

**ARCHITECTURAL REVIEW BOARD
BOOK OF STANDARDS
Tamarack Trails Community Services Association, Inc.
(Approved 5/26/13, TT BOD) – Rev. 2017-04-05**

Table of Contents:

I.	Introduction: Definition of the Book of Standards and the Mission of the Architectural Review Board (ARB)	Page 2
II.	Request for Approval of an Exterior Alteration or New Construction	
	A. Background (Distinctive Elements)	Page 2
	B. The Change Request Process	Page 3
	C. Check List for Requesting Alteration or New Construction	Page 4
III.	Authorization: Article V of the Restated Declaration of Covenants and Restrictions - authorizes the Architectural Review Board with guidelines for ARB functioning.....	Page 5
IV.	Structure & Procedures: Governs the structure and operation of the Architectural Review Board.....	Page 5
V.	Policy Resolutions: Establishes the rules and regulations for the Architectural Review Board to implement.....	Page 6-11
	A. Resolution No. IV-400 Architectural Controls –	page 7
	B. Resolution No. IV-401 Exterior Additions, Alterations & Improvements	page 10
VI.	Enforcement: Procedures for the enforcement of the Standards and formal actions and consequences for nonconformity.....	Page 12
VII.	Neighborly Standards: Standards which are beneficial to residents in addition to the formal policy Standards.	Page 12
VIII.	Book of Standards Appendices: Supplementary information	Page 14
	A. Helpful materials & policies that can be requested at the TT Office	Page 14
	B. Density Guidelines (60% rule) Reference Sheet.....	Page 15
	C. Approved Entry Doors, Side Lights & Storm Doors.....	Page 16
	D. Entry Hand Rails Approval Process.....	Page 17
	E. City of Madison Fire Prevention Code – Outdoor Grills.....	Page 19
	F. Satellite Dish Antennas Installation Policy	Page 20
	G. Solar Collection System Installation.....	Page 21
	H. Rain Barrels	Page 22
	I. Patio or Walkway Replacement.....	Page 23

I. Introduction: Definition of the Book of Standards and the Mission of the Architectural Review Board (ARB)

The Tamarack Trails Community Services Association (hereafter referred to as TT) is a community of individuals who have agreed, by virtue of having chosen to buy units and live within TT, to abide by a set of rules which serve to define and to maintain that which is uniquely TT.

Included in these rules are Standards which regulate the external appearance of TT. These Standards have been developed over time by the Architectural Review Board (hereafter referred to as ARB) with approval by the Board of Directors of TT. Also, with input from countless residents as they sought to modify their units and as they made suggestions for the improvement of the integrity of our community.

ARB Mission Statement: Rules and regulations protecting the aesthetic beauty and architectural integrity of the community shall be established with regard to common properties and the exteriors of privately owned property. This will include rules and regulations pertaining to the modification of these properties and exteriors.

The role of the ARB is to monitor the integrity of the external design and visual appearance of the structures within TT and to monitor the visual appearance of the community properties. Their role is to also provide approval requirements for any improvements, modifications, and repairs which alter the exterior or the exterior appearance of buildings or property which can be found in the ARB Book of Standards. These Standards have been enacted by the ARB to maintain a harmonious relationship among structures and the natural vegetation and topography and to maintain the integrity of the external design and the visual appearance of TT.

This ARB Book of Standards is provided for our residents:

- * to inform property owners of their responsibilities to adhere to established Standards so as to maintain the integrity of our community.
- * to outline the procedures for submitting proposed changes to the ARB for approval

II. Request for Approval of an Exterior Alteration or New Construction

A. Background:

The Tamarack Trails Community Services Association (TTCSA) requires that all changes to the exterior of a unit must be reviewed and approved by Tamarack's Architectural Review Board (ARB). The ARB is a standing committee required by the Association's By-laws. Committee members are unit owners who volunteer to serve and are appointed by the Association's Board of Directors (BOD).

Tamarack Trails was designed to conform to a specific architectural style, referred to as "sea ranch", which was described in consultation with TC Lin, an architect with Strang Inc., in April, 2012 and is reproduced below. The ARB, in reviewing requests for exterior changes, follows those guidelines in order to maintain the architectural integrity of Tamarack. In addition, the ARB has been concerned with aesthetics and over the years has developed some standards to maintain a visually appealing and attractive community.

Although the ARB is charged with maintaining these guidelines, it acknowledges that owners may need or want to make changes to their property. Owners desiring exterior changes must submit a written request to the ARB. In some cases, they may be asked to attend an ARB meeting to provide more information about their request. If deemed helpful, a mentor from the ARB will be assigned to assist the owner in navigating the process.

Distinctive Elements of Tamarack Trail's Architectural Style

The overall effect of Tamarack's environment is an example of a "new urban community". The Tamarack Architectural Style most closely resembles a "sea ranch" style. The neighborhood is more pedestrian and less car oriented, with walking trails, generous green spaces and very little street parking. Landscaping is in keeping with such an environment and has been well maintained as it has matured. Unlike many other condominium associations, residents in Tamarack own their unit and they own a lot that is distinct from common space.

The important elements of Tamarack's Architectural Style are:

1. Roofs are a consistent 6/12 pitch with no overhangs.
2. Windows have strong white trim, especially above and below, and are not double hung.
3. Each building is unique with sight lines and landscaping rarely allowing a view from one building into another.
4. Siding colors are mostly from a limited pallet of understated pastels.
5. Decks and fences utilize strong white horizontal rails.
6. Density and size of units vary by phase, but are fairly consistent within a given phase. Phase 6 has a much higher density (six units per building) and a more rectangular overall appearance.

All elements of the style are vital and together they "unite" to create the unique characteristics of Tamarack's Architectural Style. Further discussion could determine whether some elements could evolve over time with careful oversight.

May 31, 2012

B. The Change Request Process for Homeowners:

The change request process entails the following steps by the homeowner:

1. Review of the ARB standards pertaining to the type of change being requested. Refer to the "Book of Standards" available on Tamarack's website (www.TamarackTrails.com) or at the Tamarack office. In the Book of Standards, two Board Resolutions are included in Section III:
 - a. Resolution IV-400 (beginning on page 7 discusses specific requirements for various types of exterior changes; and
 - b. Resolution IV-401 (beginning on page 11 further discusses the necessary process and procedures for making a change.Included in Resolution IV-401 are the requirements for increasing a unit's footprint. If a unit's footprint is going to be increasing, check with the Association Manager to assure compliance with the unit size to lot size ratio requirements. See Appendix B Density Guidelines (60% rule) Reference Sheet, page 16.
2. Complete the steps and prepare the information identified in the "Check List of Items for Requesting Exterior Alterations or New Construction" (see next page or attain a copy on the Tamarack website or at the Tamarack office). Some of the information required by the Check List may require the assistance of an architect.
3. The TT Office will ensure that the checklist is complete. The TT Office will notify the ARB to include the project on their agenda and notify residents within sight of the project for their feedback.

