

Holley by the Sea

Architectural Control Committee Meeting
Minutes of March 18, 2009

Meeting Was Called to Order at: 9:08 A.M.

Roll Call:

Joseph Sipp – ACC Chairperson

Larry Larson – ACC

Lee Steinert - ACC

Absent:

Dick Justice – ACC

Guest:

Staff:

Mike – Arch. Staff

Kamille – Arch. Staff

Wendy - GM

Proof of Notice:

Agenda was posted on March 13, 2008

Minutes Approval:

Minutes from March 4, 2009 were approved.

Old Business:

7489 Manatee: Vehicles parked in driveway. Owner called Arch office and said the he was going to be selling the vehicles. The ACC still wants the vehicles moved. Will continue to monitor and see if they cars go away.

Santa Rosa code for home run businesses: Open discussion about county code. The ACC has decided that all business activity will be turned over to the county.

Getting together with the Property Managers: We will try to get together with the agents to discuss the covenants with them and insure they are presenting them to the tenants. Larry and Kamille will get together and set up a date and time or the meeting. We still need to set a date for this meeting. ACC approved of the invitation to be sent to the realtors/property managers.

6874 Leisure St: Owner has a shed at previous home and wants to move it to new home in HBTS. The ACC approved but said the BOD must sign off

on it also. The BOD approved the variance and the building is now in the yard.

7473 Frankfort: Request BOD to send violation to legal.

7220 Frankfort: Letter from owner about pad and fence that was denied by BOD. ACC said that they would not extend the parking permit and he would have to move the boat until the fence was up. Letter was sent to owner to remove the boat until the fence is completed. There will be no more parking permits for this boat.

2377 Pineneedle Dr: Variance for leaving existing shed where it is. ACC recommend denial of the variance. They feel there isn't enough room to get in between and clean the area. The BOD also denied the variance and gave the owner 30 days to contract someone to move it and 60 days to more it. Will continue to follow up on the progress.

7703 Manatee: Update on status of violation. Mr. McKee has moved the trailer but the letter that was sent to him stated that if the trailer returns within the next 6 months it will be sent to legal.

Per memo that was sent from BOD President about Agenda's and Minutes being posted properly ACC Chairman Joe Sipp has responded with attached definition of the committee. We discussed that the agenda and minutes are being posted properly. Procedure will be presented to the BOD meeting on 4-14-09.

New Business:

Yard Maint. Guidelines for the summer: Kamille and Mike will come up with guidelines for yard maintenance. Will present to the ACC on 4-1-09.

2046 Everglades Drive: Have yard mowed to come into compliance. ACC agreed that this should be the first yard to have mowed.

7659 Sandstone: Trailer in the back yard. A letter was sent to the owner asking him to re-submit the application and variance for the structure and also produce the building permit from the county.

Builder's fees: Nothing will be done with the fees at this time.

6539 Redfield: Commercial vehicles in driveway. Request BOD approval for legal action. This will be taken to the 4-17-09 BOD meeting for approval to refer to legal.

1888 Coral: Commercial vehicles in driveway. Request BOD approval for legal action. Mailed last letter to let the owners know that the violation is being referred to the attorney.

7207 Riverview: The previous owners submitted an application and variance for a shed on 3-6-06 and it was denied. The shed was already built.

The ACC at the time didn't deny or approve the shed. Nothing was ever done about it. The current ACC discussed the shed in the back yard and all agreed that the application has exceeded the 60 days and there is nothing we can do about it. The owner was sent a letter advising the violation is closed. **2098 Indigo Dr:** Owner would like to extend the driveway back so he can park his boat in the driveway. The ACC has denied the request to park the boat on the extension. A letter was sent letting the owner know.

1931 Resort: Owner has poured a very large concrete pad (aprox. 14'x14') next to the road all the way over to the property line. A letter was sent advising owner that they need to submit application and variance paperwork. Public Works was contacted and they don't have a problem with the pad. Spoke with permits on 3-30-09 and they confirmed that owner does have a permit for the extended driveway.

7164 Menton: Owner applied for a parking pad for his boat and the ACC approved the pad but advised him that the boat could not park on the pad. The owner continues to park boat in yard and driveway. The owner used the boat everyday. A letter was sent to the owner advising him that if the boat sits for more than 48 hours it must be parked behind the fence.

Propose how to run the route for violations: ACC and Architectural Department will get together to set up a schedule and route. The ACC will review the schedule.

Review of Material for the next BOD meeting:

1888 Coral: Commercial vehicle in driveway. Zero compliance request legal action.

6539 Redfield: Commercial vehicle in driveway. Zero compliance request legal action.

6817 Dona Dr: Owner was asked to submit a variance for the building and has never done it. Letter was sent to owner to remove the structure.

Adjournment: 11:00 a.m.

Attachments

The BOD President has requested all committees to improve the formality of minute posting and reporting. I have reviewed with the secretary the posting of proposed agenda and minutes and concluded that the ACC is in compliance with the request.

To improve the ACC operation as a committee I am defining the positions and of people on the committee and their roles.

The ACC will be composed of the following:

1. Members – These are the people approved by the Board. The members will include a Chairman approved by the board. The members will be the only voting persons at the ACC meeting. The ACC Chairman will be responsible for approving all minutes and signing letters to the community. If the Chairman is not available to sign a designee will be appointed by the ACC chair person to act in his behalf.
2. Recreation Dept Architecture Staff – These personnel will provide administrative support duties for the committee. They participate in the meeting and provide support such as secretarial duties and routine surveillance of the community. All minutes will have a rough draft written and out for review within 2 working days of the meeting.
3. Guest – occasionally there will be a member of the HBTS who drop in to observe. These people can listen and provide comments at the end of the session. They will not be provided or permitted to see specific documentation of violations or issues unless approved by the BOD President. They will not be permitted to tour with the Members since the tour and review of the HBTS is an extension of the meeting.
4. Presenters – members of the community who are presenting a request, providing input for projects that need resolved, or information to proceed with a project they are contemplating. These people will be allowed to present their information at the beginning of the meeting and allowed to leave or take the position of guest. The presenter has no voting rights.