

Tamarack Trails Community Services Association
Architectural Review Board Meeting
November13, 2024 Minutes

1. Confirm Quorum: : P. Maddox, J. MacCubbin, B. Hughes, I. Popic, E. Siegel, B. Karabis.
Absent: D. Chritton, D. Larson (BoD Liaison) No attending unit owners.

2. Additions to the Agenda:

3. Approval of minutes from Oct 9 ARB meeting: Motion to Approve: (Karabis, Popic):
APPROVED.

4. Resident requests—Requests and related documents sent to ARB members prior to this meeting.

- a) **42 Oak Creek Trail – BRAUN.** Form 2 submitted to rebuild current deck using Azek type decking, new footings, joists and supports in accordance with current building standards. A portion of the living unit will be shored up and leveled. Backman Construction will do the work, using detailed plans from Freiburger Consulting and Construction. This project is deemed essential for safety. MOTION to Approve (Siegel, Popic): APPROVED as submitted, likely completion date is 2025. Note that approval expires November 30, 2025. Karabis will be ARB contact.
- b) **94 Oak Creek Trail – HENRY.** Form 2 request submitted to replace front door and storm door, including photos of current doors. Owners have chosen styles in accordance with the ARB Book of Standards; John Seabury will remove and install; supplies will be from Zuern Building. MOTION to Approve(Karabis, MacCubbin). APPROVED. Hughes will be ARB contact.

5. Chair's Report

- a) Annual ARB Walkaround: Further discussion regarding improving the formatting of ARB's walkaround data sheets used for assessment of exterior conditions of units. It was suggested the ARB request Maintenance committee members to accompany ARB members in the coming years to assure accurate recording and prioritization of unit conditions. This has been done off and on in previous years.
- b) Some residents have reported not receiving approval letters from the office after the ARB has approved a project.

- c) ARB Chair will complete an 'end of year' transition report for the ARB summarizing the 2024 year including numbers of projects approved and completed or not yet completed. The report will make suggestions for the coming year of 2025, including that there be a way to store numerous ARB documents in a central location so that all ARB members can view and access (but not edit) documents. Request documents received from unit owners can be long and these documents don't always reliably and consistently reach all ARB members via the Outlook Office program. There are nearly 40 separate document sheets for the WalkAround that need to be accessed by ARB members. These documents could be stored centrally, rather than emailed out to members. Numerous photos are taken during walkarounds and should be accessible in a central location. Another suggestion is that the ARB would like to seek a collaborative effort between ARB and Maintenance Committee when overlapping issues exist.
- d) Project letters sent out following Oct 9 meeting:
 - 14 Pin Oak** – approval to install heat pump and new furnace.
- e) Two current members (Maddox, Siegel) will be leaving the ARB next year; new members are needed.

6. Ongoing Business

- a. Topics for December GL article- reminder to owners about holiday lights and an invitation to join the ARB.
- b. End of Year transition report to be completed by 12/31/2024

7. Old Business

- a.** Members reports on completion of approved projects; updates on any in-progress projects or projects not started: Completed: 14 Pin Oak heat pump/furnace; 2 Pin Oak – new bay window; 32 Oak Creek, new patio door; 59 Oak Creek, multiple windows installed.
- b.** Member reports on complaints received or observed relevant to the ARB functions and policies set forth in the Book of Standards: Red Maple Trail parking continues to be problematic with many vehicles from one unit parking in cul de sac open spaces. One unit has 6 or more vehicles parked regularly in cul de sac spaces and parked on Westfield Rd, blocking visibility for exiting/entering the Trail. This is also hazardous for people using the crosswalk in that vicinity. TTCHA Manager may need to remind owners that there are limited spaces to be shared by all owners. An additional option is to request City of Madison mark the adjacent curb of Westfield as a 'No Parking' zone to improve visibility, especially as it is near the marked cross walk to Clubhouse.

8. Motion to Adjourn, 5:35 pm by Popic, Hughes

TENTATIVE CALENDAR of 2024/2025 MEETINGS

No meeting in December, January 8, 2025

Meetings are currently held at 4:30 pm on the second Wednesday of every month at Tamarack Trails Clubhouse.