

TAMARACK TRAILS
FREQUENTLY ASKED QUESTIONS

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1) **How is the Tamarack Trails Association governed?**

A: The Association has an elected governing Board of Directors. Board members are elected for a two-year term at the annual member's meeting in October. The Board elects from its membership, a President, Vice-President, Secretary, and Treasurer to one-year terms. The Board meets monthly. Advising the Board are eight standing committees: Amenities; Architectural Review Board; Finance; Garden; Human Resources; Maintenance; Safety and Security; Resident Activities; and Welcoming. Tamarack residents volunteer to serve on these committees. All Board and committee meetings are open to all residents.

2) **Tamarack Trails is a planned unit development (PUD). What is that?**

A: A planned unit development combines the advantages of condominium living with private home ownership. When you buy a home in a PUD community, you are deeded a lot along with your residence. In addition you are granted the right to enjoy and use the common areas and recreation facilities.

3) **Who runs the organization?**

A: The Board of Directors hires an Association Manager, who in turn hires a Maintenance Superintendent, Landscape Superintendent, and Administrative Assistant to assist in running the operation. Both permanent and part time staff are also employed. The Association has ongoing contracts with outside professional firms for landscape maintenance, snow removal, and trash/recycling management. In addition, contractors are used for specialized services such as major residence structural work, roof repairs, asphalt, cement work, etc..

4) **How do I pay my monthly assessment fee?**

A: The monthly assessment fee is due on the first of the month and is payable to "Tamarack Trails". We prefer that residents sign up for the automatic deduction of the monthly assessment from their checking account. Sign up forms for automatic payment are available at the office. If you do not sign up for automatic payment, checks can be mailed to the Association Office at 102-110 South Westfield Road or dropped off in the mail slot at the entrance to the clubhouse. The Association does not send individual billings for assessments. There is a late fee for assessments received after the twentieth of the month. Assessments that are delinquent beyond 90 days may be processed through Small Claims Court.

5) How is the annual monthly assessment fee (AMA) determined?

A: Each year the Finance Committee, after consulting with other committees, recommends a budget to the Board of Directors. The Board sends a summary of the budget to each resident and holds a public hearing. After the budget is adopted, each resident receives notice of their annual monthly assessment (AMA), which is unique for each residence. Common area expenses, such as the clubhouse, are shared equally among all residents. All other expenses are distributed among individual units depending upon the units rebuilding cost, the replacement cost for each building component, or upon the density of units in its phase. Complex spreadsheets are used for this purpose.

6) What are the monthly assessment fees used for?

A: Approximately seventy percent of the fees collected are used for current operating expenses of the Association, including the budgets of the Standing Committees. The remaining thirty percent is set aside as a reserve for future building maintenance. Detailed long range planning of future expenses is used to ensure the reserve fund is sufficient to cover replacements of roofs, asphalt, fences, etc. as needed.

7) Are there special assessments charged to homeowners?

A: That is always a possibility and many condo associations have experienced them, in some cases frequently. At Tamarack, there has not been a special assessment since 1991, and it was very modest. Since then, the Board of Directors and the Association Manager have worked diligently to avoid the negative effects of a special assessment. Every effort has been and will continue to be made to use sound financial planning to prevent such an occurrence.

8) Are there community rules that I must follow as a Tamarack resident?

A: Yes. The basic governing instrument is the Declaration of Tamarack Trails Community Services Association, Incorporated, which is supplemented by By-Laws, the Book of Policy Resolutions and the ARB Book of Standards ([includes the Tamarack Neighborly Standards p.12](#)). Residents should receive these documents at the time of closing from the realtor or title company. If not, copies are available at the Association Office for a fee to cover the cost of printing. Electronic versions are available as PDF files on the Tamarack Trails website www.tamaracktrails.com.

9) Are pets allowed?

A: Yes. Many homeowners have pets. Pets are limited to two dogs or two cats or one dog and one cat. Dogs must be walked on a leash and all droppings cleaned up after. Dogs cannot be tied up outside your home and cats are not permitted to run loose.

10) What are the parking rules?

A: There are restrictions that apply to parking within the common streets, driveways and parking areas within the Tamarack Trails community. For complete details see [Policy Resolution I-102 \(Vehicles and Other Large Equipment Kept In The Community\)](#).

11) If I would like to do any landscaping around my home do I need approval?

A: Yes. For some flower gardens, shrubs and trees. Although each unit includes the surrounding lot, the Association maintains the lot. The Association Manager and/or the Maintenance Committee must approve any landscaping changes. The Association is responsible for the maintenance, trimming and replacement of trees and shrubs. Additional plantings are done at the homeowner's expense once approved. Flowerbeds (annuals and perennials) within an Owner's lot are not installed or maintained by the Association. The Association does not water during the summer although residents are encouraged to water trees and shrubs around their unit. Please refer to [Policy V-500 - Landscape Policy](#).

12) What am I responsible for in maintaining my home?

A: The Association is responsible for maintaining specific components on the exterior of your home such as shingles, siding and trim. The Association does not maintain doors, windows, screens (including their frames), and any fixture that serves the home individually. Post lights are an exception in that the Association maintains everything about the fixture except for the bulb.

13) When is trash picked up? What is the procedure?

