

**ARCHITECTURAL REVIEW BOARD**  
**BOOK OF STANDARDS**  
Tamarack Trails Community Services Association, Inc.  
TT Board approved 4-12-23

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## I. The Architectural Review Board and the Book of Standards

The Architectural Review Board and the Book of Standards play key roles in maintaining Tamarack Trail Community Services Association's uniqueness as a community. Tamarack Unit Owners are also encouraged to review Tamarack Trail's Restated Declarations, By-Laws, and Policies for a complete background on Tamarack's governing structures and regulations.

### A. Role of the Architectural Review Board (ARB)

The role of the Architectural Review Board (ARB) is to monitor the integrity of the external design and appearance of the structures within Tamarack Trails, and to monitor the appearance of the Common Areas. Its role is also to provide requirements for any improvements, modifications, and repairs that alter the exterior or the exterior appearance of buildings or property. The ARB bases decisions on the guidelines and requirements in the Book of Standards and Tamarack Trails Policy Resolutions to maintain a harmonious relationship among structures, natural vegetation, and topography, and to maintain the integrity of the external design and the appearance of Tamarack Trails.

Tamarack Trails requires that all changes to the exterior of a living unit be reviewed and approved by the Architectural Review Board. The ARB is a board required by the Tamarack Trails By-laws and its authority is established in *Restated Declaration of Tamarack Trails Community Services Association, Incorporated, Article V*.

### B. The Book of Standards

The Book of Standards (BOS) is developed by the ARB with approval by the Tamarack Trails Board of Directors, and with residents' suggestions for the improvement of the aesthetic beauty and architectural integrity of our community. It describes Tamarack Trails' architectural style and standards for upkeep.

This ARB Book of Standards is provided for Unit Owners to:

- inform them of their responsibilities to adhere to established Standards to maintain the integrity of the community.
- outline the procedures for submitting proposed exterior changes to the ARB for review and decision.

## II. Elements of Tamarack Trails and Key Definitions

### A. Elements of Tamarack Trails' Distinctive Architectural Style

Tamarack Trails 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. As part of a Community Services Association, Tamarack residents own their Living Unit and lot distinct from Common Area.

The determining elements of Tamarack's architectural style include:

- Density and size of units vary by phase but are consistent within a given phase. Phase 6 has a much higher density (six units per building) and a more rectangular overall appearance.
- Each building is unique with sight lines and landscaping rarely allowing a view from one building into another.
- Trim on all buildings and fences is "Tamarack White." It may be painted cedar or a composite board such as AZEK or similar brands.

- Roofs are a consistent 6/12 pitch with no overhangs. Shingles are Owens Corning Oakridge Architectural Shingles, Estate Gray, of the 30-year architectural type.
- Siding colors are a limited pallet of understated pastels and may not be changed. Siding is vinyl Double 4. Band board is Tamarack white, 1x12".
- Windows are casement or slide-by style. Double-hung windows are not allowed, nor are mullions in windows. Window head trim is 1x8", side trim 1x4", and sill trim 1x6", all Tamarack white.
- Doors (sliding and patio) have no mullions and the trim is Tamarack white. Head trim is 1x8", side trim 1x4", sill trim 1x12". Individual units may choose front door color from a pallet of colors available in the office. Door styles are show in Section IV.6.
- Unit decks and fences utilize strong white horizontal rails. Exterior stains approved by the ARB for decks are "Pewter Gray" or "Bark Mulch" or "Cedartone's Decking."

All elements of the style are vital and together they unite to create the unique characteristics of Tamarack. These may evolve as building standards or technologies change.

## B. Key Definitions

**COMMON AREA:** "Common Area" shall mean all the property and improvements that are intended to be devoted to the common use and enjoyment of the residents and which are not Living Units and Lots.

**LOT:** "Lot" or "Unit Lots" shall mean any plot of land containing a Living Unit shown upon any recorded subdivision map of the property or any Phase thereof. All Living Units are situated on a Lot.

**LIVING UNIT:** "Living Unit" shall mean any structure or portion of a structure situated upon the Lot designed and intended for use and occupancy as a residence by a single family. Living Units shall be identified as specified on the "Planned Unit Development Plat" of the Association or any Phase, which plats are recorded in the office of the Register of Deeds, Dane County, Wisconsin.

**OWNER(S) OF RECORD:** Only the Owner of Record may make a request to the ARB. For the purposes of the ARB and this Book of Standards, the "Owner of Record" is the name(s) on the Living Unit's recorded deed. Owner of Record may be referred to as Owner(s), Property Owner, or Unit Owner.

## C. Density Policy

Density is the first consideration on **ARB Form 1** when requesting Exterior Alterations or New Construction. Owners must take the time to understand the basis for this essential Tamarack Trails Policy. **It is the responsibility of the Living Unit Owner to share these requirements with their contractors.**

**According to Policy IV-401 and Density Guidelines (60% rule) Reference Sheet, Book of Standards, effective May 2002, the Living Unit should cover no more than 60% of the Owner's Lot area before and after the requested changes.**

STEP 1: Enter your complete address.

STEP 2: Property Information and Density

Total allowable usage of lot (Lot size x .60 = Allowable usage of lot)

STEP 3: Current Footprint Measurements

Total living area of first floor (includes decks, patios, porch, enclosed porch, and garage)

TOTAL Available square footage (allowable usage of lot less total current footprint)

Current Density % (total square footage divided by lot size)

To obtain the 60% density measurement of the Living Unit, go to the Assessor's website (<http://www.cityofmadison.com/assessor/property/>) and type in your address. Calculate 60% of the lot size and subtract the square footage of everything on the first floor including decks, patios, porch and garage. You will need to measure your garage. The remaining number is the square footage an

Owner has available for expansion (if any). In some instances, a Living Unit may already exceed 60% as it was grandfathered after the policy went into effect. (See Density Calculation Worksheet.)

Although some Living Unit densities are straightforward to calculate, others are not. Calculations will be verified by the ARB.

### III. Procedures to Request Approval of an Exterior Alteration or New Construction

For the Tamarack Trails Association to approve an exterior modification and take responsibility for maintenance of an addition or change once built, use of a licensed contractor or Tamarack Trails maintenance staff is the standard for any exterior alteration or new construction. However, ARB shall have sole discretion to consider requests that use Unit Owner or non-professional labor. Such requests require added documentation to determine sufficient skill and liability coverage. **All work must conform to Tamarack Trails approved materials, colors, and any conditions of approval as well as with current State and City of Madison Building Codes.** It is the responsibility of the Living Unit Owner to share these requirements with their contractors.

Owners desiring exterior changes must submit a written request to the ARB. All submissions must be received at the Tamarack Trails Office OR sent electronically to the ARB Chair 14 days prior to the ARB's regularly scheduled meeting. Verbal requests will not be considered.

There are two forms, one of which must be submitted to the ARB depending on the project request. Owner(s) or contractors are encouraged to attend an ARB meeting to provide more information about their request. If deemed helpful, a contact from the ARB will be assigned to assist the Owner(s) in navigating the process. Forms are appended to this document.

NOTE: Requests for items deemed unnecessary, such as deck railings that exceed City Building Codes, will be at Owner's expense and may affect monthly assessment fee. Also see section E. Owner Responsibilities.

#### A. Procedures for the Owner

##### Exterior Alterations or New Construction — Use ARB Form 1

The Living Unit Owner submits the request for exterior addition or alteration to the ARB through AppFolio. A completed **ARB Form 1** Checklist of Items for Requesting Exterior Alterations or New Construction should include the following information:

1. Structure's density: The structure should cover no more than 60% of the Owner's lot area before and after proposed changes. See **Density Calculation Worksheet** for how to calculate density.
2. 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.
3. Architectural drawings, photographs or sketches of similar completed projects may aid in the ARB's consideration.
4. To determine which living 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 is available at <https://www.cityofmadison.com/assessor/property/>. The scaled diagram should also identify all trees and shrubs over four feet tall in the Common Areas abutting the Unit.
5. For construction proposals, final drawings must contain all the necessary information and details required to obtain a City of Madison building permit at <https://www.cityofmadison.com/development-services-center/>

6. If the addition or alteration affects the existing drainage pattern, a new proposed drainage pattern, prepared by a licensed contractor, must be included. The Owner will be responsible for the cost and implementation of the new drainage pattern including landscaping and stabilization.
7. The proposal shall include a landscaping plan and a deadline for completion of the landscaping. Any landscaping that is damaged on Common Areas or adjacent property during the construction process shall be replaced by the Owner. It is recommended that Owners include implementation of the landscaping and drainage plan in their building contractor agreement.

