

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.
Draft 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., 2nd 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., 2nd 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., 2nd 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.
 - 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., 2nd 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., 2nd J.M., *Approved 3-1 (B.G. nay)*

Solar Pool Heating-TABLED

Adjourn: 12:07pm