

**Tamarack Trails Community Services Association  
Architectural Review Board  
January 10, 2024 Minutes APPROVED**

1. **Confirm Quorum:** C.Finet, I.Popic, J.MacCubbin, Dave Larson (Board Liaison), E. Siegel, B. Hughes, P.Maddox;  
Attending Unit Owners: Tom Gilbert (52 Millstone)

2. **Additions to Agenda:**

a. Where and how (paper/ electronic) should approval documents be filed for future reference?

b. Additional members needed for ARB

3. **Approval of Minutes** of November 8, 2023. Motion (Hughes, Popic). **APPROVED**

4. **Resident Requests**

a. **52 Millstone, Tom Gilbert:** Requests approval for replacement of **windows** (sliding doors were approved at 11/8/2023 meeting).

**MOTION:** (Popic, MacCubbin) Move to approve the request for installation of 19 Pella replacement windows as proposed, with provided documents, contractor and insurance certification. Maintenance Manager will review work as project occurs. (Siegel will be ARB contact.) **APPROVED;** Letter to owners will be sent.

b. **7383 Tree Lane, Chris Harper:** Requests approval for **window** replacement. Submitted in November but needed completed documents, which have been submitted. **MOTION** (Hughes, Maddox) to approve the installation of two new 2-window units as proposed; installation likely in March/April. Marvin Windows will be installed, provided by Seaman Lumber, Jim Seabury contractor. **APPROVED.** Maintenance Manager will evaluate this as project happens. (Hughes is ARB contact.) Letter to owner will be sent.

c. **7367 Tree Lane, Erica Singley:** Requests approval for replacement of two **sliding door units** (living room) and two double **windows** (kitchen, bedroom). Form 2 submitted, contractor info and certificate of insurance submitted. Owner clarified that no mullions will be added to doors or casement replacement windows. **MOTION** to Approve (Maddox, Hughes) as submitted, "like for like" units. **APPROVED;** Maintenance Manager will review as project occurs. (Siegel is ARB contact.) Letter to owner will be sent.

d. **80 Oak Creek, Melinda Young:** requests **solar panels** on garage roof. Contractor is All Energy, Minneapolis. Owner has submitted Form 1, neighbors are informed and in agreement. ARB does not need to approve solar installations (submission to ARB for inventory purposes), but ARB **requests that contractor and unit owner consider an unobtrusive placement of electric supply lines to maintain the esthetics of building exterior.**

e. **7313 Cedar Creek Tr, Thomas Donsing:** Requests approval for installation of **heater in garage with roof venting**. Sketch of roof vent, contractor info, insurance certificate and **incomplete** Form 1 have been submitted. Does City of Madison allow this location of this unit? Does the owner or contractor need to obtain City Permits for this installation? What are the proposed installation specifications? Have neighbors been notified? **MOTION** (MacCubbin, Maddox) move to **DEFER APPROVAL pending complete information re:** fully completed Form 1, permitting, venting materials, and electric supply location. **DEFERRED**. Review at February meeting. (MacCubbin will be ARB contact.)

f. **10 Oak Creek, Deborah Rosenberg:** Requests approval for installation of **radon mitigation** system; incomplete Form 1, insurance certificate and contractor Zander Solutions are submitted. **MOTION to DEFER** (MacCubbin, Maddox), pending fully completed Form 1 and notification of neighbors to this project. (Maddox will be ARB contact.) **DEFERRED**.

#### **Comments:**

MacCubbin requests a "Walk Around" with D. Larson to check for non-compliant installations and note preferred locations of electrical outlets, non-compliant windows, etc.

MacCubbin suggests packets of completed forms as samples be available to owners as a method of instructing owners of items needed for submitting requests, Popic suggests that the packets match the types of projects ARB determines.

C.Finet reminds ARB that BoS does not yet have the interactive link for Density project.

#### **5. Chair's Report**

a. Election of officers for ARB, 2024. **MOTION** (Hughes, MacCubbin) **APPROVED:** **Elected Officers: Pat Maddox, chair; Isabel Popic, co-chair; Recording Sec'y: Eve Siegel; Corresponding Sec'y: Jean MacCubbin.** Barb Hughes will continue to assist with editing initial drafts of minutes.

b. Recruitment of additional TWO additional ARB members.

#### **6. Ongoing Business:**

a. **Responsibility Chart**, drafted and finalized by ARB has been sent to Board of Directors for review. It needs to be reviewed at a Board of Directors meeting, then shared with Tamarack Trails Office, Association Manager and S. Genthe of Maintenance Committee.

b. **Criteria for Making ARB Decisions** was submitted for review to the Board at Sept, 2023 meeting. ARB requests the Board approve as is or make specific suggestions for change; also need to meet with an attorney to determine what consequences would be legally possible re: non-compliance. ARB is concerned that

delay on enforcing compliance will be a (tacit) approval of status, and not ensure appropriate correction in a reasonable time.

7. Old Business:

a. **7323 Cedar Creek, A. Galvin:** replacement of non-compliant windows (4) has not been completed, Project is more than 15 months since agreement from owner that this would be done. (Siegel is ARB contact)

b. **201 S. Westfield, B.Kempinen & P. Richmond:** two casement windows have been replaced; project COMPLETE.

c. Committee Members are asked to recruit owners to help create a **50th Anniversary Event** for 50 Years that Tamarack opened. Noted that Jean MacCubbin is already involved and can be the contact member for ARB.

8. Adjourn at 6:05 PM.

**Tentative Calendar of ARB 2024 Meetings:**

**Monday** Feb 19, **Monday** March 18, **Monday** April 15; **Wednesdays:** May 8, June 12, July 10, August 14, Sept 11, Oct 9, Nov 13. Meetings generally are held the second Wednesday at 4PM in the Club House monthly, excluding December.

**Requests for Approval of exterior Projects are to be submitted to ARB by 2 weeks prior to meetings, with appropriate documents and fully completed Form 1 or 2, as appropriate.**

DRAFT submitted by Eve Siegel.

APPROVED Edited by Maddox, Hughes.