edging and mulching all beds in Phase 2, 3, 6 and 7 as well as Pin Oak, White Pine and Sugar Maple in Phase 1. Over 500 yards of mulch was applied this year. Pruning has started and will continue through the winter months. This spring, three very large cotton wood trees were removed at a total cost of \$6,500 as they were in poor condition and presented a safety risk to the nearby homes.

Other projects included: complete rebuilding of six rock walls; 64 Oak Creek (2), 90 Oak Creek, 9 Red Maple and 7367-7371 Tree Lane (2), removed eight ash trees, plant and maintain the entrance flower beds, excavate and re-grade water ways at 1-3 Mt Ash, 7331 and 7411 Tree Lane.

**2018 Grounds Projects:** There are two more large cotton wood trees to come down as well as eight to ten ash trees due to the arrival of the Emerald Ash Borer. The Maintenance Committee will review and evaluate the best course to follow for maintaining the border and wooded areas which they toured this year. Twenty-nine boulder walls in Phase 6 were inspected this year. This is a start towards creating a catalog of the number, size and condition of all boulder walls for future budget projections.

*Submitted by - Louis Glauner, Manager*