

**Holley by the Sea
Architectural Control Committee
November 21st, 2011
9:00 A. M.**

Minutes

Call to Order: 9:01am

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

Guests: Joe Sipp – BOD, Kevin Lanier – VAC, and Pete Peterzen - BOD

Proof of Notice: 11.18.11

Addition to Agenda: Ramsey requested Neal to send a letter to the BOD and General Manager with the job description of the ACC and the hours that it takes for the employees of the ACC.

Approval of Agenda: Geller, Motion to approve agenda as amended Second, Lee Approved 5/0

Approval of Minutes: Neal, Motioned to approve minutes with proposed changes Second, Everett 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. Tabled until further update in January 2012

Parking policy/Abatement Plan draft: ACC will have a workshop for all committee members to voice opinions on the current draft and present. No further conversation on 11/21/11

2056 Aurora Dr: Arch Office has received an invoice for new sod on the property. Landscaper has been on site and will begin work the week of 11/14 per Property Manager. Ongoing issues getting the work done on site.

2420 Tumbleweed Dr: Letter sent (11/17/2011) to Whitworth builders with Committee recommendations

2404 Tumbleweed Dr: Letter sent (11/17/2011) to Whitworth builders with Committee recommendations

2362 Pineneedle Dr: Builder and Owner met with the Arch office staff and completed their Final Inspection. The property passed inspection. Neal Motioned that the ACC recommend to the BOD to release the builders bond for 2362 Pineneedle with the explanation that the property owner indicated that they had a hardship with school starting in the Navarre area and selling the house in Milton and not having a place to move. Second Everett Approved 4/1 Steinert voted No

6750 Bushton: Letter sent requesting updated timeline of completion. Builder has until 11/30/11 to return notice of progress.

1950 Aurora: Presentation by Everett. ACC/BOD will do further research in conjunction with the General Manager and Attorney

Availability for ACC Continuation Workshop: BOD members present (Sipp and Peterzen) and ACC members will have a conversation on outstanding issues that need to be addressed

ACC policies, procedures, guidelines, minutes, and staff and committee member responsibilities
BOD members present (Sipp and Peterzen) and ACC members will have a conversation on outstanding issues that need to be addressed

New Business:

Gooden Homes: Gooden would like to purchase land to put a model home on. They will not build if they do not have permission. ACC is requesting more information from Gooden Homes as to plans with the model home they already own on Sunrise, the home they intend to build, and proposed increase of traffic/business.

Review of Holley By The Sea Improvement Association – Application for new Residential Structure – Ramsey Motioned to approve “the Holley By The Sea Improvement Association – Application for New Residential Structure that were made after the November 14th, 2011 meeting.” Second, Neal Approved 5/0

Ramsey made the recommendation that the Arch Staff send the 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 be sent to the GM to be emailed to the BOD for approval. Once approved by the majority of the BOD replace the existing forms with the new approved documents.

Review of Material for the next BOD meeting:

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 Will go to the BOD for a Variance

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 than it will go to the Board for a variance.” Second: Cecil Approved 4/0

Changes made to Arch Forms Ramsey motioned “to approve with changes the 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

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: Cecil Approved 4/0

Adjournment: 10:42 am