

TAMARACK TRAILS
FREQUENTLY ASKED QUESTIONS

Updated 1/14/2010

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- 1) **What are the advantages of living in Tamarack Trails?**
A: Homeowners enjoy a diverse established community with a well run, financially sound, Home Owner's Association. The grounds have mature landscaping with homeowner options for planting flowerbeds, shrubbery and small trees. Services include trash pickup, snow removal, lawn and shrub care and exterior building maintenance which are all included under the monthly assessment fee. Amenities include a full size heated swimming pool, tennis courts and a clubhouse for homeowner use.
 - 2) **How is the Tamarack Trails Association governed?**
A: The Association has an elected governing Board of Directors. Board members are elected for a two-year term at the annual member's meeting in June. The Board elects from its membership a President, Vice-president, Secretary, and Treasurer to one-year terms. The Board meets once a month. Advising the Board are four committees: Architectural Review Board, Finance, Maintenance, and Resident Activities Committee. Tamarack residents volunteer to serve on these committees.

3) **I heard that Tamarack Trails is a planned unit development (PUD). What is that?**
A: A planned unit development combines the advantages of condominium living with private home ownership. When you buy a home in a PUD community, you are deeded a lot along with your residence. In addition you are granted the right to enjoy and use the common areas and recreation facilities.

4) **Who runs the Organization?**
A: The Tamarack Board of Directors contracts with a management firm to run the operation. The firm is Coal-Morton Management and is owned by Louis Glauner, our Manager. In addition, Tamarack has six permanent maintenance staff plus ten seasonal employees and a part time bookkeeper. The Association contracts with an outside professional contractor for landscape maintenance and snow removal. Waste Management handles the trash and recycling pickups. As needed, the Association contracts with other contractors for major residence structural work, roof repairs, asphalt and cement work.

5) **How do I pay my monthly assessment fee?**
A: The monthly assessment fee is due on the first of the month and is payable to "Tamarack Trails". We prefer that residents sign up for the automatic deduction of the monthly assessment from their checking account. Sign up forms for automatic payment are available at the office. If you do not sign up for automatic payment, checks can be mailed to the Association Office at 102-110 South Westfield Road or dropped off in the mail slot at the entrance to the clubhouse. The Association does not send individual billings for assessments. There is a \$15 late fee for assessments received after the twentieth of the month. Assessments that are delinquent beyond 90 days are processed through Small Claims Court.

6) **How is the monthly assessment fee determined?**
A: Each year the Finance Committee, after consulting with other committees, recommends a budget to the Board of Directors. The Board

sends a summary of the budget to each resident and holds a public hearing. After the budget is adopted each resident receives notice of their monthly assessment fee. Part of the fee is prorated in equal amounts among all homeowners to cover common costs such as pool operating costs and asphalt for road repairs. The remaining costs are divided among the seven Association phases based on expenses such as roofs, painting and wood repairs. These costs are apportioned to the individual units based on the actual physical size and replacement cost of each building component.

7) **What else comes out of the monthly assessment fee?**
A: Approximately thirty cents of every dollar goes into the reserve for future building maintenance. Based on long range planning, funds appear to be sufficient to cover roof, asphalt and fencing replacements. The fee also supports the budgets of the Standing Committees, which oversee the operation of the community and the planned activities.

8) **Are there special assessments charged to homeowners?**
A: A single assessment was charged in 1991 to cover excessive snow plowing costs. There have been no further special assessments levied to date. The Board of Directors and the Association Manager are very aware of the negative effect of special assessments on homeowners and every effort is made through sound financial planning to prevent the imposition of a special assessment.

9) **Are there community rules that I must follow as a Tamarack resident?**
A: Yes. The basic governing instrument is the Declaration of Covenants which is supplemented by the Book of Policy Resolutions. Residents should receive these documents prior to purchase, but if you did not, copies are available at the Association Office for a \$10 fee to cover the cost of printing. Electronic versions are available as PDF files on Tamarack's website www.tcsa.org/.

10) Without looking through the documents, what are the most important things to know?

