

Tamarack Trails Community Services Association

Architectural Review Board Meeting

March 18, 2024 Minutes **FINAL**

1. Confirm Quorum: P. Maddox, B. Hughes, I. Popic, J. MacCubbin, D. Larson (BoD Liaison), E. Siegel, Deborah Chritton (new ARB member). Also present Stacey Haberman, Association Manager.
2. Additions to Agenda: None
3. Approval of Minutes of February 19, 2024 ARB Meeting: Correct date of March meeting to 3/18/2024, and under New Business 7.b. replace “Heating” with “Panel”. Motion to approve as corrected (MacCubbin, Hughes). **APPROVED.**
4. Resident Requests – requests and related documents sent to ARB prior to this meeting.
 - a. **4 Pin Oak – Mark Aylesworth** – Request for window replacement as follows:
1 kitchen window, 2 living room windows, 1 window in each of 3 bedrooms (total of 6 replacement windows). Contractor is Joe Welsh, Waunakee Remodeling, using Anderson Aclaim windows. Insurance certificate and all other needed information submitted. Request also includes full view front entry storm door. Motion to Approve request (Siegel, Popic) **APPROVED.** (ARB contact is J. MacCubbin)
Note to owner that Maintenance Manager will evaluate construction area prior to window installation for any needed repairs supporting windows.
 - b. **1 White Pine- Lawrence Smallee**- Request for window replacements to include 1 kitchen, 1 window in each of 2 bedrooms, 2 living room windows (total of 5 windows). Contractor is Don Kuptz, Waunakee Remodeling, Anderson Aclaim windows. Insurance certificate and all other needed information submitted. Motion to Approve as submitted (Hughes, Popic). **APPROVED.** (ARB contact is I. Popic)
Note to owner that Maintenance Manager will evaluate construction area prior to window installation for any needed repairs supporting windows.
5. Chair’s Report

- a. ARB Terms of Reference Document has been submitted to Board of Directors, no revisions were suggested.
 - b. Recruitment of additional members to ARB:
Deborah Powers Chritton and Barrett Karabis. They will attend meetings starting March/ April 2024.
 - c. Project Letters sent following February 19 meeting:
5 Mountain Ash – approval for windows replacement
7383 Tree Lane – approval for exterior heat vent
6. Ongoing Business
- a. Schedule Dates for Spring Walkabout- to evaluate status of units’ exterior conditions: teams of two with data base spread sheets, cameras, wearing identifying yellow vests will occur during the Weeks of April 22, April 29 and May 6. Article to inform residents of the Spring Walkabout will be in April Good Life. Email reminder to residents will be done by Association Manager as well.
7. Old Business:
- a. Members’ reports on completion of Approved Projects, updates on in-progress or not yet begun projects:
52 Millstone – Tom / Jan Gilbert – windows and patio doors are installed. Association Manager S. Haberman addressed the less than favorable interactions of the installation crew with both the contractor and window vendor.
 - b. Reports on complaints received / observed relevant to ARB functions- none.
Recent large item disposals left at curbs for city pick up had been scheduled by owners.
8. Adjournment at 5 PM (Popic, MacCubbin)

TENTATIVE CALENDAR of ARB 2024 MEETINGS:

April 15, May 8, June 12, July 10, August 14, September 11, October 9, November 13,
NO DECEMBER MEETING. Meetings are currently held at 4PM on the second
Wednesday every month at the Club House with exception of April 15th which is a
Monday.