Examples of Change Requests:

Example #1: An owner wants to add a screened porch to their unit. The owner would complete steps 1 and 2, with the help of a contractor/an architect, if necessary, and provide a scale drawing of the proposed screened porch to the TT office.

Check List of Items for Requesting Exterior Alterations or New Construction

Submit to the Tamarack Office at least 14 days before the next regularly scheduled Architectural Review Board meeting for Action by the ARB followed by review of the TT Board

Owner's Name _____ Date _____

Address _____, Madison WI 53717

Home Phone _____ E-Mail Address _____

All of the following items, if applicable, must be included with an Application for review by the ARB. Please check off each applicable item. If an applicable item is not included, the Application will be returned for completion.

- _____ 1. The structure's density. The structure should cover no more than 60% of the owner's lot area before and after the proposed changes (Policy IV-401 and Appendix B Density Guidelines (60% rule) Reference Sheet, Book of Standards, www.tamaracktrails.com). The current density information regarding your lot can be supplied by the TT office.
- _____ 2. A short written description of the project.
- _____ 3. Scale drawings of the proposed project (1/4" = 1').
 - _____ a) Floor plan showing height, width and length of proposed addition and relation to the existing building. Show all walls, partitions and openings. Show structural framing, size and spacing.
 - _____ b) A section plan with overall dimensions, floor to floor height, framing and flooring/ decking sizes, roof pitch, footings and foundations.
 - _____ c) Exterior elevations of the addition and its relation to the existing structure showing all materials and openings, critical dimensions, railings (height, width and length of posts and rails).
 - _____ d) All three above drawings should indicate material types(s) and color(s).
- _____ 4. A scaled diagram showing the footprint of the owner's unit and its lot lines before and after the addition. (The current unit footprint and lot line information can be supplied by the TT office.) No construction can be approved if it encroaches on Common Area (see Page10, #2 ARB Book of Standards).
- _____ 5. Construction landscaping: a drawing of any new landscaping (flowers, shrubs, trees) planned in conjunction with new construction/ remodeling. A sketch identifying the location, type and size at maturity of plantings and a completion date for installation of the landscaping.
- _____ 6. The footprint of all surrounding units (supplied by the TT office) and a diagram indicating all trees and shrubs over 4 feet tall in the shared green space.
- _____ 7. If the planned alterations affect the existing drainage pattern, a new proposed drainage pattern must be included.

The Unit Owner/Resident is responsible for verifying the location of all utilities and for ensuring that any exterior construction they undertake or contract for does not obstruct access to a public utility, such as water main, sewer lateral or natural gas line. The Unit Owner/Resident is responsible for repairing any damage or reconstruction to neighboring property resulting from such an obstruction. Digger's Hotline number is 411.

III. Authorization:

A. Restated Declaration of Covenants and Restrictions of TT (9/ 8/ 03), www.tamaracktrails.com

ARTICLE V, Architectural Review

Section 1. The Architectural Review Board. An Architectural Review Board consisting of not less than three Members shall be appointed by the Board of Directors.

Section 2. General Rules/Standards. The Architectural Review Board (hereinafter ARB) shall adopt general rules and standards to implement the purposes set forth below and interpret the covenants in this section, including but not limited to rules to regulate animals, antennas, signs, storage and use of recreational vehicles, storage and use of machinery, use of outdoor drying lines, trash containers, planting, maintenance and removal of vegetation on the Property. Such general rules may be recommended by the ARB, following a public hearing for which due notice has been provided, and adopted by a two-thirds vote of the Board of Directors. All such general rules and any subsequent amendments thereto shall be placed in the Book of Resolutions and circulated to all owners.

Section 3. Purpose. The ARB shall regulate the external design, appearance, use, location and maintenance of the Property and improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.

Section 4. Conditions. No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior or exterior appearance of any Living Unit or other improvement shall be made without the prior approval of the ARB, except as otherwise expressly provided in this Declaration. No building, fence, wall, residence, or other structure shall be commenced, erected, maintained, improved, altered, made or done without the prior approval of the ARB.

Section 5. Procedures. In the event the ARB fails to approve, modify or disapprove in writing an application within 30 days after plans and specifications in writing have been submitted to it, in accordance with adopted procedures, approval will be deemed granted. The applicant may appeal an adverse ARB decision to the Board of Directors who may reverse or modify such decision by a two-thirds vote of the directors.

Section 6. Exceptions. The ARB may issue temporary exceptions from any prohibitions in the Documents, provided the ARB can show good cause and acts in accordance with adopted guidelines and procedures subject to approval by the Board of Directors.

IV. Structure & Procedures:

A ARB Structure:

- 1 Number of Members: The ARB shall consist of at least three and no more than seven members who shall be appointed by the Board of Directors. The ARB shall elect a Chairperson, Vice Chairperson, and other officers as deemed appropriate at the first meeting of each calendar year. Committee members will serve up to three two-year terms. At the completion of the third two-year term, a member must wait two years before reapplying for appointment.
- 2 Professional Counsel: The ARB will have ongoing professional counsel either by a licensed architect who is a member of the ARB or a non ARB member appointed as a consultant to the ARB subject to TT BOD approval.
- 3 Standing Committees: The Chairperson(s) shall appoint Standing Committees as needed.
 - a Book of Standards Committee: This committee serves as a resource to TT residents regarding questions that concern the TT Book of Standards. It also periodically reviews the Book of Standards and recommends to the ARB and Board changes or updates the Book of Standards as necessary. Periodically, a reminder of design requirements and the

availability of the Book of Standards will be published in the Good Life.

- b Review Committee: One or two ARB members will be available to review proposed minor changes or to clarify construction plans between the ARB regular meetings. Proposals which require special attention before a regular ARB meeting because of such factors as health care issues, may be reviewed for approval by the Review Committee.

B ARB Procedures:

- 1 For exterior alterations or new construction, an ARB check list must be completed and submitted to the ARB along with the proposal to be considered 14 days prior to a regularly scheduled ARB meeting. (copies of the check list are available at the TT Office)
- 2 The ARB will review and discuss requested proposals and projects with or without owners present as listed on the agenda.
- 3 Project proposals deemed incomplete by the ARB will be returned to submitters for completion and resubmission for a regular scheduled meeting.
- 4 Disposition procedures:
 - a In the event the ARB fails to approve, modify or disapprove in writing an application within 30 days after plans and specifications have been submitted at a regular ARB meeting, in accordance with adopted procedures, approval will be deemed granted.
 - b Any project which is approved by the ARB must be completed within one (1) year of the date of the approval. Should a project fail to meet this time requirement, it must be resubmitted to the ARB for approval unless a formal extension has been given by the ARB.
 - c When a project is completed, the petitioner will notify the TT Manager of this fact. The TT Manager will then inform the ARB.
 - d One or two members of the ARB will be assigned to inspect the site of a completed project to assess the compliance of the work with the resident's originally approved proposal. The ARB's architect representative will be included in the inspection where structural changes have been made in a residence. Any finding of a lack of compliance with the original approved plan will be referred to the ARB for any necessary remedial action.

