

Tamarack Trails Community Services Association
Board Agenda July 17, 2018
6:30 pm - Clubhouse Community Room

- I. Approval of the BOD Minutes – 4 minutes
 - A. June 19, 2018

- II. Community Correspondence - 5 minutes
 - A. Neighbor-to-Neighbor Issues
 - B. Water Issues—15-21 Oak Creek
 - C. Parking Issues—Tree Ln. Trails/Common Areas
 - D. Other

- III. Property Manager's Report, **Questions and Clarification** - 15 minutes
 - A. Highlights
 - B. Update Staffing
 - C. Insurance Renewal

- IV. April/May Financial Report - 15 minutes
 - A. Report Highlights
 - 1. Ad Hoc Accounting Software (HOA)
 - B. Update Audit/Taxes
 - C. Preliminary Work on 2019 Budget

- V. Committee Reports - 20 minutes
 - A. ARB – July 3, 2018 Minutes to Review
 - 1. Approvals: 7435 CC- front step modification; 53 OC- deck over patio; 51 OC- white entry railing
 - 2. Tree Removal Policy for BOS

 - B. Amenities – No meeting held.

 - C. Finance – June 27, 2018 Minutes to Review
 - 1. Other

 - D. Garden – No Meeting held.

 - E. Human Resources – June 28, 2018 Minutes to Review
 - 1. Progressive Discipline and Grievance Draft Policy

 - F. Maintenance – July 10, 2018 Minutes to Review
 - 1. Property Reserve/Engineering Study
 - 2. No Trim Requests
 - 3. New Materials—metal wrapping and wood composites
 - 4. Center Swale Proposals (2019 budget)

- 5. Rock Walls and Drainage (2018 budget)

- G. RAC – July 2, 2018 Meeting Minutes to Review
 - 1. **Confirm** Appointment of Deb Wallace (7445 Tree Ln)
 - 2. Dinner by the Pool, Sunday Sept. 16

- H. Welcome – No Meeting Held
 - 1.

- I. Nominations & Elections- No meeting held
 - 1. **Confirm** Appointment—Tom Phelps (30 OC)
 - 2. Board Liaison
 - 3. Committee Chairperson
 - 4. Schedule

- VI. Old Business - 20 minutes
 - A. Review and Comment Work Order Comment Cards
 - B. Review Parking Lot -- outstanding issues
 - C. Update on West Place II Plans and Workgroup Activities
 - D. Update on Sauk Creek Restoration Project and Workgroup Activities (aka Concern Citizens/Residents Workgroup)
 - E. Tree Ln/Cemetery Stormwater Mtg.

- VII. New Business - 20 minutes
 - A. Items for Next Good Life (Save the Date—Annual Meeting, 2019 Budget Hearing, and Dinner by the Pool; ARB Neighborly Standards for Trash/Recycling Containers, Service Survey with Updated 2018 figures, Security Light Neighborly Standards, Others?)
 - B.

- VIII. Review Board Calendar - 5 minutes
 - A. Schedule a Listening Session (early Nov.)
 - B. Schedule Review of Survey Results

- IX. Adjourn for Executive Session—
 - A. Staffing Issues
 - B. Hail Damage
 - C. Committee Terms

- X. Adjourn

Reminders: **BOD Meeting: August 21, 2018**
 Annual Meeting: Monday Oct. 22, 2018
 Budget Hearing: Monday, Oct. 1, 2018

Attachments: BOD minutes; April/May Fin. Reports; Comm Mins: ARB, FC, HR, MC, RAC, WC;
Tree Ln Map, parking Policy;

Tamarack Trails Community Services Association, Inc. Madison, Wisconsin Policy Resolution
Parking Policy