A: Trash is collected weekly and carts (supplied by Waste Management) should be placed at the end of your driveway by 8:00 a.m. every Friday. Large items can be placed on the city terrace for city pickup (every other Wednesday) or by special arrangement with Waste Management at an additional charge.

14) How is recycling collection handled?

A: There are two options for recycling:

Homeowners may use the City of Madison recycling service. To do this, they must use special carts provided by the City. Carts must be placed at designated curbside locations on Westfield Road or Tree Lane for pickup by the City on every other Wednesday. There is no separate fee for this service.

Or, homeowners may use the recycling service provided by Waste Management. Waste Management recycling carts are available through the Tamarack Association office. Carts must be placed at the end of the homeowner's driveway every other Friday. Waste Management currently charges a \$50 fee (2015) for this service, which can be paid through the Tamarack office on a yearly basis.

15) What should I do with my yard waste?

A: Weeds, clippings and small branches are collected every Monday morning (from April- October). Yard waste should be placed at the end of your driveway. Alternatively, yard waste may be deposited in the specified dumpster located just to the north of the tennis courts.

16) In the wintertime how soon can I expect to be plowed out?

A: With snows 1 to 4 inches deep, the entire community, including sidewalks and steps, will be cleared in about 4 hours. With each new snowfall, the contractor starts in a different phase. In the event of an extremely heavy snowfall (8 inches or more), you may have to wait for your driveway and sidewalks and steps to be cleared, since the main roadways are opened first. In an emergency or if you are on call please dial the emergency number (259-2750) to get your driveway cleared.

17) How do I get work done on the exterior of my house?

A: Maintenance requests can be submitted in two ways: via the request form on Tamarack's web site www.tamaracktrails.com or by filling out a paper Maintenance Request Form. Forms are available in a white box near the front door to the Association clubhouse.

18) What if I have a complaint?

A: Homeowners may take complaints to a standing committee or the Association Manager in person or in writing (email). The manager's office is in the first level of the clubhouse.

Or, they may also voice complaints to the Board of Directors in writing or in person at a Board meeting. The Board meets the second Tuesday of the month at 6:00 PM in the upper level of the clubhouse.

19) How do I find out what is happening in the community?

A: The Association publishes a monthly newsletter entitled "The Good Life". The Good Life is posted on the association website. Fliers are sent out describing special events and any issues concerning the community at large.

20) Are there planned community social events I can attend?

A: Yes. Tamarack has a Resident Activities Committee that provides social events throughout the year to bring Tamarack residents together. There are a number of events such as: a new homeowner reception, spring brunch, summer poolside party, autumn potluck, and December Holiday Party. Other clubhouse activities may include: a poolside aerobics class, fitness class, bridge, flu shots and Alderman information sessions. Residents can form new groups around individual interests by contacting the association office.

21) How do I reserve the clubhouse for a party?

A: Call the Association Office (833-1615) or email jean.hilgers@tamaracktrails.com and indicate the date that you want. If the date is available you will be mailed a contract form to fill out. The contract, along with a \$75 cleaning deposit, must be returned ten days prior to the event in order to confirm the reservation. There is \$20 fee for each day the Clubhouse is used.

22) Can I serve on a Committee as a new resident?

A: Yes. We encourage all residents to serve on Committees. Not only does this give the Committees fresh input but also gives the residents an opportunity to contribute to the planning and operation of the Association. It's a good way to get to know other residents in the community.

23) How do I sign up for Committee work?

A: Call the Association Manager (833-1615) and tell him which Committee you are interested in. He will put in contact with the appropriate Chairperson who will invite you to the next scheduled meeting if there is an opening for a new committee member.

24) How do I sign up for use of the swimming pool and tennis courts?

A: The pool and tennis/pickle ball courts are locked at all times. To gain access to the pool or tennis court, the resident, or guest must possess a magnetic key card for the pool and a key for the tennis court gate. Each unit owner is allowed to purchase two key cards/court key at \$5 each. Keys are only available through the Tamarack Office. Pool rules and hours are published annually in "The Good Life" newsletter and distributed to the membership in April. Sign-up sheets are available (in the mailbox) at the tennis court gate for tennis and pickle ball reservations. Residents may sign up for a one and one-quarter hour session at a time, up to three days in advance.

25) If and when I want to sell my condo does the Association have a sales office?

A: No. However a notice of the sale may be posted on the clubhouse bulletin board. All other sale activities are up to the homeowner.

26) Is there community garden space available?

A: Yes. Tamarack has a well maintained area located on the corner of Tree Lane and Westfield for growing individual resident vegetable /flower gardens. The Garden Committee assigns and marks the plots for individual gardeners. Information comes out in "The Good Life" in the spring notifying residents of this opportunity and lays out timelines for applying for a plot, rules and policies for use, and the fee associated with the garden plot.

27) Where do I go to vote?

A. There are two polling locations for Tamarack residents. Westfield and Tree Lane are dividing lines. For those residents residing on the South side of Tree Lane and on the East of Westfield, the polling location is at Lussier Community Education Center located at 55 S. Gammon Rd. In Madison. For those residents living on the North side of Tree Lane and to West on Westfield, the polling location is at High Point Church located at 7702 Old Sauk Rd. in Madison. These locations are subject to change in the future based on city rezoning.