V. Policy Resolutions:

The following pages of TT Policy Resolutions serve as basic guidelines for the ARB as it considers proposals for external architectural changes to a given property.

1. Resolution IV-400 (beginning on page 6) discusses specific requirements for various types of exterior changes, and
2. Resolution IV-401 (beginning on page 10) further discusses the necessary process and procedures for making a change.

Included in Resolution IV-401 are the requirements for increasing a unit's footprint to assure compliance with the unit size to lot size ratio requirements. See Declaration, Article VII, Section 6.

Tamarack Trails Community Services Association, Inc.
Madison, Wisconsin
Policy Resolution

Subject: Architectural Controls

No. IV-400

Supersedes Policy Dated: February 9, 2016

Review Responsibility: Architectural Review Board, Board of Directors

Source: By-Laws, Board Action

Effective Date: 4/5/2017

POLICY STATEMENT:

Rules and regulations for protecting the aesthetic beauty and architectural integrity of the community shall be established with regard to common properties and the exteriors of privately owned property. The Board of Directors shall appoint an Architectural Review Board (ARB) made up of members of the Association which will recommend such rules and regulations and oversee enforcement of those approved by the Board of Directors.

IMPLEMENTATION:

I. Protective Regulations

- A. Mailboxes and mail slots** - Only mailboxes and mail slots, including community mailboxes and newspaper tubes meeting the design standards of the Board shall be permitted, except for mail depositories which are the property of the United States Post office Department.
- B. Antennas** – Owners are required to contact the Maintenance Committee to determine the best location for the placement of a satellite dish. See the full policy with photographs in Appendix F Satellite Dish Antenna Installation Policy, Book of Standards at www.tamaracktrails.com.
- C. Clothes Line** - No clotheslines or other clothes drying apparatus shall be permitted in any yard area.
- D. Arbors** - No new arbors will be approved and the existing ones (as of 12/01/2009) will be grandfathered as long as they are well maintained.
- E. Exterior Appurtenances –**
 - 1. Items currently not covered as permanent additions or alterations because of their portable nature shall not be permitted on the properties. The items include but are not limited to; hot tubs, spas, swing sets, jungle gyms, basketball hoops, and backboards, portable green houses, portable sheds, or other such portable, tangible, personal property. Outdoor grills, outdoor furniture and rain barrels are covered under Neighborly Standards, Book of Standards at www.tamaracktrails.com
 - 2. The following items are permitted within a unit Owner's planting beds: bird feeders, lawn figures or ornamental sculptures. Such items should be limited in quantity and size and kept in good repair. If any Tamarack Owner has **objections** to another Owner's use of such items, he/she may submit a petition before the Architectural Review Board 14 days prior to a regularly scheduled meeting.
 - 3. The installation or change in the appearance of any fixture on the exterior of the dwelling (including the roof) or within the unit Owner's lot must be approved by the Architectural Review Board. For this purpose, anything shall be considered a fixture if it requires special electrical, plumbing or other utility connections or if it is affixed by nails, screws, bolts or similar means. No wiring for electrical or telephone installation, or other similar protrusions shall be allowed on the exterior of the unit without written approval of the Architectural Review Board.

II. Architectural Regulations

A. Material and Color

- 1. Only the exterior materials presently on the existing structure or compatible with the architectural design of the community will be approved.
- 2. Exterior color changes will be approved only if the proposed color is in harmony with the other existing homes in the community or if the color is similar to the colors originally

employed in the community. Front door colors have been preapproved. Color samples are in a notebook in the TT office. Any other colors must be approved by the ARB.

3. Only those areas that are painted may be repainted; only those areas that are stained may be restrained; unpainted surfaces and unstained areas such as brick shall remain unpainted and unstained.
4. The approved color of garage doors is Tamarack white.

B. Fences and Screens

1. Wood fencing or screening may be approved if the design is in general conformity with the architectural design of the community.
2. Installation of chain link or other galvanized metal fencing are not allowed.
3. All fencing or screening should have finished materials on both sides. If only one side has finished materials, this must face the public side of the individual lot.
4. The use of chicken wire is discouraged.

C. Awnings - - awnings, both canvas and metal, as a general rule, do not enhance the aesthetic qualities of the community and are therefore discouraged. Exceptions may be considered by the Architectural Review Board.

D. Wood Piles - Outdoor woodpiles will not be permitted. Firewood should be routinely stacked in garages or basements and any exceptions should be submitted to the ARB for enforcement and ruling.

E. Solar Tubes, Skylights, Chimney/direct vent caps and any other penetration of the exterior shell of the building - Solar Tubes, Skylights, Chimney/direct vent caps and any other penetration of the exterior shell of the building (examples, roof, exterior walls or foundation) must be approved by the Architectural Review Board with conditions related to location, color, installation and appearance (defined as in keeping with the original ARB approved appearance.) Check with the TT Office for recommended manufacturers.

F. Construction Landscaping

1. The ARB shall be responsible for landscaping (flowers, shrubs, and trees) planned in conjunction with new construction or existing construction remodeling (including, but not limited to, fences, walks, stairs, patios, decks, porches, etc.). A sketch identifying the location, type, and size at maturity of plantings must be submitted to the ARB for approval.
2. All other landscaping additions, changes and replacements shall be the responsibility of the Maintenance Committee under TTCSA approved policy guidelines as detailed in Policy Resolution V-500, the Book of Resolutions, www.tamaracktrails.com.

G. City and County Building Permits

(see Declaration of Covenants Article VI, www.tamaracktrails.com)

1. Approval of any project does not waive the necessity of obtaining the required governmental permits.
2. Obtaining a City permit does not waive the need for Association approval.
3. A project will not knowingly be approved which is in violation of the City building or zoning codes.
4. Policy Resolution IV-401 addresses conditions and method for approval of exterior additions, alterations and improvement.

III. Guidelines

A. Seasonal Decorations

1. All outside seasonal decorations must be confined to the homeowner's house and within homeowner's lot line.
2. Strings of lights or garlands are discouraged from being attached to the building, particularly if nails are used.
3. Lights or decorations on a tree on Association common property are discouraged. If such

decorations are used, the tree must be no more than fifteen (15) feet from the homeowner's home.

4. Extension cords must be marked and protected so that letter carriers, snow shovelers and others will be able to see the cord and avoid an accident. Homeowners must assume the responsibility for any accidents involving such extension cords.
5. All exterior decorations must be removed within two weeks of the calendar holiday.