Subject: Vehicles And Other Large Equipment Kept In Community No. **I-102 Supersedes** Policy Dated: March 25, 1992 Review Responsibility: Board of Directors Source: Declaration - Article VII; Board Action Effective Date: October 6, 2009 Policy Statement: Streets, driveways, and parking areas within the Tamarack Trails Community are provided for the use of conventional passenger vehicles only. This policy is established in order to assure equitable parking and to maintain an attractive community. Permissible Vehicles: Vehicles that may be parked within the community include conventional passenger vehicles in good repair which are currently licensed and in regular use. Each resident is permitted to park no more vehicles on the property than can be accommodated by their garage and driveway space(s) directly adjacent to the garage. More specifically: Owners with a one car garage are permitted to park no more than two vehicles on the property and only one may park outside of the garage at any time. Owners with a two car garage are permitted to park no more than four cars on the property and only two may park outside of the garage at any time. Residents may request from the manager a variance from these rules for a specified length of time, or for a specified location, i.e. trail or cul-de-sac. Such requests must be in writing and indicate that all residents who would be affected by the variance have agreed to its terms. Such variances may be reconsidered by the manager at the request of any resident that is reasonably affected. Registering Vehicles: Any vehicle which will park outside of a garage more than 14 days per year must register their license plate number with the Association office. Restricted Vehicles & Equipment: The following vehicles may not be parked on community streets, driveways or guest parking spaces: 1. Commercial vehicles including, but not limited to, delivery trucks or vans, special use trailers, or vehicles adapted to a business use, such as a pickup truck that has been fitted with special racks to hold material and tools. 2. Employee vehicles 3. Buses, Recreational vehicles [RVs], Utility trailers, or Campers 4. Boats, snowmobiles, jet skis and like recreational equipment 5. Stored or broken down vehicles. A vehicle will be considered stored or broken down if it remains in the same spot for any period exceeding 72 hours. A resident may contact the office to request a variance for up to three weeks for parking in ones own driveway. Restricted vehicles and equipment may be parked in a resident's garage. Loading or unloading of prohibited vehicles and equipment is permitted subject to a 24-hour time limit. Temporary storage of restricted vehicles for periods not exceeding forty-eight hours shall be allowed in the lot to the north of the tennis court. Moving Vans and Service Vehicles: These vehicles shall not remain parked in the community longer than a 12-hour period. Guest Parking: If guest parking is limited or unavailable, guests must park on the nearest city street. Guest parking should only be temporary and infrequent so that available parking is not overburdened. It is extremely important that residents neither offer nor expect special parking privileges for guests. Owners are subject to the same penalties, including fines, if their guest violates these parking guidelines. Enforcement Procedures Written Notice of Violation: The Board or Managing Agent shall notify the vehicle owner in writing of the specific violation and include a copy of this resolution. A copy of the notice shall be attached to the windshield of the offending vehicle the same day. If the offending vehicle is owned by a renter or guest, the property owner shall be notified. The notice will allow 48 hours to remedy the violation. Fines: Any offending vehicle which remains after the deadline indicated in the written notice or is a repeat offender within a period of one year shall be subject to fine per this policy resolution. The Board of Directors shall levy a fine of \$50 per occurrence against any property owner who violates this resolution or whose renter or guest violates it. Right of Appeal: The vehicle owner, if a property owner, has the right of appeal. Such appeal must be received in writing by the Board or Managing Agent to the regular business mailing address before the notice deadline. If the vehicle belongs to a family member, renter or guest, the appeal must be made by the property owner or the owner's management agent. Once an appeal is received, the Board will hold an appeal meeting within 14 days to review the matter with the vehicle owner (or property owner or management agent if vehicle is owned by a renter or guest). If the appeal meeting does not take

place within 14 days, the matter is considered dropped. The Board's decision on the appeal is final. If the appeal is rejected, fining provisions become effective immediately. Collection Provision: All fines, costs and expenses necessary to enforce the Parking Policy will be levied against the property owner and shall be an assessment against the owner's Lot and subject to all lien and collection powers of the Association. Other Provisions: 1. Major repair or bodywork on vehicles in driveways and other common areas is prohibited. 2. Vehicles parked on Trails, driveways and guest parking areas, must be moved within 24 hours following a snow fall, so that cleanup can be accomplished. 3. Motorcycles and motor scooters are prohibited from using the Tamarack walkways and bike trails. 4. The penalty for damage to the turf caused by repeated improper parking or driving shall be the administrative costs plus actual repair costs. 5. Vehicles parked in areas of trails posted as "No Parking" shall be subject to enforcement per this Policy Resolution.

Pet Policy

Tamarack Trails Community Services Association, Inc. Madison, Wisconsin

Policy Resolution

Subject: Control of Pets **No. I-101** Supersedes Policy Dated: February 5, 1987 Review Responsibility: Board of Directors Source: Declaration & Restrictions; By-Laws, Board Action Effective Date: February 27, 1991

POLICY STATEMENT: Rules and regulations for protecting the aesthetic environment and public health & safety standards of the community shall be established with regard to control of pets. The Board of Directors shall make it the responsibility of the Association Manager to enforce the rules and regulations as approved by the Board of Directors in relationship to control of pets.

IMPLEMENTATION: 1. Pets are not allowed to have free run of common areas. When a pet is outside a living unit, it must be accompanied by its owner (or designee) on a leash at all times. This applies to cats, dogs and other pets.

2. Pets are not to be chained or leashed to balconies, patios, or staked on any common area.

3. Balconies, patios, walks, yards and common areas will be kept free of pet wastes. Owners are responsible for proper disposal of pet wastes. A gentle but firm letter is sent to the offending individual announcing a 72-hour period (weather permitting) to have the problem corrected. Following the 72-hour period if the problem has not been corrected a second letter, somewhat more firm and to the point, is sent to the individual stating that they have 24 more hours to correct the situation. If not corrected in this time period it will be done by Tamarack Trails Maintenance people at a cost of \$25.00 per hour, minimum one-hour charge.

4. Pet owners are responsible for any pet damage on common areas or personal property and replacement of shrubs and sod as necessary.

5. Each living unit shall be restricted to a maximum of two pets: 2 cats, 2 dogs or one of each.

6. No animal, other than common household pets, shall be kept or maintained in any living unit.

Common household pets shall not be kept, bred or maintained for commercial purposes in any living unit.

7. All pets must be properly licensed and necessary shots kept up date.