

**Holley by the Sea  
Architectural Control Committee  
November 14, 2011  
9:00 a.m.**

**Minutes**

**Roll Call: Dan Ramsey - ACC Chairman, Cecil Everett – ACC, Billy Neal - ACC, Bob Geller - ACC, Lee Steinert - ACC**

**Staff: Brandon Buckley**

**Guests: Jay Marley, Earl Dean, Joe Sipp**

**Proof of Notice: November 11, 2011**

**Approval of Minutes: Minutes from the October 17, 2011 meeting - Neal Motioned to approve with changes, Second: Geller, Approved 5/0.**

**Old Business:**

**Electronic Filing:** Interim General Manager is participating in conversations with potential vendors to identify the proper electronic filing system to support the Holley by the Sea offices and membership.

**Parking policy/Abatement Plan draft:** ACC will have a workshop for all committee members to voice opinions on the current draft

**2056 Aurora Dr:** Arch Office has received a copy of an invoice from the owner for new sod on the property. Landscaper has been on site and will begin work the week of 11/14/11 per Property Manager.

**2420 Tumbleweed Dr:** Recommendation that Ramsey address the builder about taking action on the property by January 2012.

**2404 Tumbleweed Dr:** Recommendation that Ramsey address the builder about taking action on the property by January 2012.

**New Business:**

**2362 Pineneedle Dr:** Mr. Marley, homeowner of 2362 Pineneedle took occupancy of the home around July 25<sup>th</sup>, 2011. The builder did not schedule a Final Inspection as requested on the signed Application on file prior to turning over the keys to the homeowner. Ramsey motioned “the homeowner and builder will contact the Arch Office Staff to set a date prior to the 21<sup>st</sup> for a Final Inspection. If everything is good then the ACC will recommended the \$2,000 be returned to the builder”, Second: Geller, Approved 4/1.

**6727 Flintwood:** Application for a new fence turned in on October 11<sup>th</sup>, fence was built prior to June 2011. The fence in question is made from wood posts and chicken wire fencing. Pictures of the property were shown to the ACC. Geller motioned “that the application be denied and that there be a statement in the letter to the owner that the ACC would have denied the application even if the application had been turned in prior to the fence being built as it is not consistent with the harmony of the neighborhood.”, Second: Everett, Approved 5/0.

**1857 Edgewood:** Residents would like put up a fence starting from their neighbors post. Fence will match the neighbors in color, size, and material. The fence will only be 5' from the edge of the house. Everett motioned "to approve application as submitted", Second: Neal, Approved 5/0. Application will go to the BOD for a Variance.

**\* Steinert excused himself from continuing the meeting.**

**6750 Bushton:** New construction of home was not finished within the 1 year time frame. Ramsey motioned "that a letter be sent to the builder requesting an updated timeline of completion.", Second: Neal, Approved 4/0.

**7465 Sandstone:** Request for speed control (speed bumps/stop signs/ additional signage). Neal motioned "that the proposal be given to the Board/External Vice President for further action.", Second: Everett, Approved 4/0.

**1950 Aurora:** Tabled until further research is done on policy/procedure. Everett will present information at the next ACC meeting.

**7110 Jasper St:** Homeowner submitted an application to build a 594 sq ft shed. Primary usage will be for restoring tractors, storage, and yard tools. Neal motioned "if three members of the ACC will sign off on the application then it will go to the Board for a variance", Second: Everett, Approved 4/0.

**Changes made to Arch Forms:** Ramsey motioned "to approve with changes the following forms:

- Holley By The Sea Improvement Association – Home Improvement Final Inspection Plan,
- Holley By The Sea Improvement Association – Exterior Home Improvement Final Inspection Notice of Completion form,
- HBTS Yard/Lot Maintenance and Improvement Policy,
- Holley By The Sea Improvement Association – Application for new Residential Structure,
- and Holley By The Sea Improvement Association – Application for Exterior Home Improvement"

Second: Geller Approved 4/0.

**Trash Can Flyer Discussion/Approval:** both flyers will be used in advertizing in the HBTS newsletter, at the main entrance, and main boards. The flyers will be switched out periodically by the Arch Staff.

**Marquee Request:** Information presented to the ACC on the request to place information about keeping trash cans out of sight.

**Availability for ACC Continuation Workshop:** The ACC will have the regular meeting on 11/21/11. If time allows the committee will adjourn and begin the workshop.

**ACC policies, procedures, guidelines, minutes, and staff and committee member responsibilities:** Tabled until workshop.

**Review of Material for the next BOD meeting:** N/A

**Adjournment: 11:00am**