B. Miniature White Lights - For safety and security purposes, homeowners may install miniature, non-twinkling, white lights from October 25th to March 15th when the lights must be removed not simply turned off. The white lights may adorn trees, shrubs, fences and light posts on the owner's property (Lot). The owner is responsible for removing the lights from a tree or shrub to facilitate winter pruning. Extension cords must be marked and protected so that letter carriers, snow shovelers and others will be able to see the cord and avoid an accident. Homeowners must assume the responsibility for any accidents involving such extension cords. Tamarack Trails may also install miniature, non-twinkling white lights on common areas for safety and security.

IV. Additional Related Provisions:

All of the following standards require compliance.

Departure puts the desired appearance of TT at risk.

- A. Community Design Standards** (updated 03/15/2015): The following elements make up the major determining influences for the unity of the TT image. (examples of Community Design Standards available at the TT Office)
1. Unity of landscaping.
 2. Siding: material and color. Mastic Double 4 siding, limited color palette.
 3. Roofing: material, pitch, and color: Owens Corning Oakridge Architectural Shingles, one color Estate Gray 30 year architectural type, roof pitch 6/12.
 4. Windows & Doors: All trim is Tamarack white. Windows (casement and sliding), no mullions. Doors (sliding and patio) no mullions. All changes to location or type of windows and doors must be approved by the ARB. See p.16 Appendix C Pre-Approved Entry Doors, Side Lights & Storm Doors, TT Book of Standards, www.tamaracktrails.com
 5. Trim: Can be Miratec or Cedar painted Tamarack white. Door: head trim 1 x 8, side trim 1 x 4, sill trim 1 x 12. Window: head trim 1x8, side trim 1 x 4, sill trim 1 x 6 House: band board/belly trim 1 x 12.
 6. Entry doors: standard types available at TT office. Photographs are in Appendix C Pre-Approved Entry Doors, Side Lights & Storm Doors, TT Book of Standards, www.tamaracktrails.com. Pre-approved colors are in a notebook in TT office. Photographs are on p. 17 Appendix D Entry Hand Rails Approval Process, Book of Standards, www.tamaracktrails.com. All others must be approved by the Architectural Review Board. Note: Appendix D includes an expedited process for residents with safety concerns.
 7. Garage doors: Approved color is Tamarack white.
 8. Decks and railings: treated cedar (original). For new decks Cedartone treated pine or Azek (gray). All decks and railings must be approved by the Architectural Review Board.
 9. Patios: various materials and colors upon approval.

B. Deck Stain (6/3/09):

1. The ARB selected a standard opaque stain color for all future stain and re-stain project colors.
2. Future deck material will be 1 1/8" x 6" treated lumber and other materials as approved by the ARB for specific proposals.
3. Deck stain manufacturer selected is Cabot's semi-solid penetrating stain.
4. Deck stain colors are Pewter Gray and Bark Mulch.
5. The only substitute color is clear stain.

Tamarack Trails Community Services Association, Inc.
Madison, Wisconsin
Policy Resolution

Subject: Exterior Additions, Alterations & Improvements

No. IV-401

Supercedes Policy Dated: October 3, 2001

Review Responsibility: Architect. Review Board & Board of Directors

Source: Declaration, By-Laws And Board Action

Effective Date: May 7, 2002

POLICY STATEMENT: The Board of Directors and the Architectural Review Board will establish guidelines and procedures for homeowners to submit proposals for exterior additions, changes, alterations or improvements to their Living Unit or Lot. All additions and alterations will be subject to approval by the Architectural Review Board per Article VI of the Declaration and the procedures set forth in this Policy Resolution. Penalty for non-compliance with these guidelines and procedures is discussed in Policy Resolution I-105.

GUIDELINES: The following guidelines shall apply to all exterior additions or alterations.

1. If a Unit Owner wishes to build an addition or make an alteration, the proposed addition or alteration shall not result in more than 60% of the lot being covered with STRUCTURE. The area of the STRUCTURE is calculated as follows:
 - a) Enclosed space (including screened porches) shall be counted at 100%.
 - b) Deck and patio space (including concrete pavers and bricks) shall be counted at 50%.
 - c) By request the office manager will calculate the area of the STRUCTURE.
2. If a Unit Owner requests to build an addition beyond original patios or decks, the Unit Owner shall provide a survey showing the actual location of the Lot lines, the existing structure and proposed addition. All proposed construction must be within the applicants Lot lines¹.
3. After the above criteria concerning the structure's area and location (items 1 and 2) have been met, other considerations, such as visual impact on neighboring units, community aesthetics, landscaping and drainage, will be used by the ARB to determine acceptance or denial of construction proposals.
4. The addition of concrete pavers or brick patio areas larger than 15 sq. ft. requires approval of the ARB.

PROCEDURES:

1. Each Unit Owner will submit his/her proposal for exterior addition or alteration to the Architectural Review Board. All submittals must be received at the Association office 14 days prior to the ARB's monthly meeting. Verbal requests will not be considered. The proposal shall include:
 - a) A description and scale drawing(s) of the proposed project, including the height, width, length, size, shape, color, material types and location of the proposed addition or alteration. Architectural drawings, photographs or sketches of similar completed projects may aid in the committee's consideration. The final drawings must contain all of the necessary information and details required to obtain a City of Madison building permit.
 - b) Notices will be sent to all Unit Owners within view of the proposed addition or alteration. These Unit Owners will have a chance to review the plans prior to the ARB meeting (at the Tamarack office) and/or at the ARB meeting. Any of the Unit Owners notified may voice their opinion to an ARB member, the manager or in person at the ARB meeting. If requested, the comments will be kept confidential.
 - c) In order to determine which units will be in view of the proposed addition or alteration, the plan submitted should include a scaled diagram showing the footprint of the unit and its lot lines and the footprint of all the surrounding units (footprint information available at the office). The diagram should also identify all trees and shrubs over four feet tall in the shared green space.

¹ See Declaration, Article VII, Section 6

- d) If the addition or alteration affects the existing drainage pattern, a new proposed drainage pattern must be included. The applicant will be responsible for the cost and implementation of the new drainage pattern.
 - e) The proposal shall include a landscaping plan and a deadline for completion of the landscaping. Any landscaping, that is damaged on community or adjacent property during the construction process, shall be replaced by the applicant. It is suggested that applicants include implementation of the landscaping and drainage plan in their building contractor agreement.
2. Copies of submitted requests will be distributed to the members of the Architectural Review Board during the week prior to the ARB meeting.
 3. Each request for addition or alteration requires specific approval by the Architectural Review Board according to the Declaration of Declaration and Restrictions, unless an ARB standard exists.
 4. The Architectural Review Board, after making a decision on the proposal, will forward the application, together with recommendations as to action, to the Board of Directors. The Association Manager, on behalf of the Board of Directors, will indicate in writing, the Board's concurrence or non-concurrence with the ARB's decision and return the application to the ARB for appropriate disposition per action by the Board of Directors.
 5. If a proposal is rejected, the applicant is free to request reconsideration by the ARB and is encouraged to present new or additional information which might clarify the request or demonstrate its acceptability. Final appeal may be made to the Board of Directors.

