

**Tamarack Trails Community Services Association**  
**Architectural Review Board**  
**August 9, 2023, Meeting Minutes APPROVED**

1. Confirm Quorum: C. Finet, B. Hughes, J. MacCubbin, E. Siegel, R. Jacobs (Board Liaison),  
Excused: P. Maddox, I. Popic
2. Additions to Agenda: Support for Neighbors for a Green Tamarack—demo perennial garden  
choice of fencing
3. Approval of Minutes of July 12, 2023. Motion to Approve “as clarified” (Hughes, MacCubbin) –  
APPROVED
4. Resident Requests - requests and related Documents sent to ARB prior to this meeting:
  - a. **32 Oak Creek Trail, Jill Kirby.** Request for approval of full-frame replacement of front and  
rear windows on ground floor. Contractor will be Jim Seabury, Too Many Tools and a Truck,  
608-438-0853, using Marvin casement windows. ARB Form 2 and Insurance certificate have  
been provided; approved by email between meetings. **Letter of Approval** for request has  
been sent from Tam' office. P. Maddox to be ARB follow-up.
  - b. **125 Pine Ridge Trail, Bob Jacus.** Requests approval for replacement of all windows and  
sliding glass doors: 4 windows, 2 sliding glass doors on lower level; 4 windows on upper  
level. Contractor will be Steve Schullenberg, SES Construction, 2544 Brewery Rd, Cross  
Plains, WI 53528, 608-516-6721. Product to be used: same-size Marvin full-frame & design  
windows. ARB Form 2 expedited has been submitted. **MOTION** (MacCubbin, Siegel): The ARB  
moves to approve the request to replace all windows and doors contingent on receiving  
current insurance certificate and specifications from SES Construction. **APPROVED**, ARB  
follow up will be I.Popic.
  - c. **72 Oak Creek Trail, Joanne Eissfeldt.** Requests approval for replacement of 2 upstairs  
bathroom casement windows. Contractor will be Waunakee Remodeling, 1001 Frank Street,  
Waunakee WI. **MOTION** (Hughes, Siegel): ARB moves to approve request per ARB Form 2, 72  
Oak Creek Trail, for replacement with 2 full-frame casement windows, contingent on  
Tamarack office receiving updated insurance certificate from Waunakee Remodeling and  
contingent on replacing exterior trim to conform to Book of Standards specifications.  
**APPROVED**, ARB follow-up will be P. Maddox.
5. Chair's Report
  - a. Board Special Meeting, July 20: Tamarack Board approved putting the entire BoS into Policy  
IV-400. J. MacCubbin added ARB suggestion that BoS be reviewed every three years for  
updates/ revisions (Memo 6).
  - b. November 2023 will complete (C. Finet) ARB chair's term, other ARB members have time left  
on their terms; more owners will be needed to complete ARB membership; personal contact  
may help to get others involved.
6. Ongoing Business
  - a. Spring Walkaround summary  
The annual walkaround has been completed, spreadsheets and most photos are in. Results  
will be summarized in the Good Life; documentation will be submitted to the Office. Siegel  
to forward additional photos to chair.

b. Consistent Set of Criteria for Making ARB Decisions— slight changes made, copy attached.

7. New Business

- a. ARB members MacCubbin, Maddox, Hughes met with Stacey Haberman and Rolle Remhoff (Maintenance Superintendent) to draft window replacement procedure recommendations:
- NO metal/aluminum trim
  - Use Palite (AZEK comparable) composite trim boards.
  - No "Insert" windows going forward; use "Full frame" replacements which require a tear off to inspect original opening for problems/ framing issues, to be rectified at owner's expense.
  - Office/Maintenance staff will have ongoing communication with unit owner and ARB to move projects forward.
  - Modify draft of Owner Responsibility Chart, convene a work group to formalize this. (Hughes, MacCubbin, Maddox)
  - Make slight edits to ARB Approval Letters adding FULL FRAME specifications for windows and door replacements (which assumes TT staff inspecting the openings)
- b. **Neighbors for a Green Tamarack** – Jean MacCubbin shared an example of metal fence to surround Natural Plantings near pool entry as part of Plant Dane project: fence size approximately 27" high, 24" wide; Cost approximately \$15/each; need 14-15 pieces. ARB members agreed the design of the fences is acceptable on an informal basis; no motion was required.
- c. Draft calendar of ARB yearly/monthly tasks: clarify when new Officers become responsible for agenda.
- d. Recommend ARB request that Office arrange for a group rate satellite dish removal for owners who no longer use these.

8. Old Business

- a. Member reports on completion of approved projects; updates on in-progress projects or projects not started:
- **7323 Cedar Creek**—Galvin—update on windows - No recent contact with owner, no replacements currently observed. Siegel will again attempt to contact owner. If not successful, request contact from Tamarack association manager.
  - **71 Oak Creek** —Whites—Awaiting the architect's drawings of deck revision; options are currently under review.
- b. Complaints received or observed—none at this time.

ADJOURNED 5:45 PM

**CALENDAR of UPCOMING MEETINGS for 2023**

Sept. 13, Oct. 11, Nov. 8, no December meeting

Submitted by Eve Siegel, edits by Barb Hughes—rev. 8-16-23