

**Tamarack Trails Community Services Association
Architectural Review Board
September 13, 2023, Meeting Minutes APPROVED**

1. Confirm Quorum: C. Finet, B. Hughes, J. MacCubbin, E. Siegel, P. Maddox, I. Popic , R. Jacobs (Board Liaison), Residents: Ginny and Larry White (71 Oak Creek)
2. Additions to Agenda:
3. Approval of Minutes of August 9, 2023. Motion to Approve “as amended” (Hughes, Maddox) – APPROVED
4. Resident Requests - requests and related Documents sent to ARB prior to this meeting:
 - a. **71 Oak Creek—Larry & Ginny White.** Request ARB approval of a modification to previously approved (April 2023) plan for deck. Drawings of the modification, reasons for the changes, density calculation have been submitted; changes are approved by the neighbors (Kramer, Gosch). Contractor yet to be determined, insurance certificate to be submitted to TTHA Manager.
MOTION: (Hughes, Maddox) The ARB verified the density calculation, acknowledges the decrease in encroachment into common space. The ARB approves the updated, changed design from approval of April 12, 2023. Contractor information and insurance certification will be provided to TTHA Manager when determined by owners. This approved design and today's date adjusts the 12-month allowance for the work to be completed by Sept 12, 2024. **APPROVED.** Hughes to be ARB contact.
 - b. **7305 Cedar Creek—Lynn Hirsch** (owner of record) request approval for placement of vent pipes related to installation of new furnace. Request via AppFolio, photo of proposed location provided, no contractor, no form submitted.
MOTION: (Popic, Maddox) The ARB **DEFERS** the request to a future meeting, noting the owner (Lynn Hirsch) needs to submit ARB Form 2 with contractor information, insurance certification, and location of vent must be specified in completed request. Vent location must be compliant with State of Wisconsin requirements pertaining to location near operational windows. J. MacCubbin to be ARB contact. Phone # of owner: 608-332-7797.
 - c. **21 Red Maple Trl—Katherine Liu.** Request ARB approval for bedroom window replacement because of leaking. ARB Form 2 has been submitted, as has certificate of insurance for contractor, Waunakee Remodeling. This is specified as "like-for-like" full-frame replacement, which Waunakee Remodeling specifies as aluminum-wrapped and caulked. TTHA no longer allows aluminum wrap.
MOTION: (MacCubbin, Hughes) ARB approves the request for window replacement with "Like-for-like" product, excluding aluminum wrap; including TTHA trim painted in "Tamarack white" and including proper caulking of a full-frame window. **APPROVED.** I. Popic to be ARB contact.
5. Chair's Report
 - a. ARB has two openings beginning January 1, 2024.

6. Ongoing Business

- a. Article re: Spring WalkAround submitted to Good Life. ARB would appreciate follow up from Association Manager on staff response to problems noted in Walkaround. ARB also should consider including pool area, Clubhouse, and Maintenance exterior in future walkarounds.
- b. Responsibility Chart—ARB proposes to create a mini-work group to define these items in accordance with the updated Book of Standards (BOS) and Policies.
- c. Consistent Set of Criteria for Making ARB Decisions—These criteria need to be shared with BoD and Association Manager to inform Unit Owners of items that are not in compliance with BoS. Provide document to BoD for future discussion, options for action. Questions re: consequences of noncompliance to Policies remain: who/how to get compliance? How to determine amounts of fines?

7. New Business

- a. Review of Policies IV-401, 402, 403 per request from Bob Jacobs and Larry White. See pages and suggested changes/ deletions.

Policy IV-401—approved changes highlighted in yellow, printed in red.

Under GUIDELINES:

1. delete "Follows:" and ADD to item 1 "specified in policy IV-400, the Book of Standards."
Delete a,b,c.
2. Correct "applicant's"
3. after "aesthetic" add ", association's costs of maintenance,"
4. no change

Under PROCEDURES:

1. after "The proposal shall include" add "all items as specified in Policy IV-400, Book of Standards.
2. DELETE items a,b,c,d,e.
3. Abbreviate Architectural Review Board to "ARB".
4. add "exterior" before "addition or... alteration..."; abbreviate to "ARB"; delete second line "according to the Declaration..."
5. minor clarification in first sentence.
6. change "rejected" to "denied".
7. Last sentence of PROCEDURES: "Final appeal of a denial by the ARB may be made to the Board of Directors."

APPROVAL:

1. delete first two sentences, delete "stamped drawings" and insert "documents".

Policy IV-402 will be directed to Maintenance and become 504.

Policy IV-403, re: ramps to be changed as proposed.

1. In the last sentence of the paragraph beginning "Effective planning..." change "Association's manager" to "Association Manager," and delete "and community specialists."

- b. Club house sunshades and ARB Density Form will be taken up at a future meeting.

- c. **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 \$18/each; need 20-22 pieces. ARB members agreed the design of the fences is acceptable on an informal basis; no motion was required.
 - d. Draft calendar of ARB yearly/monthly tasks: clarify when new Officers become responsible for agenda.
 - e. 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— Galvan noted that windows are not yet available from vendor.
 - **Jacus and Eissfeldt** projects—Certificates of insurance have been received for each project.
 - **11 Gray Birch**—B. Hughes reported Wheeler radon project needs another test to verify placement of pipes is effective, as well as replace an exterior board.
 - b. Complaints received or observed—none at this time.

MOTION TO ADJOURN (Maddox, Popic): 5:57 pm

CALENDAR of UPCOMING MEETINGS for 2023

Oct. 11, Nov. 8, no December meeting

Submitted by Eve Siegel, edits by Barb Hughes, Finet—rev. 9-20-23.