AFTER APPROVAL:

The Association Manager will stamp the final drawings as approved by the Tamarack Trails Architectural Review Board. The Tamarack Trails stamp of approval will be required to obtain the necessary city building permit. A memo will be sent to the resident informing them that their project approval letter and stamped drawings can be picked up at the Tamarack Trails office. Following approval by City Building Inspection a copy of all approved documents must be filed with the Association Manager.

(end of Resolution IV-401)

VI. Enforcement of the ARB Standards:

- A The ARB reviews proposals, approves proposals, inspects finished projects for compliance with approved proposals, and informs the TT Board of Directors if projects are not in compliance with TT policies or if they vary from approved proposals. The Board of Directors has the responsibility for the enforcement of these procedures. (Policy Resolution No. 1-105, Penalties for Violation of Policy Resolution. Can be found in the Book of Resolutions on the Tamarack website, www.tamaracktrails.com)
- B Procedures for facilitating the enforcement of ARB Standards:
- 1 ARB Members Observations: When an ARB member observes the noncompliance of a TT residence to ARB Standards, it will be referred to the next ARB meeting for discussion and resolution.
 - 2 Walk Through of the TT Phases: Following an announcement in the Good Life, the ARB members will conduct a periodic walk through of the TT Phases to observe the compliance of TT residents with the ARB Standards. (Restated Declaration Article VI, Use of Property can be found on the Tamarack website, www.tamaracktrails.com). A resident found to be in significant noncompliance will be referred to the TT Manager for necessary corrective actions. A member of the ARB will then be assigned to do a follow-up site visit.
 - 3 Outdoor Yard Cleanup of TT: The ARB will sponsor a periodic cleanup of the TT neighborhoods. This will allow residents to dispose of old, broken, or unused items that are found in residents' yards and patios and on their decks. Such a cleanup facilitates maintaining the aesthetic beauty of TT.
 - 4 If a TT resident has concerns regarding a neighbor's compliance with any ARB Standard, they are encouraged to discuss the matter with their neighbor. Alternately, they may express their concerns to the TT Manager or to a member of the ARB. Such concerns will be dealt with in a confidential manner if so requested by the complainant. Resolution of these concerns will follow the Standard practices for enforcement.

VII. Neighborly Standards:

- A In addition to the formally established TT ARB Standards and the system for their formal enforcement, there are additional Standards which are consistent with the goals of the ARB and as such are seen as beneficial to TT residents. However, such Standards are informally established because of the difficulty in enforcing such standards. Such Standards are termed ARB "Neighborly Standards".

The expectation is that members of a neighborhood will follow these Neighborly Standards because they are to the mutual benefit of the neighborhood. "Enforcement " of such Standards is the result of neighborhood social conformity. Hopefully, this level of expected Neighborly Standards will encourage more positive neighborhood engagement.

- B Tamarack's Neighborly Standards:

- 1 Garage Doors: Garage doors of TT residents must be kept closed whenever possible. Closed garage doors help to maintain the aesthetic beauty of TT. Closed garage doors also minimize the theft of items stored in a garage and discourage break-ins to residences through garage entry doors.
- 2 Post Lights: Post lights are to be left on at all times. The post light switch must be left in the on position at all times as the photo cell in the post light will then turn the light on and off at dusk and dawn. The Association is responsible for the maintenance of the photo cell. A lighted entrance to a residence also may discourage a possible break-in.
- 3 Vehicle Parking: Park your car in the garage or on the owner's driveway. Clear driveways enhance the aesthetic appearance of the community. The TT Policy Resolution No. 1-102 regarding vehicles is found in the Book of Resolutions on the Tamarack website www.tamaracktrails.com
- 4 Excessive Ornamentation: Excessive outdoor ornamentation including Malibu lights, bird houses, feeders, and baths and clutter on decks and entry ways is strongly discouraged as is

- outdoor storage.
- 5 Light Strings: Strings of lights other than during the holiday season are strongly discouraged. While the lights at individual units might be appealing and tastefully installed, the proliferation of lights detracts from the overall appearance of TT.
 - 6 Common Grounds: TT common grounds can not be used as a storage area or as an area to accommodate lawn furniture and outdoor items of a decorative nature such as benches or statues.
 - 7 Outdoor Grills: The City of Madison Fire Prevention Code (which exempts one and two unit buildings) requires grills to be 10 ft. from any combustible surface. Concrete patios and driveways may be used for grilling. If these areas are too close to combustible surfaces, the ARB allows the homeowner to install up to a 3 x 5 area of concrete pavers or bricks at a suitable distance from the unit as a base for an outdoor grill. To the extent possible, outdoor grills should be routinely stored in the garage or basement. If this is not feasible, outdoor grills should be closed and covered in a neutral or dark tarp. App. E, page 20, includes excerpts from the Madison Fire Prevention Code.
 1. Outdoor Furniture: Outdoor and lawn furniture should be used only on the patio, front porch or deck and not on common lawns. If it is not feasible to store furniture in the garage or basement overwinter, furniture may be stacked and covered with a neutral or dark tarp on the patio or deck, but not the front porch.
 2. Satellite Dish Antenna installation policy is covered in Appendix F, page 21. It is the responsibility of residents to work with the Maintenance Committee on suitable locations for these antennas.
 3. Solar Collector System installation policy is covered in Appendix G, page 22. It is the responsibility of the resident to inform their neighbors during the planning stages. A city permit is required.
 4. Rain Barrels: Rain barrels are acceptable but must be approved by the ARB. Consideration will be given to location and aesthetics (including color). The owner will pay a one-time installation fee per barrel which will include payment for a diverter kit and two hours of staff time. The owner will be responsible for on-going maintenance. Residents are required to submit color photos of the rain barrel (from website, etc.) and photo or diagram of the proposed location with the ARB request form. ARB approval will expire if the homeowner fails to maintain the rain barrel in accordance with ARB standards. Further information on the responsibilities of the resident regarding rain barrels is in Appendix H, page 23.
 - 8 Patio or walkway replacement: All changes to walkways and concrete patios require ARB approval. Consideration will be given to location, aesthetics, maintenance and reduction in volume and velocity of stormwater runoff. See Appendix I. page 24.