A: The Board of Directors has the complete authority to develop policies and carryout the Association Covenants and Bylaws for managing the business of the Association.

All additions or changes to the basic external structure of your residence must be approved by the Architectural Review Board and the Board of Directors. This is to protect the architectural integrity of the community and to insure construction standards are adhered to. Please refer to [Policy Resolutions: IV-400 \(Architectural Controls\) & IV-401 \(Exterior Additions, Alterations and Improvements\)](#).

Landscaping and flower garden requests must be approved by the Association Manager and/or the Maintenance Committee. [Please refer to Policy Resolution: V-500 \(Landscape Policy\)](#).

11) Are pets allowed?

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

12) What are the parking rules?

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

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

A: Yes. For some flower gardens, shrubs and trees. Although each unit includes the surrounding lot, the Association maintains the lot. The Association Manager and/or the Maintenance Committee must approve any landscaping changes. Flowerbeds (annuals and perennials) within an Owner's Lot are not installed or maintained by the Association. 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 by the Association Manager. The Association does not water during the summer although we encourage residents too water trees and shrubs around their unit. [Please refer to Policy V-500 \(Landscape Policy\)](#).

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

A: Residents are responsible for replacing light bulbs on post lights and are asked to maintain locks, doors, screens, windows, porch lights, garage doors, air conditioners and all mechanicals inside the house. The Association maintains the photocell, bulb and any maintenance on the common area post lights as well as all of the common areas. The Association is also responsible for maintenance and replacement of shingles, siding, wood trim, fences, decks and concrete patios. [For more details see Policy Resolution V-501](#).

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

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

16) How is recycling collection handled?

A: Association policy requires homeowners to use the City of Madison recycling service. Special carts provided by the city must be placed at designated curbside locations on Westfield Road or Tree Lane for city pickup on every other Wednesday.

Alternatively, homeowners may pay a fee to have Waste Management provide recycling collection at the end of their driveway. Waste Management collects recyclables in designated carts every other Thursday. Waste Management recycling carts are only available through the Association office.

[Click here for the current recycling collection calendar.](#)

To change your method of recycling collection, contact the Association office at 833-1615.

17) What should I do with my yard waste?

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

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

A: With snows 1 to 4 inches deep, the entire community will be cleared in about 4 hours. With each new snowfall, the contractor starts in a different phase. In the event of an extremely heavy snowfall (6" or more), you may have to wait for your driveway to be cleared, since the main roadways are opened first. In an emergency or if you are on call please dial the emergency number (242-1776) to get your driveway cleared.

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

A: Maintenance requests can be submitted in two ways. Via the request form on Tamarack's web site <http://www.ttcsa.org/> or by filling out a Maintenance Request Form. Forms are available in a white box at the front door to the Association clubhouse.

20) What if I have a complaint? Whom do I complain to?

A: The Association Manager. You also have an opportunity to air any grievances at the regular meeting of the Board of Directors which is the first Tuesday of the month at 7:00PM in the upper level of the clubhouse. Every Board meeting begins with a Community Hearings session, during which any resident may speak on any topic of relevance to the community.

21) I still have some questions. Whom do I call?

A: Call Lou Glauner or Jean at the Association Office at 833-1615. If they are not in, leave a

message and they will get back to you as soon as possible.

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

A: The Association publishes a newsletter "The Good Life" and fliers are sent out describing special events and any issues concerning the community at large. One of the best ways to keep up with what is happening is to join a committee.

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

A: Yes. There are a number of events such as: a new homeowner get together, summer poolside party, autumn potluck, December Holiday Party which encourages Tamarack friends and neighbors to get to know each other. Some other clubhouse activities include: a poolside aerobics class, fitness class, bridge, flu shots and Alderman information sessions. In addition Tamarack has a well maintained area for growing individual resident vegetable gardens.

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

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

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

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

26) How do I sign up for Committee work?

A: Call the Association Manager (833-1615) and tell him which Committee you are interested in. He will put in contact with the appropriate Chairperson who will invite you to the next scheduled meeting.

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

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

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

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