

**Holley by the Sea**  
**Architectural Control Committee**  
**January 16th, 2012**  
**9:00 A. M.**

**Agenda**

**Call to Order:**

**Roll Call:**

**Staff:**

**Guests:**

**Addition to Agenda:**

**Approval of Agenda:**

**Approval of Minutes:**

**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. (12.05.11) Neal would like an update prior to the January meeting. Ramsey will discuss progress with the GM. (01.02.12) Ramsey has sent a request for information to the GM. Neal Motioned that the ACC present to the Board a proposal to have the Arch Staff trained/educated in web-site posting and editing. Second, Ramsey. Approved 5/0

**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 or 12.05.11. (1.02.12) Ramsey Motioned that "a letter be sent to the BOD that the information obtained from the questionnaire that was sent with the 2012 Assessment be presented to the ACC by 2.15.2012. Valensi Second, Approved 5/0

**6750 Bushton:** Letter sent requesting updated timeline of completion. Builder has until 11/30/11 to return notice of progress. (12.05.11) Email attached to the agenda with updated timeline. (01.02.2012) Item will remain open. Sandy will contact builder to reschedule the Final Inspection. Research into the \$2,000 builders' deposit

**1950 Aurora:** Update from Steinert. Presentation by Everett. ACC/BOD will do further research in conjunction with the General Manager and Attorney. (12.05.11) Homeowner attended the meeting. The ACC would like to work with the Owners to bring his lot into compliance with the covenants. Ramsey will contact the homeowner. (01.02.2012) Ramsey Motioned "to send a letter to the BOD asking for immediate clarification on "grandfathered" properties and action that the ACC can take." Second, Valensi Approved 5/0

**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 (12.05.11) No further conversation. (01.02.2012) Valensi made a recommendation that the ACC does not change any documentation but continue to follow up on the County for action/enforcement on above ground pool regulations. Ramsey requested that the Arch Staff

review the Info Documents on the website and change any information that needs it. (1.10.12)  
Completed

**Monthly Architectural Reports:** Neal Motioned “to have staff effective January 1<sup>st</sup>, 2012 produce monthly reports to the ACC including information on violations, architectural applications, and use of time.” Ramsey second. Approved 7/0. (01.02.2012) Ramsey recommended that the Arch Staff will submit the January report at the first meeting in February.

**Architectural Guidelines Manual:** Review and edit of the document. (1.02.2012) Neal recommended that someone be appointed to review the document. Ramsey appointed Walter to being reviewing the document.

**Parking Permit Applications:** Valensi would like to discuss Renters v. Owners. Valensi Motioned that “the signature block on the Temporary Parking Passes be changed to ‘Owner/Designated Representative’.” Neal, Second Approved 5/0 (1.16.12) Need to discuss verbiage regarding expiration dates.

**Flags & Yard Signs:** Ramsey Motioned that “the topic be tabled until further research is done by the Arch Staff regarding yard signs.” Valensi Second Approved 5/0

**Request from VAC** – What ACC action has been taken and was a response ever provided to the request the ACC received from the VAC. Neal motioned that” the all the members of the ACC be provided a copy of the document created by the VAC and discuss at the next meeting and appoint a liaison to the VAC.” Ramsey Second Ramsey Approved 5/0

**HBTS Parking Restrictions** - Discussion of email from BOD President with the response from legal reference “HBTS Parking Restrictions” dated December 7, 2011. Each members of the ACC should be provided a copy of this email to review prior to the ACC Meeting on 2 January. 1.02.12 See motion in old business under “**Parking policy/Abatement Plan draft**”

**HIFIP** – Provide the committee an update on implementation of Home Improvement Final Inspection Program. 1.02.12 One application currently falls under the new approved form. Will inspect the property once the Office is notified of completion.

**Trash Can Awareness** – What is the status of “Examples of Trash Can Solutions” being added to the webpage. Sandy will have the flyer uploaded to the website.

**Architectural Staff Statistics** – Provide monthly update to Architectural Monthly Stats and a Year End Summary. Compare statistics from 2011 to 2010 and 2009.

**1913 Bayou** – Renter has car on block. Letter sent 12.21.11. (1.02.2012) Valensi confirms that the car is gone.

**2104 Aurora** – Renters have moved out. Left garbage on the front yard. Staff will call Property Manager to handle. (1.02.2012) Valensi confirms that the garbage has been removed.

**1989 Aurora** Renters are parking their trucks on the yard. Staff will document and contact the owners via letter.

**1914 Sparrow** – Arch staff will follow up via letter including a Variance and Exterior Home Improvement Application (1.3.12) Letter sent with application and variance.

**1830 Iris** – Sandy will contact owner to clean up pots, flowers, and perform general lot maintenance. Owner responded on 1.12.12. Will have the issue taken care of by 1.15.12. Arch staff will follow up.

**7332 Rexford** – Arch Staff will contact owners regarding the parking violation. (1.04.12) Resolved.

**6563 Bluefish Dr** – Arch staff will inspect property for irrigation and condition of the lot. (1.04.12) Sprinkler system operational, lot is in good condition.

**New Business:**

**1964 Bahama Dr:** Owner would like to build a detached 2 car garage. 30’x24’x8’. Total:720 sq. ft In the same application the owner would like to build a sunroom 12’x56’.

**7165 Leisure:** Owner would like to put in a structure for his RV. Measurements are 20’x42x’14’. This will need a variance and owner is aware.

**Community Clean Up Day/Community Service:**

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

**Adjournment:**

\_\_\_\_\_  
Dan Ramsey – Chairman

\_\_\_\_\_  
Date