VIII. Appendices:

- A Helpful materials and policies for TT residents can be requested at the TT Office or on found on the Tamarack website www.tamaracktrails.com
 - 1 Examples of community design standards.
 - 2 Examples of model proposals for architectural changes.
 - 3 Authorization and guidelines: TT By-Laws (7/ 74).
 - 4 Restated Declaration of Covenants and Restrictions (9/ 8/ 03).
 - a Article I, Definitions.
 - b Article VI, Use of Property.
 - 5 Policy Resolutions.
 - a Enforcement: Policy Resolution No. 1-105, Board of Directors Responsibility.
 - b Policy Resolution No. 1-102.
 - 6 Additional Structure & Procedures of ARB.

- C. Density Guidelines (60% rule) Reference Sheet.....Page 16
- D. Approved Entry Doors, Side Lights & Storm Doors..... Page 17
- E. Entry Hand Rails Approval Process.....Page 18-19
- F. City of Madison Fire Prevention Code – Outdoor Grills..... Page 20
- G. Satellite Dish Antennas Installation Policy..... Page 21
- H. Solar Collection System Installation..... Page 22
- I. Rain Barrels..... Page 23
- J. Permeable surfaces for Stormwater Infiltration..... Page 24

Appendix B. Density Guidelines (60% Rule) Reference Sheet (cross reference to Policy Resolution No. IV-401 on page 10 and "Checklist of Items for Requesting an Exterior Alteration or New Construction on page 4

by former ARB chair Nancy Korda and TT Manager Lou Glauner, 2015

History: In 1994, after all the units in Tamarack had been constructed, a policy went into effect that allowed owners to build over patios or decks that were part of the original structure. If they wanted to exceed the dimensions of the original structure they had to have a land survey done to prove that they were not exceeding their lot. There were no numerical constraints - only aesthetic decisions. All proposals came to the ARB for approval where those aesthetic decisions had to be made.

By 2001 there had been many proposals to increase the size of the enclosed space of Tamarack Trails units, many that exceeded their original footprint (went beyond existing patios and decks). Members of the ARB began to have growing concerns about how to protect the integrity and value of Tamarack Trails properties. It was noticed that increased density resulted in smaller grass areas for absorbing roof runoff and could lead to ground water seeping into adjacent homes. Bigger units may sell better but they won't if the additional construction has a negative impact on drainage and open space of the community as a whole. The ARB had three choices to try to address this problem.




1. Status quo (use the existing guidelines and assume that immediate neighbors will also begin to have more concerns and will object to construction of new additions). This puts the decision burden on neighbors denying neighbors, something people had been reluctant to do in the past.
2. The ARB could begin to apply more "aesthetic judgment" denying more projects based on that judgment. Individuals that disagree with the ARB's judgment could appeal the decision to the Board of Directors, as allowed in the by-laws.
3. The option preferred by the ARB was to strengthen the guidelines (setting an allowed building footprint as a % of the lot size) to give the ARB a basis for denial. Individuals that disagree with an ARB decision would still be able to appeal to the Board of Directors, but would likely have more difficulty winning an appeal if the guidelines had been appropriately applied.

In 2001 the ARB could only make changes to the existing guidelines after a resident review and Board of Directors approval. After almost a year of research and discussion and with agreement between the ARB and the BOD a presentation was made at the Tamarack Annual Meeting to have a density standard of 60% for each unit. With approval of the residents the new guideline became part of **Policy IV-401**, effective May 7, 2002.

Why 60% In 2001 the ARB, with the help of the Resident Manager calculated the effect of several density proposals. The range discussed was 55%-65% with various ways of counting the impact of patios and decks. A sample of 25 units was used to determine the effect of different density percentages. The average density of the sample at that time was 60%. Setting the requirement at 60% would preserve the current density. Based on that sample about half of residents would be allowed to do some expansion and about half would be constrained from expanding. Another sample was done in 2015. The average density is now 61% (creeping up due to some allowed expansion over the last 13 years). As near as we can tell this same sample had an average density of 58% when originally built. About half of the new sample would now be allowed to do some expansion (some very limited, some substantial). The other half are either right at the allowed 60% or in some cases are way over 60% (many because they were built as way over 60% of the lot size and are therefore grandfathered at the level built but would not be allowed to expand)






Appendix C. Approved Entry Doors, Sidelights & Storm Doors

STORM DOORS

			
Acceptable	Acceptable	Not Acceptable	Not Acceptable

All storm doors to be installed in Tamarack Trails must be Tamarack white in color and have a 3/4 to full view size screen and window. The lower portion of the door shall be smooth and contain no raised molding or pattern.

ACCEPTABLE ENTRY DOORS & SIDELIGHTS

				
Single Obscure/ Frosted Glass Panel*	Four Panel w/ two small window panes	Six Panel Door	Eight Panel Door	Styles: Changes to sidelights must come before the ARB.

* *The style of glass requires ARB approval*

Entry Doors: The entry doors pictured above can all be installed without ARB approval as long as they are painted Tamarack white or a pre-approved color. If you wish a door that is different than the above in design or a non-preapproved color, you must submit a request to the ARB. Other designs have been approved and we do not want to be unduly restrictive, but we do want to keep true to the "Architectural Style" of Tamarack that has been much praised by present and future owners. Keeping to the architectural style will help protect property values as well.

Sidelights: A sidelight is a fixed pane of glass next to an entrance door. **Changes to sidelights must come to the ARB.** There are already many different shapes and sizes existing in Tamarack. Rather than try to picture all that are possible, the ARB requires that if you wish to add a sidelight or change an existing sidelight you must bring a proposal before the ARB. If it is the same as an existing sidelight anywhere in Tamarack, it will probably be approved.

Appendix D. ARB Approved Entry Railings

NOTE: This section is being updated to reflect State Building Code.