The Owner or Contractor submits ARB Form 1, drawings and any other materials for the proposed project electronically to the Association Manager or to the Tamarack Trails Office. Submit at least 14 days prior to a regularly scheduled ARB meeting.

### **Expedited Review—Use ARB Form 2**

Review and Requesting Non-Construction or Replacement Proposals

The following items are eligible for Expedited Review: window/door replacement, door colors, ramps, steps/handrails, solar tunnels, various exhaust venting, and non-hardwired security appurtenances.

Owner submits **ARB Form 2**. The ARB Chair or designee may visit the unit, assess the situation, and report on the project at the next regularly scheduled ARB meeting.

## **B. Procedures for the ARB**

The process for requesting ARB approval of a project is outlined below and in Policy IV-401. A flow chart of the process may also be found in the Process Flow Chart Addendum.

1. The ARB Chair receives the Owner's request materials electronically from the Tamarack Trails Office and shares them with ARB members. Receipt must be at least 14 days prior to a regularly scheduled ARB meeting. The ARB will NOT consider verbal requests.
2. Project proposals deemed incomplete will be returned to the Owner for completion and resubmission for a regular scheduled meeting.
3. The ARB Chair prepares and distributes the agenda. Copies of submitted requests will be distributed to the members of the ARB during the week prior to the ARB meeting. The agenda is posted on the Tamarack Trails Office Bulletin Board and sent electronically to the requesting Unit Owners listed on the agenda.
4. ARB meetings are open to Owners, their contractors, and residents. The Owner must notify neighboring Unit Owners within view of the proposed addition or alteration.

Neighboring Unit Owners may review the plans at the Tamarack Trails Office prior to the ARB meeting. They may email their comments to the ARB Chair or the Association Manager, or they may deliver comments in person by attending the ARB meeting.

5. Each request for addition or alteration requires specific approval by the ARB at a regularly scheduled public meeting unless an ARB standard exists that includes an expedited review and approval process. At the scheduled meeting, the ARB will review and discuss requested proposals and projects as listed on the agenda with or without Owners present. The ARB motions include the decision and any conditions of approval. At the meeting, a member of the ARB is assigned to follow each project and be available to the Owner for consultation on procedures.

## **C. Outcomes of ARB Decisions**

1. Per Policy IV-401, in the event the ARB fails to approve, modify, or deny in writing a request within 30 days after plans and specifications have been submitted for a regularly scheduled ARB meeting, in accordance with adopted procedures, approval will be deemed granted.

2. The ARB, having decided on the request, will forward its decision, together with the ARB motion recommending the action, to the Association Manager for the Board of Directors' next meeting.
3. If a request is denied by the ARB, the Owner 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 Tamarack Trails Board of Directors.
4. Any project which is approved by the ARB must be completed within one (1) year of the date of the approval unless the approval motion includes a later date. Should a project fail to meet this time requirement, it must be resubmitted to the ARB for approval unless the ARB gives a formal extension.
5. When a project is completed, the Owner must notify the ARB Chair.
6. 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 Owner's originally approved request. The Tamarack Trails Maintenance Superintendent may be included in the inspection where structural changes have been made to a Living Unit. Any finding of a lack of compliance with the original approved plan will be referred to the ARB for any necessary remedial action.

#### **D. After Approval and Project Completion**

1. After approval the ARB Chair will notify the Tamarack Trails office of the ARB decision. The Association Manager will send a letter on the decision to the Owner that includes the ARB motion and any conditions of approval. The Association Manager will file the request and approval letter in a Tamarack Trails repository, the ARB electronic file and the electronic file, under the Living Unit address.
2. Verification of approval, permitting and inspection of completed project may be found at <https://elam.cityofmadison.com>.

#### **E. Owner Responsibilities**

Owners are required to be aware of their responsibility for the following: safety, required city permits, landscaping, drainage patterns, and construction debris on community and neighboring property. Additional standard Tamarack Trails provisions below relate to the potential changes to maintenance fees for the Living Unit and potential need to remove an amenity if the next Owner does not want to maintain it. (See Responsibility Chart.)

1. The Living Unit Owner 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 fiber optics, water main, sewer lateral or natural gas line. The Wisconsin Digger's Hotline number is 811. (Hearing impaired should call 1-800-242-8511.) The Owner is responsible for repairing any damage or reconstruction to neighboring property resulting from such an obstruction.
2. Tamarack Trails approval of any project does not waive the necessity of obtaining the required governmental permits. Obtaining a City of Madison permit does not waive the requirement for ARB approval. A project will not knowingly be approved which is in violation of the city building or zoning codes. Owners must purchase and post the building permit required by the City of Madison.
3. If the addition or alteration affects the existing drainage pattern, a new proposed drainage pattern prepared by a professional must be included. The Owner will be responsible for the cost and implementation of the new drainage pattern, including landscaping and stabilization per Policy IV-401.
4. Any landscaping on Common Area or adjacent property that is damaged during the construction process, shall be replaced by the Unit Owner. The Owner or Contractor is responsible for

cleaning up the construction area. If not done, Tamarack Trails staff will clean up the site and bill the Owner at the current hourly rate including any trash disposal costs or fees.

5. Owners must understand that exterior additions to units may result in changes to their monthly assessment. For example, room additions add roof area, siding and trim, and decks change material cost/sq. ft. Such assessment changes go into effect the year following completion of construction.
6. It is a **standard condition** that, after original Living Unit construction, amenities (other than decks, entry stairs and handrails) that are added to a Lot or Living Unit by an Owner, such as antenna, entry ramps, landscaping or hardscaping intruding into Common Areas, solar collector systems or other construction projects, **are the responsibility of the Owner**, not Tamarack Trails. Owners are required, at their expense, to maintain these elements while in use and to remove these amenities and repair the Living Unit and Common Areas when these elements are no longer in use or at the time ownership changes, if the new Owner does not intend to use them. If the new Owner desires the amenity to remain, they accept the responsibility to maintain the amenity while in use, and when it is no longer in use or if the next Owner does not want the amenity, to remove the amenity at current Owner's expense.

## F. Monitoring ARB Standards for Compliance

The ARB reviews proposals and approves, modifies, or denies them. The ARB member appointed as liaison to the Owner inspects finished projects for compliance with approved proposals. The ARB informs the Tamarack Trails Board of Directors if projects are not in compliance with Tamarack Trails policies or if they vary from approved proposals. **The Tamarack Trails Board of Directors has the final responsibility for enforcement of these standards.** Policy Resolution No. I-105.

### 1. Procedures for monitoring of ARB Standards include:

- **ARB Members' Observations:** When an ARB member observes the noncompliance of a Tamarack Trails residence to ARB Standards, it will be referred to the ARB Chair for inclusion on the next regularly scheduled ARB meeting agenda for discussion and then to the Board of Directors for corrective action and resolution.
- **Annual Walk-through:** Following an announcement in *The Good Life*, the ARB members will conduct an annual walk-through of Tamarack Trails in conjunction with members of the Maintenance Committee to observe the compliance of residents with the ARB Standards as authorized in Restated Declaration Article VI, Use of Property. A Living Unit Owner or renter found to be noncompliant will be reported at the next regularly scheduled ARB meeting and to the Association Manager and the Board of Directors for necessary corrective actions.
- **Resident Concerns:** A Resident having concerns regarding a neighbor's compliance with any ARB Standard is encouraged to initially discuss the matter with their neighbor. Alternatively, they may express their concerns to the Association Manager or to the ARB Chair, who will bring the concern to a regularly scheduled ARB meeting. Resolution of these concerns follows standard practices for enforcement.

