



tamarack trails
community services association

Frequently Asked Questions

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Association Management

How is the Tamarack Trails Association governed?

The Association has an elected governing Board of Directors. Board members are elected for a two-year term at the annual members' 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, Resident Activities, and Welcoming. Tamarack residents volunteer to serve on these committees. All Board and committee meetings are open to all residents.

Who runs the organization?

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 hired for specialized services such as major residence structural work, roof repairs, asphalt, cement work, etc.

What is a Planned Unit Development (PUD)?

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.

Get Involved: Committee Involvement

Can I serve on a committee as a new resident?

Yes. We encourage all residents to serve on committees. Not only does this give the committees fresh input, but it 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.

How do I sign-up for committee work?

Call the Association Manager (608-833-1615) about your interest. In turn, he will connect you to the appropriate Chairperson, who will invite you to the next scheduled meeting, if there is an opening for a new committee member.

Fees & Assessments

How do I pay my monthly assessment fee?

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 automatic deduction through our accounting system AppFolio. An email will be sent to you with a link to set up your personal online portal (profile). If you do not sign up for automatic payment, checks can be mailed to the Association office at 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. If you sign up through AppFolio, the system can send you a reminder and, if you set it up automatically, you will get an email ahead of time reminding you that a payment has been scheduled. There is a late fee for assessments received after the twentieth of the month. Assessments that are delinquent beyond 90 days may be referred to Small Claims Court.

[Access your Online Profile here \(Appfolio\)](#)

What are assessment fees used for?

Approximately seventy percent (70%) 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.

How is the Annual Monthly Assessment (AMA) fee determined?

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, 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 unit's rebuilding cost, the replacement cost for each building component, or upon the density of units in its phase. Complex spreadsheet calculations are used for this purpose.

Are the special assessments charged to homeowners?

Possibly. That is always a possibility and many homeowner 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.

Community Rules

Are there community rules that I need to know about and follow?

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, the ARB Book of Standards (includes the Tamarack Neighborly Standards on p.12), and the Landscape Book of Standards. Residents should receive these documents at the time of an accepted offer from their realtor. 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 <https://www.tamaracktrails.com/dashboard>.

Are pets allowed?

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. Dogs cannot be tied up outside your home and cats are not permitted to run loose.

What are the parking rules?

There are restrictions for parking on the trails, driveways, and parking areas within the Tamarack Trails community. For complete details see Policy Resolution I-102, Vehicles and Other Large Equipment Kept In Community.

Landscaping, Maintenance & Home Improvements

How do I get work done on the exterior of my home?

Maintenance requests can be submitted in three ways:

1. Access your [private portal on Appfolio](#) and enter your work request.
2. Contact the Association office at 608-833-1615 to manually enter the work order for you.

- Maintenance request forms are available in a white box near the front door to the Association clubhouse. You can fill one out and drop it at the office.

What home maintenance am I responsible for?

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 or fixtures that serve the home individually. Post lights are an exception, in that the Association maintains everything about the fixture except for the bulb.

Do I need approval to do landscaping around my home?

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 Resolution V-500, Landscaping Policy.

What do I do with yard waste?

Weeds, clippings, and small branches are collected every Monday morning 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.

How soon can I expect to be plowed out in the winter?

Snow will be removed only if there is more than one inch accumulation. Walks, front door porches and driveways should normally be cleared within 12 hours. For snows that end after 4:00pm, the walks/fronts should be cleared by noon the following day. In the event of an extremely heavy snowfall (10 inches or more), more time will be required, but main roadways will be plowed first, and a path to each front porch should be shoveled within 24 hours of the snowfall's end. In an emergency or if you are on call, please dial the Tamarack Trails Emergency Number (608-259-2750).

When is trash pick-up, and what is the procedure?

Trash is collected weekly on Fridays.

Place your green Waste Management cart at the end of your driveway by 7:00 AM every Friday.

What about large item disposal?

If you have large items -that don't fit in your cart, you can contact the City of Madison streets division to schedule a pick-up at www.cityofmadison.com/LargeItemWorkOrder.

The Streets Division has a large item collection page dedicated to answering residents' questions. Please do not place items at the curb until you have scheduled a pickup.

How are recyclables collected?

Option 1: Homeowners may use the City of Madison recycling service. Green recycling carts provided by the city can be placed at the curb on Randolph Drive, Millstone Road, Westfield Road, or Tree Lane for pickup every other Wednesday. There is no separate fee for this service.

Option 2: Homeowners may use the recycling service provided by Waste Management. Waste Management recycling carts (green with yellow tops) are available through the Tamarack Association office. Carts must be placed at the end of your driveway every other Friday. There is a \$50 fee (effective for 2021 thru 2022) for this service, which can be paid through the Tamarack office on a yearly basis.

Reporting Concerns

How do I submit a concern or complaint?

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.

You may also voice complaints to the Board of Directors in writing or in person at a Board meeting. The Board meets one Tuesday of each month at 6:30 PM in the upper level of the clubhouse. Please check your *Good Life* newsletter for dates and times.

Community Events & Amenities

Are there planned community events I can attend?

Yes. Tamarack has a Resident Activities Committee that sponsors social events throughout the year to bring Tamarack residents together. There are several 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 games, and city alder information sessions. Residents can form new groups around individual interests by contacting the Association office.

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

The Association publishes a monthly newsletter entitled *The Good Life* that is posted on the [Association website](#). If you do not have a computer, copies of the newsletter are available by the bulletin board in the clubhouse for you to pick up.

How do I reserve the clubhouse?

Call the Association office (608-833-1615) or email jean.hilgers@tamaracktrails.com. Be sure to indicate the date that you are interested in reserving. If the date is available, you will be emailed a contract form to fill out. The contract, along with a \$125 cleaning deposit, must be returned ten (10) days prior to the event to confirm the reservation. There is \$40 fee for each day the clubhouse is used.

How do I sign-up to use the swimming pool and tennis courts?

The pool and tennis/pickle ball courts are always locked. 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 may purchase two key cards/court keys at \$10 each. Keys are only available through the Tamarack Office. Pool rules and hours are published annually and distributed to the membership. 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.

Is there community garden space available?

Yes. Tamarack has a well-maintained area located on the corner of Tree Lane and Westfield Road 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.

Sell Your Home

Does the association have a sales office?

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

Voting

How do I register to vote?

Because you have moved and your address has changed, you need to re-register to vote. You can find out more information about registration by visiting <https://www.myvote.wi.gov>.

Where do I vote?

There are two polling locations for Tamarack residents. Westfield Road 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 on the west of 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.