

Architectural Standards Committee Meeting
In Person/Teleconference
Minutes for November 8, 2023

Members Present: Rod Whitten (Chair), Mitch Clarin

Alternates Present: Bill Staehlin, Joe Veni, Graham Reid

TDA Staff Present: Lisa Purchard, Annie Rosenfeld, Kevin Finnen, Stacey Fite

Others Present: None

Meeting called to order: 9:00 am

Member Comments: None

CONSENT CALENDAR

9:00 AM Member Comment

ACTION/DISCUSSION

ACTION/DISCUSSION ITEM: Update to Policy on Coverage

- The committee discussed the coverage requirements for gravel outside of the current coverage exemptions. The committee discussed excluding landscaping gravel from coverage requirements, however, a definition for landscaping gravel is needed. Mitch Clarin agreed to write up a policy on decorative gravel to bring back for discussion and action to the November 15 ASC meeting. Rod Whitten moved to table the discussion to November 15, 2023. Joe Veni seconded the motion. (Passed 3:0 Whitten, Clarin, Veni)

ACTION/DISCUSSION ITEM: Fire and other residential damage policy

- The committee reviewed the edited document and proposed the following changes on page 1:
 1. "The letter must be submitted within one month after receipt of the Release of Responsibility or, if not applicable, within one month of notice of damage" to be changed to "once the homeowner is aware of the damage, they must do the following:..."

ACTION/DISCUSSION ITEM: Clarification of ASC rule regarding snow removal during construction

- The committee reviewed ASC Rule Section IV which reads: ***“Clearing of snow from a building site with heavy equipment will not be allowed except under special circumstances within the discretion of the ASC. The parcel must be reasonably free of snow (less than 2’) to avoid any damage to native vegetation, and any such damage, other than where approved, may result in a fine. Caution is urged at all times.”***
- The committee reviewed the draft policy which expands upon this rule as follows: ***“ Heavy Equipment is defined as anything larger than a snow shovel or walk behind snowblower. Lot must meet Town of Truckee Wet Season Requirements, <https://www.townoftruckee.com/home/showpublisheddocument/21405/637915839001930000>, especially track off control for the areas that will have the snow removed with snow stakes delineating those areas. Request permission via an email stating that the above conditions are met with a photo showing the stakes for the area desired. Include the name and model of the equipment to be used.”***
- Mitch Clarin moved to adopt the policy as drafted. Joe Veni seconded the motion. (Passed 3:0 Whitten, Clarin, Veni)

DISCUSSION ITEM: Measurement by staff during construction

- The committee proposed that staff start measuring the location of new construction during the final inspection to obtain accurate plans before the project is closed, and to catch and address any encroachments in the setbacks.
- Rod Whitten agreed to draft a policy for discussion at a future ASC meeting. Mitch Clarin moved to table the discussion for action at a future ASC meeting. Joe Veni seconded the motion. (Passed 3:0 Whitten, Clarin, Veni)

ACTION/DISCUSSION: ASC Charter

- The committee reviewed the suggested edits to the ASC Charter in the meeting minutes from July 26, 2023, and had the following comments:

C. Officers: the charter as written is fine, the ASC will just pick a vice chair.
- The committee had no other comments. Rod Whitten moved for staff to update the Charter and bring it back to the November 15 ASC meeting for action before staff provides a final draft for the Board of Directors to review in their December meeting. Mitch Clarin seconded the motion. (Passed 3:0 Whitten, Clarin, Veni)

ACTION/DISCUSSION: ASC meeting calendar for 2024

- The committee reviewed the proposed meeting dates for 2024, advising that the name of the ASC Chair and meeting times be removed from the calendar. Staff explained that this was a draft of meeting dates only and is not the final document that is published annually for the members with submittal and payment deadlines.
- Rod Whitten moved to adopt the proposed ASC meeting dates for 2024. Mitch Clarin seconded. (Passed 3:0 Whitten, Clarin, Veni)

Mitch Clarin moved to adjourn. Rod Whitten seconded. (Passed 3:0 Whitten, Clarin, Veni)

Meeting adjourned at 10:59 AM. The next meeting is scheduled for November 15, 2023, at 9:00 AM, via teleconference and in person in the Mezzanine at Northwoods Clubhouse.

ASC Minutes Approved by Committee Chair:

_____/_____
Rod Whitten Date