### 2. Standards for Corrective Actions:

- Complaints will be directed to the Association Manager who will contact the noncompliant resident to resolve the problem. If this action fails, a written complaint should be presented to the Board of Directors. The Board shall consider the complaint at an open meeting and invite both the complainant and the resident complained against to appear.
- If the Board of Directors determines that a violation of a policy resolution has occurred it shall issue a written notice specifying the nature of the complaint, the Policy Resolution violated, and a request that the violation be corrected. If the violator is a tenant, the notice shall be sent to the Unit Owner with a copy to the tenant. If after a reasonable period the violation is not corrected the Board may suspend all community, recreation, and social privileges of the Owner or tenant in violation.



- The Owner and/or tenant in violation will also be held responsible for any damages as ascertained, plus administrative charges for collection. If the violation persists, the Board can seek an injunction from the courts ordering the cessation of the violation. The Board shall notify the Owner, in writing, of the violation and the penalty.

## G. Neighborly Standards

Neighborly standards enable residents to live in proximity harmoniously and to enjoy their homes and the environment around them. As part of a Community Services Association, all residents have a responsibility to maintain their property according to established standards.

- Keep common areas neat and litter-free. Report any damage to Maintenance.
- Be a respectful neighbor by adjusting your noise levels so they are appropriate for the time of day.
- Have polite conversations with neighbors to resolve disagreements that may arise. Think about how you'd like to be treated and be respectful.
- Acknowledge tastes vary person to person, but if neighbors maintain their property, there's no need to criticize someone's fondness for ornamentation.
- Store items such as gardening soil, containers, tools, and toys out of sight when not in use.
- Repair or replace torn or damaged screens and windows; repaint, repair, and replace exterior doors when needed.
- Keep personal flower beds free of weeds and dead plants.
- Be a considerate pet owner. You are required to keep your pet under your control, and you are liable for any damage to person or property. Obey city leash laws. Pick up pet waste, including bagged waste, and dispose of it in appropriate containers at home or in a park trash container. See Tamarack Trails Policy Resolution No. I-101 for information regarding control of pets.
- Abide by the parking protocol. Park your vehicle in the garage or on your driveway. Clear driveways enhance the aesthetic appearance of the community. See Tamarack Trails Policy Resolution No. I-102 for additional information regarding vehicles.
- Keep your garage doors closed whenever possible. Closed garage doors help to maintain the aesthetic beauty of Tamarack Trails. Closed garage doors also minimize theft of items stored in a garage and discourage break-ins to residences through garage entry doors.
- Always leave your post light switch in the on position. The photocell 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 photocell. You are responsible for replacement of the light bulb. A lighted entrance to a residence also may discourage a possible break-in.
- Place outdoor furniture on patio, front porch, or deck only, not on lawns. Over winter, furniture may be stacked and covered with a neutral or dark tarp on the patio or deck, but not the front porch.
- Do not use Common Areas for personal storage of your outdoor furniture or decorative outdoor items such as benches or statues.
- Keep grassy areas free from items that impede lawn maintenance.

## IV. ALPHABETICAL LISTING OF STANDARDS

### 1. ARBORS

Arbors are no longer approved. Arbors existing as of 12/01/2009 are grandfathered if they are well maintained. When arbors are no longer maintained or used, Owners are expected to remove them at Owner's expense.

### 2. AWNINGS and OUTDOOR SHADE STRUCTURES

**2a. Awnings are not allowed.** Awnings, both canvas and metal, do not enhance the aesthetic appearance of the community and attachment may damage the exterior of the Living Unit.

**2b. Outdoor Shade Structures** must be free standing and neutral in color, preferably white. The shade structure may be anchored to a deck for security/stability. Securing shade structures to exterior of Owner's Unit (siding or trim) is not allowed.

The Owner is required, at their expense, to maintain the shade structure while in use and to remove it and repair the deck when the structure is no longer in use or at the time ownership changes, if the new Owner does not intend to use it.

### 3. COLORS and MATERIALS

The Tamarack Trails standard color for exterior trim, garage doors, fences, deck railings, entry stairs and handrails, is Tamarack Trails white only. Materials used for replacement or repair may be wood or approved reduced-maintenance composite material such as AZEK. The ARB defers to the Maintenance Committee for the material used.

For entry front doors, a palette of colors compatible with siding colors has been preapproved. Color samples are available in the Tamarack Trails Office. Other colors must be approved by the ARB.

### 4. COMPOST BINS

Compost bins must be preapproved by the ARB using ARB Form 2 for expedited review. Compost bins are allowed only for composting vegetable and plant wastes from the kitchen or lawn. Owners must notify neighbors of their request to install a compost bin.

A shorter bin is preferable to a tall bin. Tamarack Trails does not allow digging a hole, building a chicken wire structure or use of trash bins for composting. Guides for successful compost operation are available online from City of Madison—Streets Division and UW Extension. Neighbors who object to the compost bin are encouraged to discuss their concerns with the Owner of the compost bin.

Owners must place the compost bin within their Unit Lot. Placement should be on the side or rear of the Living Unit, if possible, and allow discreet screening as much as possible by existing shrubs, trees, or the outdoor air conditioning unit. Placement should be level, drain away from all foundations, and placed away from household pets. Rodent metal mesh screening is required at and under the base. Placement should not interfere with Tamarack Trails landscape maintenance.

Use of a compost bin is contingent on the Owner keeping the bin covered and immediately resolving problems of attracting animals or pests, such as rodents and flies, and of poor operation that results in smells and creates overly wet, anaerobic (no or insufficient oxygen) conditions.

### 5. DECKS, OPEN AND ENCLOSED

In the initial construction of Tamarack, most Units were built with a concrete patio and/or an open, ground-level, or elevated wood deck. Over time, ARB has approved modification to decks. With ARB approval (and required city permits), some ground-level and/or elevated decks were reconstructed to become enclosed spaces — covered porches, screen rooms, sunrooms, or additions to the existing living space.

New Decks, Deck Railings and Exterior Stairs must be constructed only by licensed contractors or Tamarack Trails maintenance staff and per relevant City standards — for example, deck areas when higher than 24” above ground require railings and stairs.

**5a. New or modified open decks.** The construction of new or modified open decks must be approved by ARB and coordinated with the Maintenance Superintendent and ARB prior to beginning construction. The construction of new or modified decks must meet the following standards:

- Decks built over existing patios shall be to the same dimensions. Unit Owners are encouraged to remove at the Owner’s expense the concrete patio as part of constructing the new or modified deck.
- Applications for larger deck dimensions must have the density calculations verified by the ARB and cannot exceed the Density (60%) rule. (See II.C Density Policy)
- Decks, Deck Railing, Deck Handrails, and Exterior Stairs must conform to State and City of Madison building safety standards as based on height above ground. The location of exterior deck stairs must be contained within the Unit Lot.

**5b. Construction to enclose existing decks.** The construction to enclose an existing deck (ground level or elevated) must be approved by ARB and coordinated with the Maintenance Superintendent and ARB prior to beginning construction. Early in project planning, Unit Owners are encouraged to become familiar with City of Madison permit requirements for such enclosures. This type of new construction must meet the following standards:

- Enclosed spaces should be built over existing decks or patios to the same deck or patio dimensions.
- Applications for a new enclosed space must have the density calculation verified by the ARB and cannot exceed the Density (60%) rule. (See II.C Density Policy)
- Exterior Stairs and Stair Railing must conform to State and City of Madison building safety standards. The location of exterior stairs must be contained within the Unit Lot.
- All Windows, Doors, Screening, and associated Trim and Siding that are part of the newly constructed enclosed space must meet Book of Standards requirements. **Owner is required to share these standards with their contractor.**

## 6. DOORS: EXTERIOR and STORM DOORS

Changes to location, color, type of exterior doors, and style of sidelights must be approved by ARB.

### 6a. Acceptable Entry Doors, Sidelights, and Storm Doors

**6b. Glass:** Only clear or frosted glass is acceptable in front doors and sidelights. No pattern, stained, colored or tinted glass styles are allowed. Blinds between glass panels are acceptable.

**6c. Entry Doors to the Living Unit or Garage:** The entry doors pictured below can all be installed without ARB review and approval if they are painted Tamarack white or a pre-approved color and material. (See IV.3. Color and Materials). Other door styles and colors must be approved by the ARB.







