

Holley by the Sea
Architectural Control Committee Meeting
Minutes of March 4, 2009

Meeting Was Called to Order at: 9:05 A.M.

Roll Call:

Joseph Sipp – ACC Chairperson

Dick Justice – ACC

Larry Larson – ACC

Lee Steinert - ACC

Absent:

Guest:

Staff:

Mike – Arch. Staff

Kamille – Arch. Staff

Proof of Notice:

Agenda was posted on February 27, 2008

Minutes Approval:

Minutes from February 19, 2009 were approved.

Old Business:

7164 Menton St: Wants a slab poured next to existing driveway. ACC approved the pad with the condition that the pad is for vehicle parking only and there can at no time be a boat parked on it. A letter was sent to the owner.

6834 Liberty: Renter has a Cox cable van and wants permission to park it in driveway with covers over the logo. ACC determined that the van, that has ladders and equipment on it that is only found on commercial vehicles, must be removed ASAP or be parked behind a fence. A letter was sent to the owner.

7251 Frankfort: Owner would like to extend his driveway to the side of his house. The house has a fence but the pad would be closer than 10'. The ACC feels that the extension will not impede the proper drainage of the lot and is consistent with other driveways in HBTS. Variance paperwork is included. ACC approved and will be presenting to the BOD at the 3-10-09 meeting

Olin Paperwork: ACC was updated on the issues surrounding the dispute. BOD is in control of it.

Santa Rosa code for home run businesses: Mike passed out copies of the significant items on home run businesses. The handouts were given to the members to read and prepare to discuss at the next meeting.

New 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.

Santa Rosa code for home run businesses: Open discussion about county code.

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.

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.

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 will be sent to owner.

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.

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.

Review of Material for the next BOD meeting:

6680 Bushton St: Cover over parking pad. ACC has recommended approval **Denied by BOD until there is a county permit**

7251 Frankfort: Parking pad next to house behind fence. Closer than 10' to neighbors property line. ACC has recommended approval **BOD approved**

Cary Manning: Requesting a delay in building house on Castlewood and requesting application fee to be returned. ACC has recommended approval

6874 Leisure St: Variance for shed to be moved from previous home to this home in HBTS. The shed is 32' x 12' x 11'. ACC has recommended Approval **BOD approved**

2377 Pineneedle Dr: Variance for shed that is closer than 10' of property ACC has recommended denial of the variance. **BOD denied**

Adjournment: 10:32 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 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 members 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.