

HOLLEY BY THE SEA IMPROVEMENT ASSOCIATION, INC.  
**SPECIAL MEETING OF BOARD OF DIRECTORS**  
Holley By The Sea Recreation Center, Café Area  
October 17, 2011, 9:30 A.M.  
Approved Minutes

**Roll Call:**

William Stuart (excused at 10:35am)  
Brooke Goldberg  
Pete Peterzen  
Joe Sipp  
Jim Mitchell  
Jennie Barrett (GM)

**Confirmation of Notice:**

Proper and timely notice confirmed.

**New Business:**

**Approve survey questions for insert in assessment notices**

Open Discussion. Motion to include 4 questions, no more than 2 on fences, 1 on expansion, and 1 on streetlight expansion, B.G., 2<sup>nd</sup> J.S., *Approved 5-0.*  
Question wording will be adjusted and submitted by Wednesday to Jennie.

10:35 – 5 minute recess

**Architectural Control Committee Organizational Role & Procedures**

Yard/Lot Maintenance and Improvement Policy

1. Foreclosures – ACC seeks BOD approval to clean up and maintain properties front, back and side yards (current policy is front yard only).  
Motion to approve up to \$5000 for yard maintenance of properties front, back and side yards as the ACC sees fit with monthly reports and subject to BOD approval above any costs past pre-approved amount, B.G., 2<sup>nd</sup> J.M., *Approved 4-0.*
2. Rental Properties
  - a. All occupants must sign an adapted version of the Yard/Lot Maintenance and Improvement Policy prior to usage of the facilities (see BOD approved policy)
  - b. Publicize/educate renters on property and lawn maintenance
  - c. Communicate with property managers on the importance of continue oversight of their rental properties to ensure proper lots.

Motion to approve all subsets of the Rental Properties section of the ACC Workshop-Notes with amendment of “renters” to “residents”, B.G., 2<sup>nd</sup> J.M., *Approved 4-0.*

ACC will have an enclosure in assessment mail-out that will include a statement to owners reminding them of Yard Maintenance Policies and responsibility for renters.

#### Shed/Garage

1. The ACC recommends to the BOD that they be granted the power to approve Shed/Garage Improvement Projects less than 400 sq. ft. and less than 12 feet high (at peak).
  - a. Requests over the 400 sq. ft. or greater than 12 feet high will be turned over to the BOD for approval.
  - b. The ACC recommends to the BOD to rescind the policy approved in May 2006 limiting the Committees ability to approve Shed/Garage Improvement Projects 320 sq.ft. and smaller.

Motion to approve the ACC recommendations and subsets under Shed/Garage on the ACC Workshop – Notes, B.G., 2<sup>nd</sup> J.M., *Approved 4-0.*

#### Home Improvement Final Inspection Plan (HIFIP)

1. ACC recommends that the Architectural Office conduct a final inspection of all ACC permitted Home Improvement projects upon completion.
2. Member Management
  - a. ACC recommends to remove the Architectural Office Staff job description duties to address the impact of adding the HIFIP.

Jennie will come up with a plan for providing extra man hours to be approved by the BOD at next week's regular meeting.

#### Home Improvement Application

1. The ACC recommends that the \$10 application fee be waived for all further applications
2. Statement clarifying the Shed/Garage Policy that states "all sheds/garage spaces must not be designed for human habitation."
3. Request that the application include any ADA accommodations made in the Shed/Garage

Motion to accept the recommendation from the ACC to eliminate the fee for home improvements, J.S., 2<sup>nd</sup> J.M., *Approved 3-1 (B.G. nay)*

#### **Solar Pool Heating-TABLED**

**Adjourn: 12:07pm**

**Attachments:**

HBTS Yard/Lot Maintenance and Improvement Policy approved by BOD 5/10/11

ACC Workshop - Notes

# ACC Workshop - Notes

## Yard/Lot Maintenance and Improvement Policy

- Foreclosures
  - BOD approval to clean up and maintenance of properties front, back, and side yards (current procedure is front yard only)
- Rental Properties *residents*
  - All ~~renters~~ must sign an adapted version of the Yard/Lot Maintenance and Improvement Policy prior to usage of the facilities (see attached draft)
  - Publicize/educate renters on property and lawn maintenance
  - Communicate with property managers on the importance of continued oversight of their rental properties to ensure proper lots
- Garbage Cans
  - Enforce a policy that waste receptacles are kept in an appropriate space (i.e. side of the house, in the garage)
- Parking Policy
  - HBTS Parking Policy and Abatement Plan

*Mo. to approve B.G. 2/15/11  
Approved 4/10*

## Home Improvement Final Inspection Plan (HIFIP)

- ACC recommends that the Architectural Office conduct a final inspection of all ACC permitted Home Improvement projects upon completion
- Member Management
  - ACC recommends to remove from the Architectural Office Staff job description duties to address the impact of adding the HIFIP

