

**Holley by the Sea  
Architectural Control Committee  
September 07, 2011  
9:00 A. M.**

**MINUTES**

**Call to Order: 9:00 am**

**Roll Call:** Lee Steinert -ACC Chairperson, Beth Walter-ACC, Billy Neal-ACC, Bob Geller-ACC, Cecil Everett-ACC, Frank Valensi- ACC, Dan Ramsey- ACC

**Staff:** Mike -Arch. Staff, Sandy-Arch. Staff

**Guests/Presenter:** Dave Candle, Brooke Goldberg

**Proof of Notice:** Agenda posted 09-02-2011

**Approval of Minutes:** 08-15-11 Motion: Neal 2<sup>nd</sup> Everett Approved 7/0 and 08-22-11 Motion:Neal, 2<sup>nd</sup> Valensi, approved 7/0

**Old Business:**

**ACC Staff Contingency Book - Status Report & Establish a Suspense Date:** Arch office is working on it, and has a target completion date of 08-15-2011. Revised target date 09-06-2011. The book is done. Closed

**Discussion:** The ACC will follow up on the issue of converting to electronic files. Neal will email the BOD. Motion: Neal, 2<sup>nd</sup>: Walter Approved 6/0

**Final Inspection Proposal - Status Report & Update for submission to 9 Aug BOD Meeting.** Will be on the 08-09-2011 BOD agenda.

**2378 Pineneedle Dr:** Review a variance request for a driveway extension. Tabled until we receive more information and address water drainage. Closed

**Temporary Parking Permits:** Written reply from legal. Legal representative's opinion recommended to approve or deny a home improvement application within 60 days, as required by the Covenants, applications cannot be tabled. Copy of response provided to each ACC Member. Closed

**Trash bin Storage:** Service provided by Waste Management and community information awareness. The Arch Office is working with Waste Management and

exploring other opportunities to heighten community awareness regarding storage of trash bins.

**Fall Community Cleanup:** Planning/tentative date/and advertising. Date to be determined, possibly November. The ACC will work with the Beautification Committee to plan the event. Arch Staff to contact Larry Larson to see if he is willing to take the lead. Mr Larson declined. Sandy and Bob Geller will work together on the event, tentatively scheduled for November 5<sup>th</sup> from 8 to 12 am.

**Garage Sale Policy:** Review County code. Discuss BOD input. BOD directed the ACC to add additional information outlining the reference to the nuisance clause of the covenants. Dan will work on a new draft. The ACC is considering enforcement under Article 7 section 15 of the Covenants.

**1877 Coral St:** Determine how to proceed with violation. Dan will follow up on this issue. Arch staff to provide information for phone call to property owner. Dan contacted the member and the member agreed to comply.

**2550 Pepper Dr:** Determine how to proceed with violation. ACC members will drive by to determine a course of action. Boat trailer is parked on a dead end dirt road. Arch staff to contact Sheriff's Office to see if any action can be taken. The ACC voted to table the issue, Motion: Ramsey, 2<sup>nd</sup> Walter approved 7/0

**Sheds - Validate/Rescind previously approved BOD Policy:** A 2006 policy was reviewed, further records search will be done to verify validity. Special ACC Meeting scheduled for 08-22-2011.

**ACC: Duties and responsibilities.** Billy distributed a draft proposal to the members prior to the meeting for review/approval. Motion: Neal, 2<sup>nd</sup>: Ramsey. Approved 7/0.

**Violation enforcement procedures.** The BOD approved the procedures on 08-09-11 with minor changes regarding record keeping. The ACC agreed with the additional verbiage, and finalized the procedures. Telephone Log/Record Approved. Closed.

## **New Business:**

**Garage/Yard sale policy draft.** The Committee tabled the issue until a final response is received from the BOD. Motion: Neal, 2<sup>nd</sup>: Walter, Approved 7/0

**Parking policy draft review.** The Committee tabled the issue until more info is received from legal. Motion : Neal, 2<sup>nd</sup>: Valensi, Approved 7/0

**ACC: Duties and responsibilities.** Areas were assigned to member at the last ACC meeting.

**2056 Aurora Dr:** Review violations and how to proceed. Lee will contact the owner, and a demand letter will be sent. Motion: Neal, 2<sup>nd</sup>: Geller, approved 6/0, Valensi abstained.

**Sheds - Validate/Rescind previously approved BOD Policy:** A 2006 policy was reviewed, further records search will be done to verify validity. A previous policy gave the ACC authority to approve shed up to 320 square feet. The issue was tabled to a future meeting. Motion: Everett, 2<sup>nd</sup>: Walter, Approved 7/0

**Trash bin Storage:** Service provided by Waste Management and community information awareness. The issue will be addressed by communication to members, including a mailing with the assessment notices.

**Dan Ramsey:** ACC policies, procedures, and publications. Tabled

**6593 Fern St:** Update on violation status. Lee is following up on the violation.

**ACC Flowchart:** Billy presented a flowchart draft.

**Discussion:** Billy wants the final inspection issue added to the September BOD agenda. A manhour estimate was discussed and will be presented to the BOD. Motion: Walter, 2<sup>nd</sup> Everett, Vote for approval 6, Opposed 1

**Update on Architectural legal issues.**

**Review of Material for the next BOD meeting:**

**1969 Seagrape Dr:** Review a variance request for a fence setback. The ACC will recommend approval of the variance request at the next BOD meeting. Motion: Neal, 2<sup>nd</sup>: Ramsey, Approved 5/0.

**2378 Pineneedle Dr:** Review a variance request for a driveway extension. The ACC will recommend approval of the variance request at the next BOD meeting. Motion: Neal, 2<sup>nd</sup>: Walter, Approved 5/0.

**2628 Citrus Dr:** Review a variance request for a driveway extension and fence setback. The ACC will recommend approval of the variance request at the next BOD meeting. Motion: Geller, 2<sup>nd</sup>: Walter, Approved 5/0.

**Adjournment: 12:05 pm**

Sincerely,

*Lee Steinert*

Chairman, Architectural Control Committee