**6d. Entry Porch:** Enclosing the entry porch requires ARB approval and must not exceed 60% density of the Unit. Enclosing a porch may affect Owner’s assessment.

**6e. Windows and sliding patio doors:** All changes to location or type of windows must be approved by the ARB. Double hung windows are not approved. No mullions are allowed. (See IV.26. Windows)

**6f. Storm Doors with Window and/or Screens:** Storm doors must be Tamarack Trails white in color. Storm doors may be half-solid with no or only simple embossing or full-view size screen and/or window. They may include a sliding glass panel that uncovers a screen.

**6g. Sidelights:** ARB approval is required if you wish to add a sidelight or change the size of an existing sidelight.

## Exterior Entry Doors and Sidelights

					
Single Obscure/ Frosted Glass Panel	Four-Panel w/ two small windows	Six-Panel Door	Eight-Panel Door	Two-Panel Door	Sidelight Styles Variations must be approved by ARB

## Storm Doors

			
<b>#1 Acceptable</b> Full View	<b>#2 Acceptable</b>	<b>#3 Acceptable</b> Retractable Screen	<b>#4 Not Acceptable</b> No Mullions

### 6h. Trim Standards. See II.A.

**Any trim:** Can be white Composite board or Cedar painted Tamarack white.

**Exterior Door:** head trim 1x8", side trim 1x4", sill trim 1x12".

**Window:** head trim 1x8", side trim 1x4", sill trim 1x6"

**House:** band board/belly trim 1x12".

**When using an outside contractor, Owner must inform the contractor of these trim standards prior to installation.**

## 7. ENTRY RAMPS, ENTRY STAIRS, and HANDRAILS

**7a. Entry Ramp Standards for Short- and Long-term Ramps construction and removal are detailed extensively in Tamarack Trails Policy IV-403.**

**Note:** Owners should initially contact the Tamarack Trails Office about local availability of ramps to meet resident interior and exterior needs.

The approved policy references the installation of exterior entry ramps for resident short-term and long-term needs. Prefabricated ramps for short-term use are generally made of structural aluminum and available commercially. Ramps for long-term needs may be prefabricated or constructed on-site to conform with slope and entry specifications of the Living Unit. Prior to purchase or installation of ramps for long-term needs, the Unit Owner should contact ARB regarding the need for approval.

**7b. Entry Stairs and Handrails** See also 5. Decks.

ARB has an expedited review process for entry stairs and handrails that are needed for health and safety reasons. Use **ARB Form 2** Expedited Review.

Owners are advised to read the Wisconsin Building Code, SPS 321 for code requirements for building an acceptable exterior outdoor stair with handrail (only left side, only right side, or both sides) and with a graspable bar. Any purchased or constructed exterior stairway must meet the current code, SPS 321, WI Building Code, to be acceptable.

Once an Owner has selected an entry stair and handrail from the approved examples shown, the Owner must inform the Tamarack Trails Office and ask them to contact the ARB member responsible for the expedited review and approval process.

The ARB member will then make a site visit to the Living Unit to consult with the Owner and to resolve any problems that may arise before final approval is given. The Owner may then arrange to install the railing at the Owner's expense, either by a work order for maintenance staff or by hiring a contractor.

Material used for construction or repair of railings may be wood or approved reduced-maintenance composite material such as AZEK. Rails must be painted Tamarack Trails white. Metal is discouraged due to rust and discoloration of the concrete or stone. Cable is not allowed as a material in place of the handrail.

The Owner is required to report, as a maintenance request, if the handrail becomes unstable and to replace an unstable handrail at their own expense. Tamarack Trails assumes responsibility only for painting the entry stair and handrail, if necessary.



**#1 ACCEPTABLE** if <3 Steps  
Graspable bar



**#2 ACCEPTABLE**  
Graspable handrail



**#3 NOT ACCEPTABLE**



**#4 ACCEPTABLE**  
Graspable bar



**#5 ACCEPTABLE**  
Two handrails



**#6 NOT ACCEPTABLE**

Once the new entry stair and handrail are in place, the delegated ARB member 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 exterior changes to living units. The Owner of properly installed and maintained entry stairs and handrails need not remove them at change of ownership of the Living Unit.

NOTE: What's acceptable and not acceptable? Handrails meeting Tamarack Trails architectural standards include two horizontal white railings; these handrails provide guidance on stairs with three or more steps or on ramps or other walking surfaces; see samples 1,2,4, and 5. Acceptable handrails also include a graspable top railing 34-36 inches above a walking surface. This rail or top board will have a diameter of 1 ½ to 2 ¼ inches; all samples appear to have acceptable graspable top rails or additional tubular piping.

## **8. EXCAVATIONS or CHANGES IN GRADE**

Excavations or remodeling projects that cause changes in grade are serious concerns as they may alter stormwater flow and retention and may impact building foundations, trails and sidewalks.

Any consideration of an excavation or change in grade that affects, or will affect, an existing drainage pattern requires a plan approved by the Landscape Superintendent and the Maintenance Committee. The Owner will be responsible for the cost and implementation of the new drainage pattern including landscaping and stabilization.

## **9. FENCES and SCREENING**

All fencing or latticework should have finished materials on both sides. If only one side has finished materials, this must face the public side of the individual Lot.

### **9a. Fences: Removal or Shortening Length**

Fences at Tamarack Trails Living Units contribute to defining the general space for each Unit and are not to be equated with the Lot measurements. This policy applies to the white horizontal boards that are strong elements in "Distinctive Elements of Tamarack Trails' Architectural Style."

Any Owner who wishes to change the contour and/or length of an existing fence must submit a written request to the ARB for consideration.

The ARB must be consulted in advance when the Maintenance Superintendent is considering changes in length to a fence in the process of doing a project. To prevent undue delay in completing a project, the Maintenance Superintendent will contact the ARB chair who will expedite the review for a decision.

### **9b. Screening**

Screening of Tamarack Trails Living Units is accomplished through landscaping and careful location of the original windows. Privacy is not guaranteed.

Wood fencing or lattice work must be approved by the ARB to ensure the design is in general conformity with the architectural design of the community.

Installation of chain link or other galvanized metal fencing is not allowed, except in the designated Garden area with prior approval of the Garden Committee. The use of chicken wire is discouraged except as implemented by the Landscape Superintendent.

## **10. FIXTURES: PLUMBING or ELECTRIC UTILITIES on EXTERIOR INCLUDING ROOF**

The ARB acknowledges that in the nearly 50 years since developing Tamarack Trails, the way we live now has created the need to add, replace, upgrade, or abandon various exterior items affixed to a Living Unit. In all cases, any change that may affect the maintenance of the exterior structure is of primary importance to the ARB and the Association. The ARB also acknowledges that the location of

an exterior item may be determined on the day of installation by a contractor: during project planning the Unit Owner is encouraged to share pertinent sections of the BOS with said contractors.

The installation or change in the appearance of any fixture on the exterior of the Living Unit (including the roof) or within the Living Unit Lot must be approved by the ARB. For this purpose, anything shall be considered a fixture:

- if it requires special electrical, plumbing, or other utility connections, for example, sump pumps, furnace, fireplace or appliance direct exhaust pipes, exhaust caps,
- unused satellite dish antennas
- 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 ARB.

When the fixture is removed, the Owner is responsible for all disposal costs and labor and material costs for repairs to the exterior of the Living Unit including the Roof to Tamarack Trails specifications.

See Policy IV-400.

## 11. GARAGE DOORS

**Garage Doors** —The approved color of garage doors is Tamarack white. No windows are allowed. The only design approved by ARB is the original pressed squares which are ubiquitous throughout Tamarack Trails. Owners are responsible for replacement purchases and upkeep of the mechanicals. Owners can submit a maintenance request for repainting the garage door, subject to Tamarack Trails standard labor and materials charges.

Garage doors of Living Units must be kept closed whenever possible. Closed garage doors help to maintain the aesthetic beauty of Tamarack Trails. Closed garage doors also minimize theft of items stored in a garage and discourage break-ins to Living Units through garage entry doors.