## Legal Issues

- Unreasonable amount of time between responses

## Home Improvement Application

- The ACC recommends that the \$10 application fee be waived for all further applications
- Statement clarifying the Shed/Garage Policy that states "all sheds/ garage spaces must not be designed for human habitation."
- Request that the application include any ADA accommodations made in the Shed/Garage

## Shed/Garage

- The ACC recommends to the BOD that they be granted the power to approve Shed/Garage Improvement Projects less than 400 sq. ft and less than 12 feet high.
  - Requests over the 400 sq. feet or greater than 12 feet high will be turned over to the BOD for approval
  - The ACC recommends to the BOD to rescind the policy approved in May 2006 limiting the Committees ability to approve Shed/Garage Improvement Projects 320 sq. ft. and smaller

*→ peak height  
Mo. to approve B.G.  
2/15/11  
4/10*

## Architectural Office Staff Responsibilities

- ACC would like clarification on the job responsibilities of the Architectural Liaison

## HBTS Yard/Lot Maintenance and Improvement Policy

*Approved by the Board of Directors 05-10-2011*

Pursuant to CONSOLIDATION OF DECLARATION OF PROTECTIVE PROPERTY RIGHTS AND RESTRICTIONS OF HOLLEY BY THE SEA AND HOLLEY BY THE SEA IMPROVEMENT ASSOCIATION, INC.- ARTICLE VII GENERAL RESTRICTIONS AND COVENANTS LAND USE AND BUILDING TYPE.

*Section 5. Maintenance of Lots and Improvements. The Owner shall be responsible for and shall maintain and keep in good condition the lot and all improvements thereon. In the event of the failure of the Owner to maintain the lot (yard) and/or the improvements thereon in good condition, the Association may make such repairs and perform such maintenance as may be necessary for the general benefit of the remaining owners. The cost thereof shall be assessed against the Owner, and such assessment shall be enforced as other liens herein provided for.*

1. For the purposes of this section, the word "lot" is understood to mean a vacant lot for unimproved properties and also is understood to mean "yard" for improved properties where a house has been constructed on the property. "Maintain and keep in good condition" means:

a. *The owner* shall maintain sod areas throughout the entire year (front, back and side yards).

b. During the growing season months (Mar-Oct), the entire lawn (front, back and side) shall be mowed on a regular basis to ensure a neat appearance.

c. Property Owners can obtain information on specific grasses recommended for Northwest Florida plus proper irrigation practices, fertilization recommendations and requirements for maintaining Northwest Florida Grasses, and the importance of understanding the benefits and hazards from the improper use of chemicals for the treatment of pest and weed control while maintaining a healthy Florida Lawn by contacting the Santa Rosa County Extension Office (850-623-3868 or 850-932-9047).

d. Anytime more than 20% of the lawn area is dead or barren, re-sodding may be necessary. This is often the result of poor irrigation practices, excessive/improper fertilization practices or the improper applications of chemicals to the lawn.

e. Grass and landscaped areas shall be kept neat and free from weeds regularly.

f. House, Shed and Garage roofs, soffits, siding, chimneys and attic vents shall be maintained in good condition. Any damage or deterioration shall be repaired within 90 days of notification of a deficiency by the HBTS Architectural Liaison Office.

g. Houses with exterior paint require repainting as part of routine maintenance. The property owner of a house with excessive peeling or fading of the paint will be notified of

the requirement for repainting. The owner is responsible for repainting within 90 days of notification by the HBTS Architectural Liaison Office of a deficiency.

h. Garage doors shall be kept in good repair. Garage doors shall be fully functional and operational as designed.

i. Driveways shall be maintained in good condition. Any driveway with excessive cracking or settlement will be required to be repaired. The owner is responsible to have the driveway repaired within 90 days of receiving notice from the HBTS Architectural Liaison Office of a deficiency.

j. All permitted construction must be completed within one (1) year of issuance of a permit unless the property is in violation at the time the request is submitted; if so, the permitted construction must be completed within three (3) months of issuance of the permit.

k. Derelict, non-functional, or unlicensed vehicle parking is prohibited.

2. Compliance with this policy will be determined according to the following:

a. Once a member of the HBTS Architectural Liaison Office identifies a violation of section 1 of this policy (either by a filed complaint or by observation), the HBTS Architectural Liaison Office will open a compliance case file. The owner of the property in question will be contacted by letter notification of the problem and to determine the status of any corrective measures planned or being taken by the owner and to request specific action on the part of the owner to correct the problem.

b. If the problem is related to yard or landscape maintenance as described in sections a through e above, HBTS Architectural Liaison Office will visit the property in question on a weekly basis for a period of (2) week. If the owner has failed to correct the deficiency within this period of time, HBTS will initiate enforcement according to the HBTS Architectural Control Committee Enforcement Procedures.

c. If the problem is related to a structural deficiency as described in f through j above, HBTS Architectural Liaison Office will inspect the property in question on a monthly basis for a period of three (3) months. If, in the opinion of the HBTS Architectural Liaison Office, the owner has failed to correct the deficiency within this period of time, HBTS will initiate enforcement according to the HBTS Architectural Control Committee Enforcement Procedures.