Number 1



Number 2 NO LONGER ACCEPTED



Number 3 NO LONGER ACCEPTED



Number 4

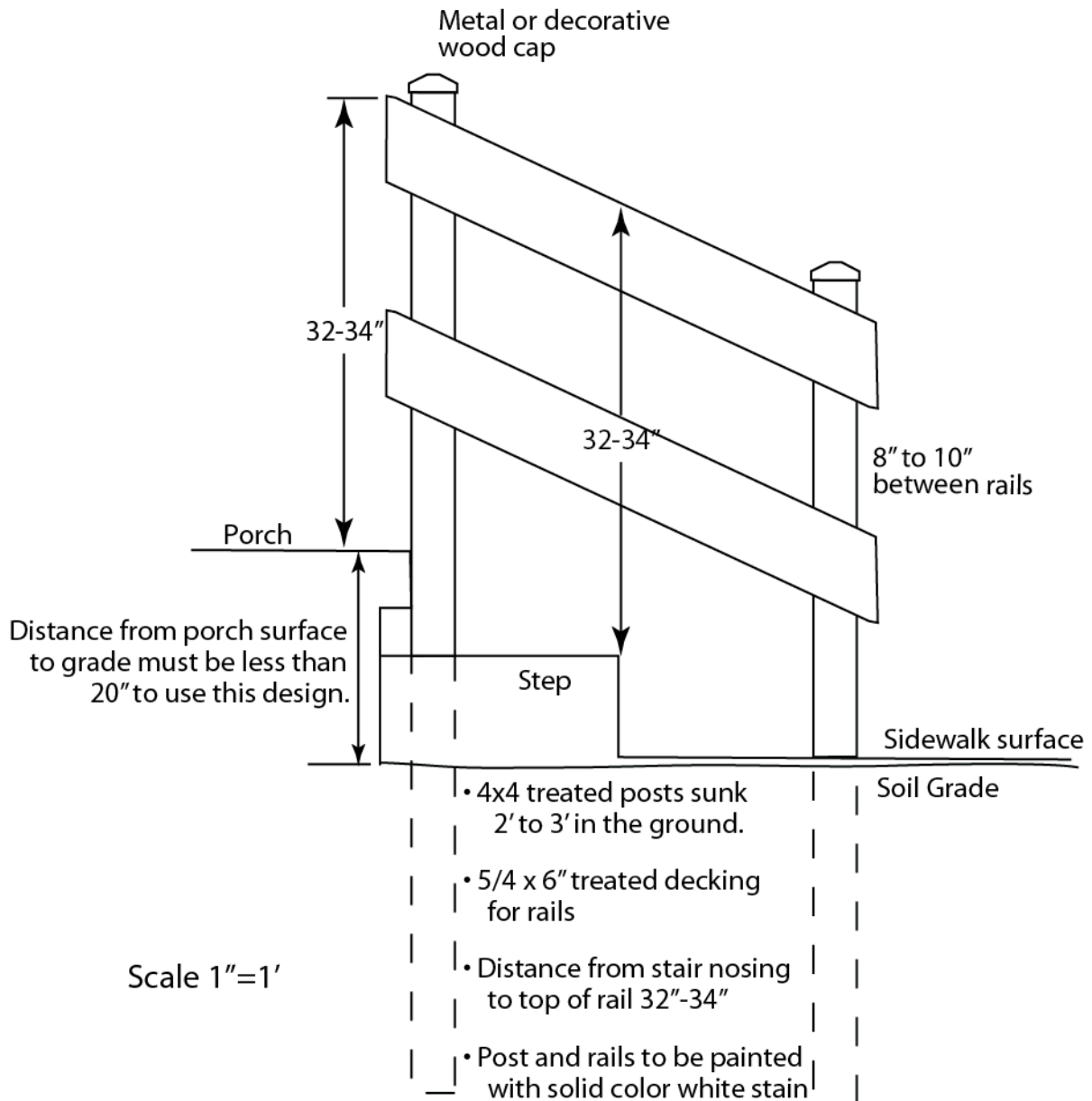


Number 4

(Appendix D contd) THE DRAWING ON THIS PAGE WILL BE UPDATED

Entry Railing Approval Procedures

Once a resident has selected their choice for an entry railing from the approved examples shown, the resident is to inform the TT office and ask them to contact a member of the ARB Review Committee. This committee is responsible for expediting approval of an entry railing that is needed for health and or safety reasons. A member of the Review Committee will then make a site visit of the residence of those seeking the entry railing. Following this the Review Committee will make a decision regarding approval of the project. The Review Committee will consult with the resident to resolve any problems that may arise before final approval is given. Once the new entry railing is in place, a member of the Review Committee will make a site visit to review the completed project. The approval will be reported at the next ARB meeting so it can be recorded in the minutes and overall inventory of changes to units.



Appendix E City of Madison Fire Prevention Code (cross reference page 14)

CHAPTER 34

FIRE PREVENTION CODE

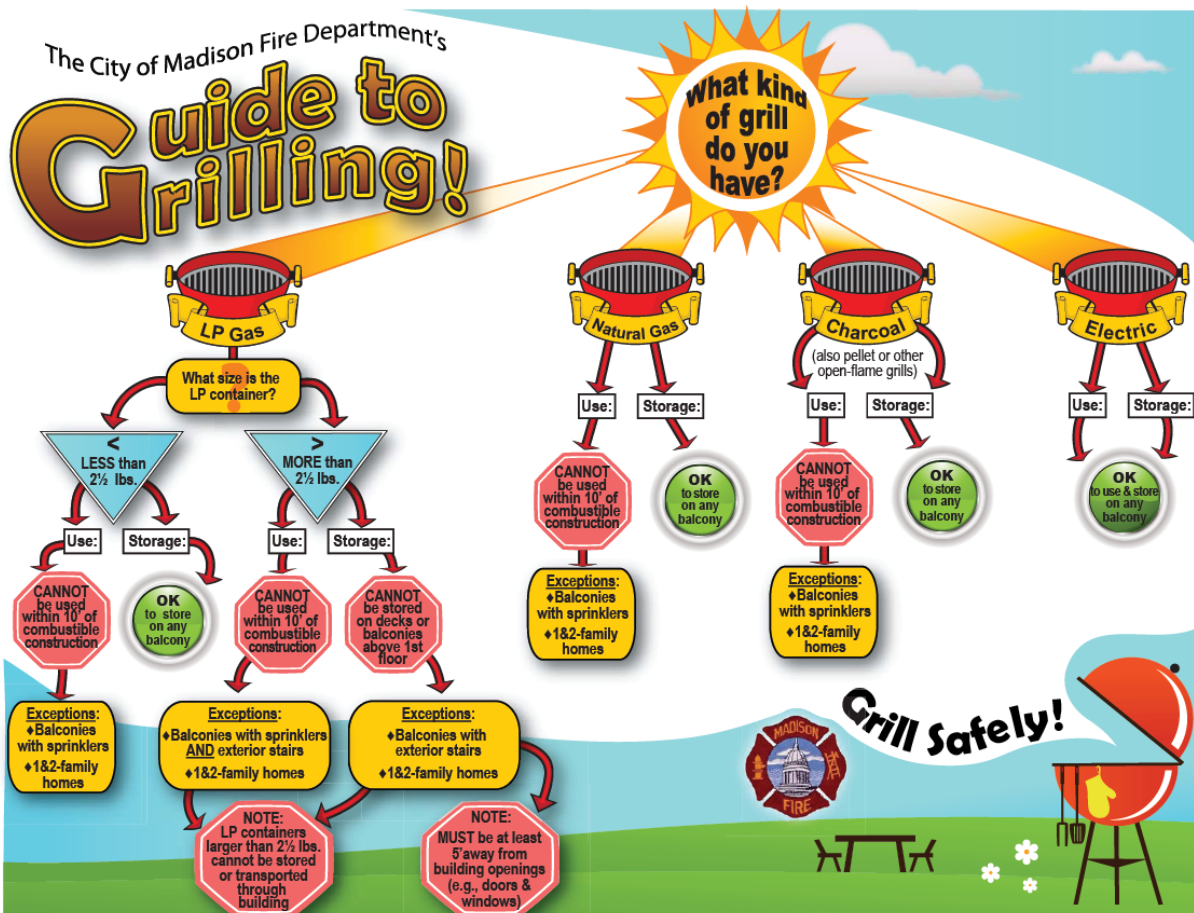
34.308 OPEN FLAMES.