## 12. GRILLS, OUTDOOR HEATING UNITS, FIRE RINGS, and OTHER OPEN FLAMES

### 12a. Grills

**Owners are responsible for any damage to Common Areas and any Living Units resulting from their use of Grills and Outdoor Heating Units.**

**Tamarack Trails requires compliance with City of Madison Fire Prevention Code and MGE natural gas connections.** The City of Madison Fire Prevention Code (one- and two-unit buildings are exempt) 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 Unit Owner to install up to a 15 sq. ft area of concrete pavers or bricks as a base for an outdoor grill within the Living Unit lot. Outdoor grills should be closed and covered in a neutral or dark tarp when not in use and over the winter.

**Excerpts** from the 2010 Madison Fire Prevention Code.

**City of Madison Fire Prevention Code**  
**CHAPTER 34 — FIRE PREVENTION CODE**  
**34.308 OPEN FLAMES.** Rev. 9/15/10

**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.

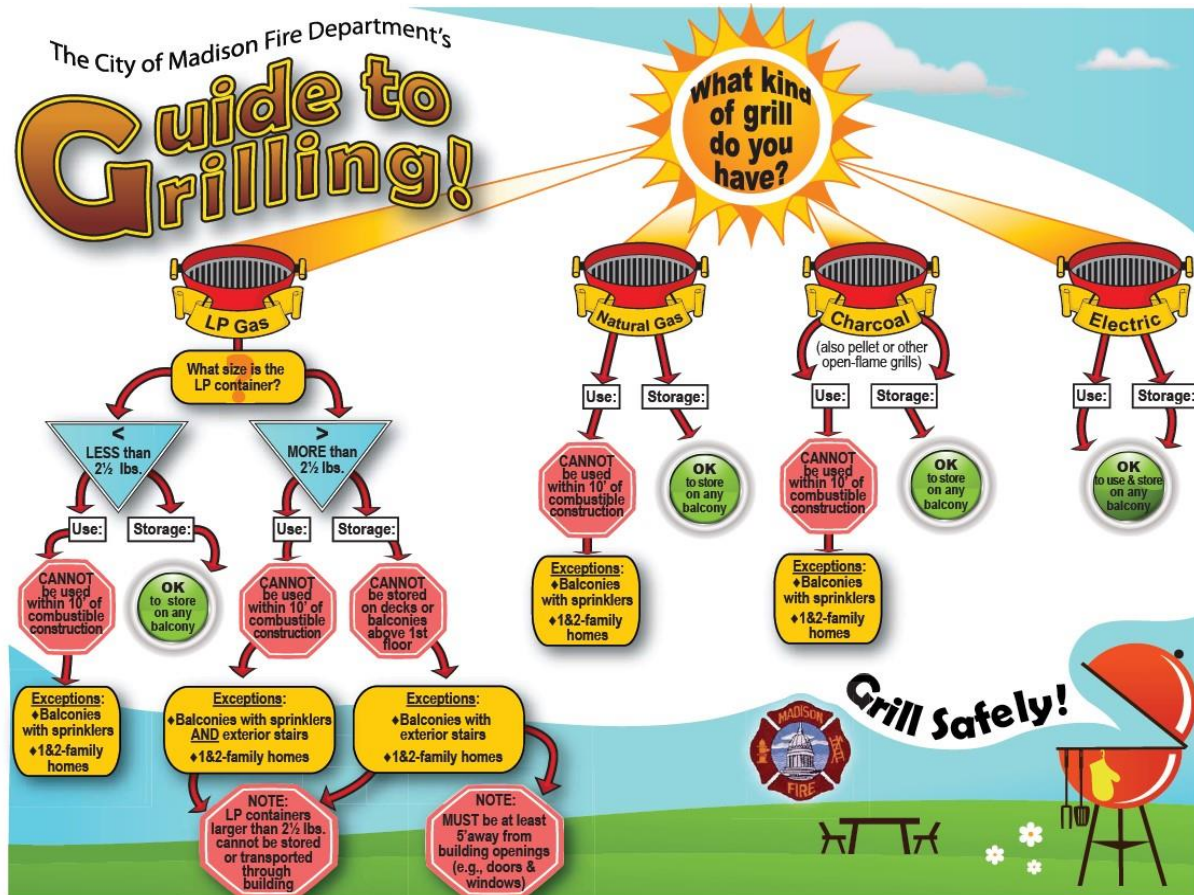
Exceptions:

- (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.



## 12b. Outdoor Heating Units

Owners are responsible for any damage to Common Areas and any Living Units resulting from their use of Grills and Outdoor Heating Units.

Owners/residents may use portable space heating units in outdoor settings within their Living Unit Lot. Outdoor Heating Units must be operated according to manufacturer's instructions and adhere to the City of Madison fire code. <https://www.cityofmadison.com/fire/your-safety/home/outdoor-and-open-burning>.

Outdoor Heating Units use a variety of possible fuels, including electricity, propane and natural gas. These are not considered open flames. Natural gas connections to interior gas lines must conform with MGE standards described in #12a. Grills. Do not leave Outdoor Heating Units unattended when in operation, to protect people, pets, and property.

Patios, decks, sidewalks and driveways may provide a suitable base for these heating units. The ARB allows the Owner to install up to a 15 sq. ft area of concrete pavers or bricks as a base for an outdoor portable space heating unit at a safe distance from the Living Unit but within the Unit Lot and not on common area. (These 15 sq. foot paver areas might be on Unit Lot but too close to structure.)



## 12c. Fire Rings

### **Owners are responsible for any damage to Common Areas and any Living Units resulting from their use of Grills, Outdoor Heating Units, or Unauthorized Fire Rings.**

Tamarack Trails does not allow open or uncontained fires anywhere on the grounds of Tamarack Trails. Owners may not install fire pits or rings on their Unit Lot as Madison General Ordinance sec. 34.07(4)(c) disallows the use of outdoor fireplaces or pits within fifteen (15) feet of a building or lot line. Other open flames, such as tiki torches, are not allowed as unattended fires/flames present a hazard and possible risk to persons, pets, or property.

The Board of Directors in its discretion, while addressing potential issues of smoke and noise, may consider locating a community fire pit in the Common Area near the clubhouse provided that it follows the City's Fire Safety Guidelines for Portable Outdoor Wood Fireplaces & Fire Pits at <https://www.cityofmadison.com/fire/your-safety/home/outdoor-and-open-burning>

## 13. HEATING and AIR CONDITIONING UNITS, and EXTERIOR EXHAUST PIPES

The ARB acknowledges that since developing Tamarack, HVAC systems (heating and cooling) have advanced with the goal toward more energy-efficient appliances. Therefore, Unit Owners are installing these newer appliances, and the BOS must recognize such.

**13a. Exterior Exhaust Pipes** — Exterior exhaust pipes and covers are required for some furnaces, fireplaces, woodburning stoves or other exhaust of emissions. Examples that the ARB has approved include exhaust pipes to emit basement radon gas, and new exhaust pipes for replacement gas fireplace. **In all cases**, installation by a qualified contractor is required. The contractor will suggest the appropriate location for the exterior unit. Unit Owners are urged to share relevant portions of the BOS with potential contractors.

New HVAC systems may be direct vent, having no vent through the chimney. When rooftop chimney vent is abandoned, it must be properly closed at the Owner's expense.

**13b. Mini-split Ductless HVAC system** — A mini-split is a ductless heating/cooling unit comprised of two main components — exterior and interior. ARB approval is required before installation. The Owner must employ a qualified HVAC contractor.

The ductless heating/cooling unit is comprised of two main components. A compressor or condenser is situated on the exterior of the Living Unit much like a traditional air conditioning unit. An air-handling unit is then mounted on an interior wall. These two components are linked via a conduit (or line concealment system) that contains the power cable, condensate drain, and refrigerant and suction tubing.

