

**Tamarack Trails Community Services Association
Architectural Review Board Meeting
February 19, 2024 Minutes APPROVED**

1. **Confirm Quorum:** Attending: P. Maddox (chair), J. MacCubbin (corresponding sec'y), B. Hughes, E. Siegel (recording sec'y), D. Larson (Board Liaison). Excused: I. Popic

Staff Attending: Association Manager S. Haberman

Attending Unit Owner: Liane Felton, 5 Mountain Ash

2. **Additions to Agenda:** Discussion on Solar "map" of units and content of Solar approval letter

3. **Approval of Minutes of January 10, 2024: MOTION** (Hughes, MacCubbin). **APPROVED.**

4. Resident Requests

- a. **7313 Cedar Creek**, Thomas Donsing (deferred from 1/10/2024 meeting due to missing information): Requests approval for installation of heater in garage with roof venting. Still needs more information: fully completed Form 1 checklist, approval from neighbors, city permit for heater in garage? **MOTION** (MacCubbin, Hughes) **to DEFER** Decision until request is complete with fully completed application information, to be submitted first to Association Manager for review before ARB can reconsider. **DEFERRED.**
- b. **10 Oak Creek**, Deborah Rosenberg: Requests approval of Radon Mitigation installed without submission to office and ARB. (This was deferred from January meeting because of incomplete Form 1.) Unit was installed without prior ARB approval. Maintenance Supervisor has checked the installation outside and inside unit.
- c. **5 Mountain Ash**, Liane Felton: Requests replacement of 2 patio doors, 1 kitchen window, 1 basement window. Forms and insurance certificate have been completed; possibility of TTHA need to repair framing of some parts. **MOTION** (Hughes, Siegel) to approve replacement of 2 patio doors, 2 windows as submitted, with Jim Seabury as Contractor using Marvin window; unit owner will be responsible for costs of replacement. **APPROVED.** (ARB contact is J. MacCubbin)
- d. **7383 Tree Lane**, Chris Harper: Requests approval of two new HVAC venting pipes exiting the garage through the north wall above the garage window. Neighbors contacted without objections, Forms submitted, request complete; Maintenance Supervisor has viewed the site and approved the location with contractor Chris Pramas of Accu-Clime Mechanical Services. **MOTION** (MacCubbin, Hughes) to approve installation of HVAC venting pipes above garage window; expense is the responsibility of the unit owner. **APPROVED** (ARB contact is P. Maddox)

5. Chair's Report

a. ARB Chair and ARB Liaison met with Association Manager to define Roles, timing, resident contact, information flow in regard to ARB requests and documentation: Requests

should first be submitted to Manager; when forms are complete Manager will forward to ARB chair for addition to the agenda. Decisions then reported to Manager (with Corresponding Sec'y Letter) to be signed by Manager and sent to unit owner. Manager will handle communication with unit owners. RE: ARB Agenda - send to Manager at least 3 days prior to meetings; Minutes to be sent to Manager no more than 7 days after meeting. Manager should be cc'd on all ARB emails to/from unit owner, and when there are verbal communications with owner, ARB should keep Manager in the loop.

b. Committee Chairs meeting was February 8, 2024. All Chairs were informed of the process to redirect all issues and problems/ concerns with residents to Manager, Jean Hilgers, Maintenance Supervisor. Transparency of policies, decisions, is a goal.

c. Welcoming Committee documents re: ARB have a few changes to be made – Use **bold face type** for “submit to the office two weeks prior” in item 3, to alert owners to time lines, forms, procedures. Re: submitting requests, add “with supporting documentation”.

d. Project Letters sent following January ARB meeting

52 Millstone – approval for windows

7838 Tree Lane – approval for windows

7367 Tree Lane – approval for window replacement

80 Oak Creek – Solar Panels

6. Ongoing Business

a. **Responsibility Chart** was sent to BoD, asked to review; however, some changes are needed and it needs to be shared with/reviewed by Association Manager, Maintenance Supervisor, and Landscape Supervisor when appropriate; then routed back to ARB, and subsequently to BoD for review at a board meeting. Document will also be shared with Maintenance Chair.

b. Criteria for ARB Decisions draft document - waiting for BoD review and comments. Document will be reviewed by TT association manager.

c. Packets of sample requests and completed forms – cost prohibitive to give to unit owners; could make the forms and “packets” available online as a unit for owners to print as needed, and/or posted on bulletin board.

d. Suggestion that when unit owner is submitting forms and drawings/ plans for request to ARB, owner needs to submit diagram or photos showing better & more exact locations of proposed installation location changes, rather than describing approximate locations.

7. New Business

a. Annual Walk Around needs scheduling in April and/or May 2024; additional observers are needed to help take notes/ pictures. This would be an opportunity for potential ARB members to acquaint themselves with ARB's responsibilities.

b. Maps of TTHA with locations of Solar Panel systems marked clearly. MacCubbin clarified what wording from the BoS should be included on the Solar Approval letter.

8. Old Business

a. Reports on Projects:

7323 Cedar Creek, Galvin: Windows have been replaced

52 Millstone, Gilbert patio doors are expected to be installed last week of February, windows likely in April.

7383 Tree Lane, Harper: Solatube was installed before the holidays; windows to be installed March/April

b. Complaints:

Decorative lights still evident past holidays

Large item pickup (trash) left on curbs is likely related to the owners' living on cul de sacs not serviced by city garbage.

9. Adjourn (Hughes, Maddox) – adjourned at 5:30PM

NEXT ARB MEETING DATES:

MONDAY, March 18, MONDAY April 15, WEDNESDAYS: May 8, June 12, July 10, August 14, Sept 11, Oct9, Nov 13. No December Meeting. Meetings at 4PM in Club House.