IFC section 308.1.4 shall be replaced with the following language:

- (1) Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within ten (10) feet of combustible construction. Exceptions:
- (a) One- and two-family dwellings.
 - (b) Where buildings, balconies and decks are protected by an automatic sprinkler system.

- (2) LP-gas burners having an LP-gas container with a water capacity greater than two and a half (2½) pounds [nominal 1 pound (0.454 kg) LP-gas capacity] shall not be stored or operated on balconies unless they are served by exterior stairways. Exceptions:
- (a) One- and two-family dwellings.
 - (b) Where buildings, balconies and decks are protected by an automatic sprinkler system.

Rev. 9/15/10



Appendix F Satellite Dish Antenna Installation Policy (cross-reference page 14)

This policy applies only to satellite dish installations made after the policy's approval by the Board, on December 10, 2013.

Owners are requested to contact the Maintenance Committee for assistance and approval in determining the best location for placement of a satellite dish. Once an installation time is scheduled, either Tamarack's Manager or a member of the Maintenance Committee should be contacted to be present for the discussion of possible locations with the vendor.

Tamarack keeps a roster of qualified installers who have done work here. Owners are encouraged to make use of the list in choosing a service provider.

Since vendors will no longer install on the fascia of the chimney or on any trim of a house, the preferred placement is on a pole mount in the ground located as inconspicuously as possible. Wiring from the pole must be buried in the ground in conduit and grounded according to electrical code. Ideally, the pole will be located within either existing shrubs or new shrubs must be planted around it to camouflage the pole but not interfere with the dish. If new shrubs need to be planted, the condo owner is responsible for their cost but with Tamarack staff performing the planting and trimming.

A secondary, but less desired, location is a roof mount. Over time roof mounting can be problematic with leaks and other damage to the roof. If a roof mount is the only option, the condo owner must sign a statement which will be kept on file in the office acknowledging that they are responsible for any repairs or correction of damage to the roof. Roof mounting requires that wires entering the condo are as inconspicuous as possible (e.g., not just hanging down the side of the building).

Satellite Dish (pole mounted pictures)



Appendix G Solar Collector System Installation (cross reference page 14)

Development and Review Responsibility: Tamarack Maintenance Committee

1. Residents are welcome to install solar panels at Tamarack.
2. State and City statutes provide that this decision is not subject to approval by Tamarack Trails Association. However, the City of Madison requires residents seeking to install solar panels to obtain a city building permit before proceeding with any solar installation work. **Please furnish a copy of your work permit to the Tamarack Office as it is important that the Association has an inventory of any structures attached to the exterior of the buildings.**
3. **As a courtesy, residents are encouraged to notify neighbors of their solar plans.**
4. Residents should be aware of the following:
 - a. The owners are responsible for all installation, maintenance, upkeep, and replacement of any SCS.
 - b. The owners are responsible for any additional costs related to the maintenance, repair or replacement of the existing roofing that are directly related to SCS. This includes complete removal and reinstallation of the SCS to facilitate roofing repairs and/or replacement.
 - c. The owners are responsible for any damage to the Living Unit that results from the improper installation of any SCS.
 - d. The owners are responsible for procuring and maintaining insurance in the amount sufficient to cover the cost of any necessary repairs or replacement of the SCS as a result of damage. Tamarack Trails Association does not provide insurance coverage for SCS.
 - e. If owners sell a unit with a SCS, the arrangements regarding the SCS, including any associated costs, are not the responsibility of Tamarack Trails Association.
 - f. Residents should note that the City of Madison will likely deny requests for pole-mounted (mainly ground-level) SCS units of free-standing panels due to code-restrictions regarding space requirements between units.
5. Please feel free to check with the Tamarack office if you have other questions or concerns.

Appendix H Rain Barrels (cross reference page 14)

Rain barrels must be approved by the ARB.

White or bright colors are not acceptable. Metal is prone to corrosion and is not acceptable. Aesthetic considerations include how the location and color of the rain barrel blends with the unit, deck or vegetation resulting in minimal impact on neighbors.

Installation: The rain barrel purchase must include a fine mesh screen to block debris and mosquitos from entering the barrel. The owner is required to pay a one- time installation fee to pay for a diverter kit and two hours of staff time for complete installation of the rain barrel. The diverter kit includes a diverter from the downspout and spigot for overflow and withdrawing water. Tamarack staff will purchase and install the diverter kit; provide, paint and install a simple platform to provide a level surface on which to set the barrel, and direct the overflow water away from the condo foundation.

The resident can provide input on the maintenance request form concerning the height and color of the simple platform. The platform could be 4-12 inches high so as to provide access to the spigot near the bottom edge of the barrel. The higher the barrel is situated the more water pressure is created. Cinder blocks (arranged with flat sides out) is a simple structure. The blocks could be painted to match the color of the condo siding or barrel.

Maintenance: The resident is responsible for routine on-going maintenance. For example, inlet filters will need cleaning in areas with leaves in the gutters

Winter Storage: Drain the rain barrel and remove the spigot (if possible), run-off hose, and drain plug before storing for the winter. When possible store the barrel and attachments in a protected/indoor area. But if the rain barrel must remain outside, add pet-friendly anti-freeze to the barrel or turn it upside down and secure it to prevent animal intrusion or water accumulation which can freeze, expand and potentially crack the barrel wall.

Other points to consider:

1. <http://www.rainwaterhub.com/rainwater-collection-calculator/> "As a very general rule 0.4" of rain on a roof area of 650 square feet produces 260 gallons of water. Typically 90% of this finds its way to the downspouts, sufficient to fill four to five 55 gallon rain barrels with every 0.4" of rain."
2. <http://www.humanesociety.org/animals/resources/tips/antifreeze.html>

Appendix I Patio or Walkway Replacement (cross reference p 14)

All changes to walkways and concrete patios require ARB approval. Consistent with state and local stormwater infiltration ordinances, TT encourages replacing concrete, example concrete patios, with pavers or permeable surfaces. All changes to concrete walkways and patios must be approved by the ARB. These are photographs of a permeable walkway and a permeable patio made with slate pavers in sand.

The ARB will provide educational briefings on this policy and will solicit resident comments on additions or changes to this policy prior to the next revision.

Photos of Tamarack approved surfaces..