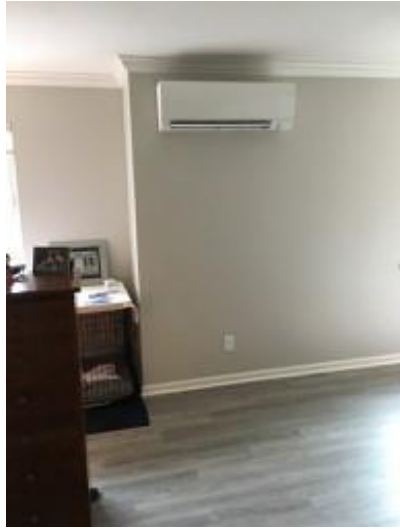
A qualified HVAC contractor will suggest the appropriate location for the exterior unit. However, the ARB reserves the right to approve or deny the recommended location to ensure clearances between buildings.

The exterior unit may sit on a concrete pad, an installer-supplied pad or stand but may not be hung from the building. Depending on location, the mini-split unit may require shielding from snow, a description of which must be included with the request.

**The Line set Concealment System (LCS)** looks like a downspout. It contains the lines that connect the interior unit to the exterior component. LCSs shall adhere to the following guidelines:

- They shall be white to match gutters, downspouts, and trim.
- They shall not be installed on exterior wood trim, or so near the trim as to impair trim painting, repair, or replacement.

- It is the Owner’s responsibility to maintain, repair and/or replace the LCS to conform to Tamarack’s appearance guidelines. Tamarack Trails is not responsible for the repair, replacement or maintenance of any LCS.



**Interior View**



**Exterior View**



**Line Set Concealment System**

**13c. Fireplaces** — Many Units were built having wood-burning fireplaces; more recently many wood-burning fireplaces have been replaced with inset wood-burning stoves, or gas or electric fireplaces, some using the original chimney flue for venting. New HVAC systems may be direct vent, having no vent through the chimney. When rooftop chimney vent is abandoned, it must be properly closed at the Owner’s expense.

**13d. Heat Pumps** — Much like the mini-split systems, ducted air-source heat pumps are installed outside of the Unit and are to be installed in a similar manner as mini-split Ductless HVAC Systems. More information can be found at <https://www.energy.gov/energysaver/heat-pump-systems/>.

## 14. LANDSCAPING

Policy Resolution V-500 applies when your project may have disturbed or required the removal of existing landscape elements, such as trees, shrubs, and turf. When making a project request, the Unit Owner should describe any impacts that may occur due to their proposed project.

All landscaping additions, changes and replacements shall follow Tamarack Trails approved policy guidelines as detailed in Policy Resolution V-500.

## 15. LIGHTING: OUTDOOR

The standard for outdoor lighting and Owners’ post lights is “Warm White” LEDs. Trail lights are bright white for maximum visibility on trails. See also [Madison ordinance MGO 10.085](#) regarding unshielded exterior lighting and wattage for incandescent and LED bulbs, 40W and 10W, respectively.

**15a. Post Lights and Post Light Switches** — Leave post light switch in the “on” position always. The photocell 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 photocell. The Owner is responsible for replacement of the light bulb. A lighted entrance to a residence also may discourage a possible break-in.

**15b. Post Light Housing** — Maintenance staff is responsible for post light housing. ARB criteria are:

- A size that shines adequate light over a large area for safety and security purposes
- A lantern style with a low-maintenance black finish
- Able to accommodate a replaceable mounting, replaceable sensor and LED bulb.

**15c. Decorative Lighting** — Homeowners may install miniature, non-twinkling, white lights during the dark winter months between the end of Daylight Savings Time in the fall and the beginning of Daylight Savings Time in the spring, at which time the lights must be removed, not simply turned off. Owners are responsible for removing the lights from trees or shrubs to facilitate pruning.

Strings of colored or white lights are allowed from December 1 through January 15. They may be installed earlier to avoid frigid weather but not turned on until December 1. All outside seasonal decorative lighting must be confined to the Owner's Living Unit and within the Lot. Owners may not use nails or screws to hang lights or garlands because of potential damage to siding, trim or fences.

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. Owners must assume responsibility for any accidents involving such extension cords.

White lights may be used on decks and patios for seasonal enjoyment in warmer months, provided they do not disturb neighbors and are turned off at a reasonable hour.

**15d. Security Lights** — Security lights may be battery operated, solar, or hard wired. For hard wired installations, Tamarack Trails maintenance staff or a licensed electrician must be used. ARB approval for location and type of fixture is required. The light fixture must be white, torpedo or bullet shaped with a Tamarack Trails standard "Warm White Light" bulb and must include a motion sensor with photocell. Timer should not exceed five (5) minutes. Lights must not be directed toward neighbors' windows. Solar lights should not be staked on grass. The ARB may require removal of nonconforming lights.

## 16. MAILBOXES and MAIL SLOTS

**Mailboxes and mail slots** — Only mailboxes and mail slots, including community mailboxes, shall be permitted, except for mail depositories which are the property of the United States Postal Service. Larger, lockable mailboxes on Living Units and relocation of mailboxes on Living Units to accommodate residents with specific needs may be considered by ARB upon request.

## 17. NONCONFORMING ITEMS or USES

Tamarack Trails allows many uses on a Living Unit Lot Area. Owners/Residents are asked to observe Neighborly Standards.

Under Tamarack Trails Policy IV-400 the following items are allowed within an Owner's Living Unit Lot: planting beds, bird feeders, lawn figures or ornamental sculptures. Such items should be limited in quantity and size and kept in good repair. Items must not interfere with lawn maintenance.

Under Tamarack Trails Policy IV-400 the following or similar items are NOT allowed: portable hot tubs, spas, swing sets, jungle gyms, basketball hoops and backboards, portable greenhouses, portable sheds, kiddie pools, outdoor wood piles (see 17e.) or other such portable, tangible personal property.

**Common Areas cannot be appropriated for private uses.** For instance, Tamarack Trails Common Area cannot 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. Items must not interfere with lawn maintenance.

**The following are nonconforming items or uses with Unit Lots or Common Areas:**

**17a. Clotheslines** — No clotheslines or other clothes drying apparatus shall be permitted in any Common Area and are discouraged on any patio or deck unless removed immediately after use.

**17b. Excessive Ornamentation** — Excessive outdoor ornamentation including bird houses, feeders and baths, and clutter on decks and entryways is strongly discouraged as is outdoor storage. Items may not be attached to the Living Unit siding or trim as they may damage siding or affect maintenance.

**17c. Outdoor Furniture** — Outdoor furniture should be used only on the patio, front porch, or deck and not on Common Areas. 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.

**17d. Raised Beds and Elevated Planter Boxes** — Raised beds require ARB approval and must be within the Living Unit Lot line. Raised beds should not unduly interfere with the performance of Tamarack Trails Landscaping and Maintenance. Raised beds may remain in place over winter but when no longer used for gardening must be removed. Elevated planter boxes stored on the Unit Lot are not considered raised beds.

**17e. Outdoor Wood Piles** — Firewood should not be stacked in garages or basements. Outdoor wood piles should be placed on the Unit Lot but not against siding and must be stacked off the ground and covered.

**17f. Wheeled Items and Bike Racks** — Wheeled items (other than motorcycles, motor scooters, bicycles, and strollers) and bike racks should be stored in the garage, if possible, but are acceptable on the front porch, patio, deck or on mulched areas of the Living Unit Lot.

Locking these items to trees, shrubs, fences, railings, stairs, or light posts is prohibited due to potential damage to these Tamarack Trails amenities. Parking these items on the lawn may damage lawns and interfere with lawn maintenance.

Over-winter storage of these items should be inside the Unit, not outdoors.

## **18. PARKING of VEHICLES, MOTORCYCLES, and MOTOR SCOOTERS**

**18a. Vehicle Parking** — Residents' cars should be parked in the garage or on the Owner's Living Unit driveway apron. Cleared driveways enhance the aesthetic appearance of the community. See also Tamarack Trails Policy Resolution I-102.

**18b. Motorcycle and Motor Scooter Parking**—Resident's motorcycle and motor scooter should be parked in the garage or on Owner's Living Unit driveway.

## **19. PATIOS, WALKWAYS, and GARAGE APRONS**

All changes to walkways, patios, and garage aprons require ARB approval. Patios may not extend into Common Areas. ARB has rarely considered approving colors or designs in patios due to aesthetic concerns.

