

Architectural Standards Committee Meeting Teleconference Minutes for November 17, 2021

Members Present: Rod Whitten, Nick Sonder, Debi Phelps, Joe Veni (left 10:55am), Bill Staehlin

Staff Present: Sheryl Walker, Lisa Purchard, Brian Yohn

Others Present: Alix Rosenthal, Bret Wightman, Hughie Allen, Uri Zeev, Lilach Zeev, Arthur Stenelli, Susan Woodward, David Wallace, Vince Lotti

Agenda: All plans were considered for likeness proximity as well as building site proximity to adjacent properties. Unless otherwise stated, all plans maintained a 10' side setback to the eave line. Plans were also reviewed for roof pitch. Animal Resistant Garbage Can Enclosures are required on all submittals.

Meeting called to order: 9:00am

Member Comments: No member comments.

Discussion/Action Item: Proposed Committee Membership Changes for 2022

The committee discussed the expirations and requests for renewals for 2022. The chair explained that every member, Rod Whitten, Debra Phelps, Jason Wooley, Bill Staehlin and Joe Veni that is expiring is requesting renewal for another two year term. The committee discussed Debi Phelps is requesting to switch from a full member to an alternate member with David Hipkins requesting to move to a full voting member for the last one year of his two year term. The committee discussed based on these changes, the Board will most likely take off the consent calendar discuss further.

Rod Whitten moved to accept the proposed membership changes for 2022 for Board approval. Debi Phelps seconded the motion. Passed 3:0

Action 3:0 (Whitten, Sonder, Phelps) The committee agreed to the proposed membership changes for 2022 for Board approval.

Discussion/Action Item: Proposed Goals For 2022

The committee reviewed the goals for 2021 and drafted goals for 2022 as follows:

1. Continue to hold design reviews and hearings.

2. Proceed with the recommendation for the proposed Homeowner Inspection Program revisions to the board.
3. Proceed with the recommendation for the proposed Exterior Light rule revisions to the board.
4. Review and update as needed, the ASC Rules, to comply with current best practices, and changes in State Law.
5. Draft a landscaping policy at the direction of the Board.

Rod Whitten moved to approve the above noted proposed 2022 goals for Board approval. Debi Phelps seconded the motion. Passed 3:0

Action 3:0 (Whitten, Sonder, Phelps) The committee agreed to the above noted proposed goals for 2022 for Board approval.

Discussion/Action Item: Homeowner Inspection Program: *The committee will discuss drafting a policy on disciplinary action for properties in non-compliance with the Homeowner Inspection Program.*

The committee discussed the escalation process of a property owner to the committee in a hearing for continued non-compliance. The committee discussed after the first inspection the property owner will be given one calendar year to complete the outstanding deferred maintenance before being schedule to a hearing with the committee for continued non-compliance. The committee discussed reasonable deadlines that can be established based on scope of the repairs required, for instance, roofs, being a considerable expense would be extended longer than paint/stain. The committee discussed timing options of when to start imposing fines at the hearing. The committee discussed the referral process to the board with the option to recommend suspending amenity rights; however, authority for suspension of amenity rights requires Board action.

The committee agreed on the following policy for disciplinary actions to occur at the first hearing when reviewing continued non-compliance for deferred maintenance where the committee will;

- establish a reasonable ASC deadline to address all deferred maintenance
- impose fines:
 - immediate one time or reoccurring fine at the hearing or;
 - a reoccurring fine or a one time fine if the ASC timeframe is not meet
- impose re-inspection fees for inspections following the hearing
- referral to a board hearing if the ASC deadline is not meet

The committee reviewed the Homeowner Inspection Program letter that is sent to property owners that have deferred maintenance items outstanding. The committee suggested adding a comment in the letter that includes “only construction/improvements that are visible from the street” into the paragraph:

“This visual inspection does not include site plan verification including but not limited to location of existing structures and improvements.”

The board liaison, Jim Roth, discussed the process of electing an appeal versus recommending to the board as a hearing, along with imposing fines. Director Roth asked if membership usage could be researched as to its impact.

Rod Whitten moved to approve the above stated policy for disciplinary action for properties in non-compliance with the Homeowner Inspection Program. Debi Phelps seconded the motion. Passed 3:0

Action 3:0 (Whitten, Sonder, Phelps) The committee agreed to approve the above stated policy for disciplinary action for properties in non-compliance with the Homeowner Inspection Program.

Submittals/Hearings

Unit 02, Lot 374

Unit 11, Lot 297

Unit 03, Lot 491

Rod Whitten moved to adjourn; Nick Sonder seconded the motion at 12:35pm.

ASC Minutes Approved by Committee Chairman:

_____/_____
Rod Whitten Date