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Tamarack Trails Community Services Association Architectural Review Board October 11, 2023, Meeting Minutes

1. Confirm Quorum: C. Finet. I. Popic, B. Hughes, P. Maddox, J. MacCubbin. E. Siegel, R. Jacobs (Liaison). Resident attending: Tom Hirsch, 7305 Cedar Creek
2. Additions to Agenda
3. Approval of Minutes from Sept 13, 2023. Motion to Approve (Hughes, Popic)—
APPROVED as is.
4. Resident requests
 - a. **7305 Cedar Creek—Tom & Lynn Hirsch**: Request approval of exterior vent placement related to new furnace installation; AppFolio, photo of location, Form 2 and contractor insurance certificate of insurance provided. Phone conversation (9/28/2023) confirms both unit owners request this project's approval. Note: location of vent is near a window, but vent goes through uninhabitable space, so is acceptable per city codes. MOTION to approve (Popic, Siegel) project as submitted, at 7305 Cedar Creek, expected date of work is October 31, 2023. **APPROVED**. Letter of confirmation/approval to be sent from Association Manager. P. Maddox will be ARB contact.
 - b. **14 Bayberry—D. Tucker, I. Popic**—Request for radon mitigation as tested levels are unacceptable. ARB Form 2, photo have been submitted. A short vent pipe will penetrate garage roof. Contractor is Lifetime Radon Solutions, phone 262-955-5701. 805 Wells Street, Delafield. Certificate of Insurance has been provided. MOTION to APPROVE (Siegel, Hughes) project as submitted, to be completed as soon as possible. (Unit owner, Popic abstained) **APPROVED**. Siegel to be ARB contact. Letter of Confirmation/Approval to be sent from Association Manager.
 - c. **201 N Westfield—Kempinen and Richmond**—Request to replace window facing S. Westfield due to wood rot. Additional information requested for review at November meeting.
 - d. **52 Millstone—Tom and Jan Gilbert**—Request for new garage door. Replacement is scheduled for October 20, 2023. Request has not been formally submitted. Will add to November meeting agenda.
5. Chair's Report
 - a. ARB has openings for **two new members in January**.
 - b. Association Manager mentioned that Information from ARB Spring Walk Around re: safety repairs needed has been added to AppFolio.
 - c. Bellmans' project for windows needs letter from Manager c=as follow-up/clarification)
6. Ongoing Business

- a. Progress on changes for **Responsibility Chart**—Hughes
Policy on grills
Policy 503—Water Intrusion and Pest Intrusion are Unit Owner's responsibility.
PRINT from Excel and send as a PDF (to whom?)
Changes will be forwarded to BoD as Version 8 with corrections. NOTE CHANGE to 504 when this is dealt with. Alert BoD to numeral changes.

7. New Business

- a. ARB Density Form online version with 2 changes has been submitted to Nate, web developer.
- b. R Jacobs asks that ARB submit article for inclusion in next Good Life re: **preparing for fall season/winter early dark hours**: Note that non-functional community "post lights" at residences need to be reported to Maintenance, ensuring that owners turn on and leave on power switches for exterior lights. Maintenance is responsible for fixture replacements. owners are responsible for bulb replacements. Reminders that seasonal/holiday lights are limited by dates. (See last year's article, sent to ARB for use).

8. Old Business

- a. Members report on completion of approved projects; updates on any in-progress projects or projects not started.
 - Galvin (7323 CC) **no progress** on 4 window replacement. Siegel will encourage owner finding new contractor.
 - Wagner (address) Window project completed, private contractor.
 - Jacus (address)- Insurance Cert received, in progress.
 - Eissfeldt—Insurance Cert received.
 - Bellman—
 - Red Maple (owner—no info yet) -
 - 201 S Westfield—needs aluminum trim changed to Tamarack standard (1-pane window needs to replace 2-pane?).
 - 52 Millstone (Tom & Jean Gilbert) new owners—replace 2 sliding door patio windows, **needs Insurance Certificate submitted**, requires "full frame" info from ARB, possible installation date? (Siegel will be ARB contact)
- b. Member reports on complaints received or observed relevant to the ARB functions and policies set forth in the Book of Standards. None received.

9. Adjourn: (Maddox, Popic) at 5:38PM

CALENDAR OF UPCOMING MEETING DATES for 2023

November 8, no December Meeting