Unit Owners, at their own expense, may consider replacing patios with pavers, bricks or permeable surfaces which slope away from Living Unit foundations.

## **20. PROHIBITED PLANT SPECIES — See Landscaping Policy Resolution V-500.**

## **21. RAIN BARRELS**

Rain barrels capture stormwater from roof downspouts using a diverter installed on the downspout. Rain Barrels must be pre-approved by the ARB using ARB Form 2 for expedited review. Residents are required to submit color photos of the proposed rain barrel and photo or diagram of the proposed location.

Requirements for rain barrels are as follows: the location and color of the rain barrel must blend in with the living unit and vegetation; neighbors must be notified of the requested placement of the rain barrel; and rain barrels must have a cover and a screen to block debris and mosquitos from entering the barrel.

The rain barrel must sit on a stable platform and be installed so that an overflow of rainfall will continue to flow through the downspout away from the living unit.

Owner is responsible for routine maintenance according to manufacturer's specification. ARB approval will expire if the Owner fails to maintain the rain barrel in accordance with ARB standards.

Rain barrels must be drained before winter and safely stored indoors or in a protected area. If the rain barrel is no longer in use the downspout must be repaired or replaced.

## 22. SECURITY DEVICES

There are two general types of home security cameras: doorbell cameras and exterior security cameras.

**22a. Doorbell Cameras** — Doorbell cameras do not require ARB approval, since they are a simple replacement for the pre-existing doorbell.

**22b. Exterior Cameras** — For exterior camera installation, Owners must submit a request for ARB approval using ARB Form 2 prior to installation. The exterior camera housing must be white. The placement of such cameras may not be directed to infringe on anyone else's privacy. ARB recommends that Owners discuss placement with neighbors prior to making ARB request. The ARB and the Board of Directors may require removal of non-conforming equipment.

## 23. SOLAR COLLECTOR SYSTEMS, TUBES/TUNNELS, and SKYLIGHTS

### 23a. Solar Collector System (SCS) Installation

While ARB approval is not needed for installation of solar panels, Owner should notify ARB and consult with the Maintenance Superintendent when planning the project.

1. Owners may install solar panels on Unit Owner's roof at Tamarack Trails.
2. State statutes and City ordinances provide that this decision is not subject to approval by Tamarack Trails. 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.
3. Owners must furnish a copy of the building permit/work permit to the Tamarack Trails Office, as it is important that Tamarack Trails has an inventory of any structures attached to the exterior of the buildings.
4. Owners are encouraged to notify neighbors of their solar installation plans.
5. Owners must be aware of the following:
  - Owners are responsible for all installation, maintenance, upkeep, and replacement of any SCS.
  - Owners are responsible for any additional costs related to the maintenance, repair or replacement of the existing roofing that are directly related to the SCS. This includes complete removal and reinstallation of the SCS to facilitate roofing repairs and/or roof replacement.
  - Owners are responsible for any damage to the Living Unit that results from the improper installation of any SCS.
  - 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 if damaged. Tamarack Trails Association does not provide insurance coverage for a SCS.
  - If Owners sell a unit with a SCS installed, the arrangements regarding the SCS, including any associated costs, are the responsibility of the Owner, not Tamarack Trails.
6. Please check with the Tamarack office if you have other questions or concerns.

### 23b. Solar Tubes/Tunnels and Skylights

Owners may have solar tube/tunnels and skylights, such as Velux units, professionally installed. Owners should submit ARB Form 2 Expedited Review to the Tamarack Trails office and the ARB Chair. Include a photo of the proposed exterior installation site. Installation must be in accordance with manufacturer's recommendations. The Unit Owner is responsible for any damage caused by installation of the sun tunnel device. Removal or replacement of a skylight or tubular sun tunnel

must also be approved by the ARB and the Owner is responsible for any repairs to the roof to restore the roof to its original condition.

## 24. TRASH and RECYCLING CONTAINERS

Tamarack Trails follows [City of Madison Ordinances](#) which may be confusing because of changes to Waste Management and city as well as some conflicting info between them). Trash and recycling carts shall not be placed on the terrace, the area between the sidewalk and the street or on a Tamarack trail more than 12 hours before the day of collection. All trash and recycling carts shall be removed from the terrace/trail within 24 hours after the day of collection. Trash and recycling containers shall be stored inside the garage of the unit. The placement of trash and recycling containers should not obstruct Tamarack Trails staff or vendors.

## 25. TREE MAINTENANCE and REMOVAL

The Tree policy procedure applies to trees, large shrubs, large bushes, and hedges.

Tamarack Trails does not condone the removal of healthy trees for aesthetic purposes and rarely grant permission for this to occur. Should Owners desire the removal of a tree, they must first apply to the ARB to present their request.

However, working with the Landscape Superintendent, Owners can be watchful monitors of deciduous and conifer specimens and notify staff of infestations, overgrowth, or damage. Owners should contact Tamarack Trails staff regarding branches that threaten homes, impede trash/recycling pickup, or have roots that are damaging walkways or driveways. Staff will then take appropriate steps (pruning, trimming, shaping or total removal) and notify nearby residents of the timing of this plan.

If an Owner desires removal of a healthy tree, these steps apply:

1. Both Landscape and Maintenance Superintendents must agree on removal; it will be contracted out at the convenience of Tamarack Trails staff planning.
2. If removal of a tree is approved, the Owner must notify neighbors, by letter or email, of the intent to remove the tree.
3. If approval is granted, the Owner will pay for the entire cost of the removal.
4. If replanting is planned, Owners shall consult with the Landscape Superintendent for suggestions on an appropriate size for the new vegetation in the space. The Owner may be required to pay for all or a portion of this replacement.

## 26. WINDOWS: NEW or REPLACEMENT

**New windows:** All changes to location or type of windows must be approved by the ARB. All window trim is Tamarack white and consistent with II.A. measurements. Windows may be casement or slide-by with no mullions. Double-hung windows are not allowed.

Unity of Tamarack Trails image is met by symmetry — new windows should, whenever possible, be same height and placement consistent with existing windows on the unit. The ARB will consider new window openings to increase natural light if the window does not create invasive views into neighbors' homes.

**Replacement:** Replacement windows that are of the same design and size (can fit exactly into the previous window opening) and are “like for like” are easily approved through Expedited Review. Owner submits ARB Form 2, signed by the Owner with address and contact phone number and name of the contractor with contact information. Include: a drawing or a photo of the location of the window; the window dimensions; window type and acknowledgement that the window trim will be white and meet Tamarack Trails standards. The ARB Chair or designee will visit the unit, make a written approval, and report back at the next ARB meeting for inclusion in the minutes.

# ARB Form 1—Checklist of Items for Requesting Exterior Alterations or New Construction

Submit this completed form and materials to the Tamarack Trails Office at least 14 days before the next regularly scheduled ARB meeting for action by the ARB followed by review of the Tamarack Trails Board. Review the PROCEDURES BY ARB and PROCEDURES FOR OWNERS in the Book of Standards. Failure to submit this form before beginning construction may result in a stop work order, replacement of windows, doors or other nonconforming items, and/or a fine.

Owner's Name(s) \_\_\_\_\_ Are you the Current Unit Owner?  YES  NO

Submittal Date \_\_\_\_\_ Estimated ARB Meeting Date \_\_\_\_\_

Living Unit Address \_\_\_\_\_, Madison WI 53717

Preferred Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Contractor's Name & Company Name \_\_\_\_\_

Contractor's Certificate of Insurance \_\_\_\_\_

Contractor's Phone \_\_\_\_\_ Email \_\_\_\_\_

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

**NOTE: Requested exterior alterations may result in changes to your monthly assessment.**

- \_\_\_ 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. See Density Guidelines (60% rule) Reference Sheet.*
- \_\_\_ 2. **Project description:** *Attach a short-written description of the project. Photos of the location of the project are appreciated.*
- \_\_\_ 3. **Drawings:** *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. **Unit lot:** *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 **may be available from Tamarack Trails Office.**) No construction can be approved if it encroaches on Common Area or is not allowed per local or state building codes.*
- \_\_\_ 5. **Construction landscaping:** *A drawing of the removal of or 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. **Surrounding:** *The footprint of all surrounding units (can be supplied by the Tamarack Trails Office) and a diagram indicating all trees and shrubs over 4 feet tall in the shared Common Area.*
- \_\_\_ 7. **Drainage:** *If the planned alterations affect the existing drainage pattern, a new proposed drainage pattern must be included prepared by a licensed contractor.*

**The Unit Owner is responsible for notifying adjacent unit Owners and Owners within view of the project. The Unit Owner 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, fiber optic, sewer lateral or natural gas line. The Unit Owner is responsible for repairing any damage or reconstruction to neighboring property resulting from such an obstruction. Wisconsin Digger's Hotline number is 1-800-242-8511. See OWNER RESPONSIBILITIES in the Book of Standards.**

## ARB Form 2—Checklist of Items for Expedited Review of Non-construction or Replacement Proposals

**This form is intended for use for minor exterior alterations, replacements, repairs, and other exterior modifications.** \*Examples for use of this checklist include, but not limited to, the following: window/door replacement, door colors and ramps, steps/handrails, solar tunnels, and various exhaust venting, etc. (See #6. below.) Failure to submit this form before beginning any of these projects may result in a replacement of non-conforming items with ARB-approved items, and/or a fine.

- Submit this completed form and materials to the Tamarack Trails Office at least 14 days before the next regularly scheduled ARB meeting.
- Review and action may be undertaken by an ARB Review Committee or a Delegated ARB Member.
- A consultation may be in order, or an expedited review undertaken followed by review by the ARB and/or the Tamarack Trails Board. Review the PROCEDURES BY ARB and PROCEDURES FOR OWNERS on pages 3-4 of the Book of Standards (BOS).

Owner's Name(s) \_\_\_\_\_ Are you the Current Unit Owner?  YES  NO

Submittal Date \_\_\_\_\_ Estimated ARB Meeting Date \_\_\_\_\_

Living Unit Address \_\_\_\_\_, Madison WI 53717

Preferred or Home Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Contractor's Name & Company Name \_\_\_\_\_

Contractor's Certificate of Insurance \_\_\_\_\_

Contractor's Phone \_\_\_\_\_ Email \_\_\_\_\_

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

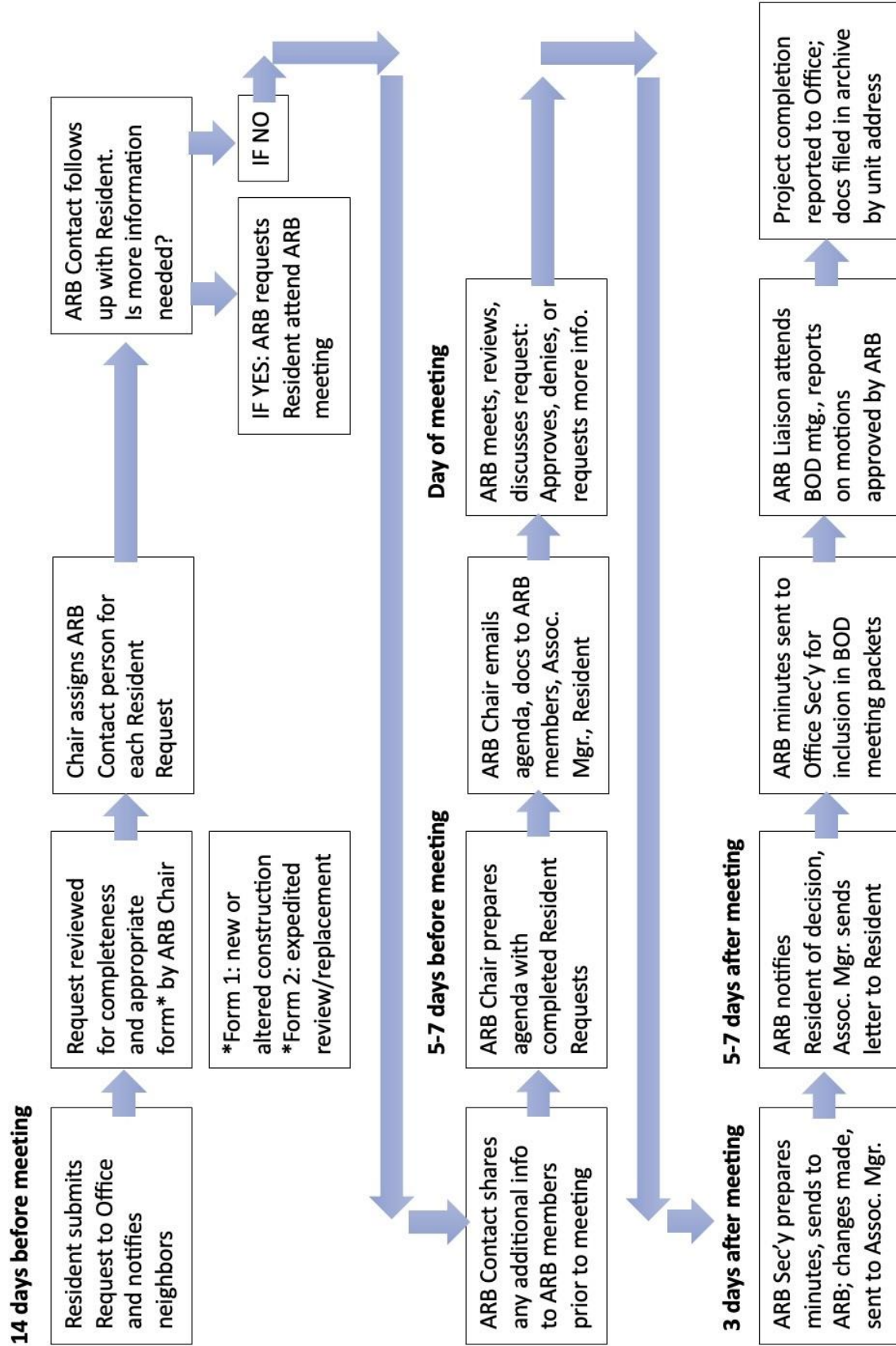
- \_\_\_\_\_ 1. **Project Description:** Attach a short-written description of the project. Photos of the location of the project area(s) are appreciated.
- \_\_\_\_\_ 2. **Window/Door Replacement (including screen doors):** Attach a short-written description of the project. Photos of the location of the project are appreciated. (See #7 & #28 BOS) New exterior wall openings require full ARB review.
- \_\_\_\_\_ 3. **Door Color:** Chose from the palette of colors approved by ARB for entry doors by siding color. (See #4 BOS)
- \_\_\_\_\_ 4. **Ramps:** 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 may be available from the Tamarack Trails Office.) No construction can be approved if it encroaches on Common Area or is not allowed per local or state building codes. (See #8, BOS)
- \_\_\_\_\_ 5. **Steps and Handrails:** For additions of short steps or handrails at Owner's expense. (See #8 BOS)
- \_\_\_\_\_ 6. **Other Minor Projects:** BOS includes several projects where ARB has no jurisdiction, but oversight of such projects requires notification to the ARB by submitting this form. Examples include window/door replacement, ramps, steps/handrails, solar tunnels, and various exhaust venting, etc.
- \_\_\_\_\_ 7. **Contractor Information and Timeline:** Include with this request your contractor information, estimated timeline and any local permits required for your project.

**The Unit Owner is responsible to notify adjacent unit Owners and Owners within view of the project. If applicable, the Unit Owner 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, fiber, sewer lateral or natural gas line. The Unit Owner is responsible for repairing any damage or reconstruction to neighboring property resulting from such an obstruction. Wisconsin Digger's Hotline number is 1-800-242-8511. See OWNER RESPONSIBILITIES in the Book of Standards.**



Below is a sample of the Density Calculation worksheet. A link to the Excel worksheet with formulas is available for download in the Book of Standards on the Tamarack Trails website.

# ARB RESIDENT REQUEST PROCESS



Copies of this Resident Request Process flow chart and Forms 1 and 2 are available in the ARB Book of Standards (print and online), and in Welcome Committee packets.

Revised 1/2023