

Park East Square Homeowner's Association

Architectural Control Committee

Meeting Minutes for January 6, 2020

Attending: Jon Ray Gardner, Chair
 Lois Bennett, Secretary
 Karen Fassler
 Therese Spears, Vice Chair

- Minutes from the December meeting were reviewed and approved.
- Reviewed the Welcome Packet developed by Jon Ray. Very few edits – good job, Jon Ray!
- We discussed and made a number of minor language edits and clarifications to the Rules and Regulations. The most major changes added language about unattached items on the D unit railings, vertical shades, a prohibition about hot tubs, and furniture on lawns and HOA common areas.
- We added language to the Architectural Guidelines regarding:
 - Gates on D unit stairs
 - Vertical shades or sails or awnings
 - Hot tubs/spas
 - Radon Exhaust pipes
 - High efficiency furnace piping through carports
 - Electric car charging ports in carports
 - Trellis's or other items which extend above the fence line
 - Unattached items on D Unit railings
 - Privacy screening between the B & C unit patios
- Discussed Therese's draft blurb about short-term rentals/leases (Airbnb and Vrbo) and including a compliance clause in rental agreements with the intent of including in the April Newsletter and posting on the website.
- A date was not set for the next meeting, however, we did discuss meeting no later than March to review possible paint color options for the complex, as well as prepping for the annual Architectural Survey.

Park East Square Homeowner's Association

Architectural Control Committee Meeting Minutes for May 22, 2020

Attending: Jon Ray Gardner, Chair
Karen Fassler
Lois Bennett, Secretary
Therese Spears, Vice Chair

- Minutes from the January meeting were distributed via email for review.
- Activity Subsequent to the January Meeting:
 - An owner of a C unit made a request in mid-January to add windows both upstairs and downstairs in their unit. During January and February, the Committee surveyed the property to find existing examples (there were eight) and developed language which was included in the Architectural Guidelines. The Board approved the new ACG's at the February Board meeting.
 - A working session was held by Lois and Karen to update the Architectural Survey documents in preparation for the Annual Architectural Survey, which took place in late April. Results of the survey were entered into an Excel spreadsheet by Karen and are being updated.
 - After selection of various paint colors for the buildings and trim, and reviewing of painted samples, including the entire side of one building, the Committee made a paint color recommendation to the Board for the May Board meeting. The Board voted to adopt the neutral gray color Sherwin Williams "Shingle", and to continue the scheme of alternating dark trim and light trim by cul-de-sac. The light trim would be a slightly brighter white, and the dark trim will be a charcoal color, SW "Peppercorn".
- The Committee elected a new chair, Karen Fassler. Therese Spears will continue to be the Vice-Chair, and Lois Bennett will continue to be the Secretary. The HOA Manager will remain on the committee.
- In the process of reviewing the Survey Results Template Document, there was discussion on the duplications between the Architectural Guidelines and the Rules and Regulations. It was determined that the language on clotheslines, animal/bird feeders, and unattached items on D unit railings should only be in the Rules. The language on hot tubs and vertical shades should only be in the Architectural Guidelines. Karen will draft changes in the Rules and the ACG's for discussion and implementation at the June board meeting.
- The Survey Results Letter will only contain language as to whether items are compliant or not (deadlines were deleted). A separate letter or notice will address items that the HOA is requesting be corrected, and which fall under the covenant language about "failure to maintain". Lois to draft that letter.
- Karen will begin production of the letters, dated June 30, and finish after the June board meeting when the Board implements the new ACG's and Rules. Lois volunteered to proof them. Allowing time for printing & stuffing, the letters should go out by the end of June. Lois will obtain mailing labels from Bonnie and buy stamps and envelopes. Therese can help stuff.
- A notice will be drafted for the website and the owners of the buildings being painted about the paint color change.
- A number of items were tabled for future meetings: a review of the Committee Charter, survey process improvements for next year, and new items for the ACG's (changes to the satellite dish language, possible language to be added about foundation vents). In addition, it was agreed that the implementation of the Welcome Packet (including an ongoing, online change of contact) and rentals, which the Committee helped with initially, are in the Board's hands so follow-up questions can be raised then.
- Next meeting: Friday, June 12th at 1:30.

Park East Square Homeowner's Association

Architectural Control Committee Meeting Minutes for June 12, 2020

Attending: Karen Fassler, Chair
Jon Ray Gardner, HOA Manager

Lois Bennett, Secretary
Therese Spears, Vice Chair

- Minutes from the May meeting were distributed via email for review **prior** to the meeting.
- Karen reported that the Survey Results Letters are virtually complete. Lois will begin proofing letters starting at the front (e.g., the 1100 units), and Therese will begin proofing from the back (e.g., the 4300 units). We will try to finish the proofing by Friday, June 19th, so a link to the google file can be sent to Print Experts early the following week. Stuffing to take place Friday, June 26th at 1:30 PM. It was suggested that self-adhesive envelopes be purchased. Lois to remind Bonnie about the need for labels.
- The Committee reviewed the "Failure to Maintain" Letter. Jon Ray had quite a few good suggestions since he's the person fielding the initial phone calls from owners with questions. Lois will finish the resource information. These letters will be filled out using the **survey log and survey results letters** and sent with the survey results letters.
- Lois distributed color copies of the Survey Log and Karen explained a few of the color-coding items. Karen will maintain the log, at least for now, so email updates to her.
- The Committee reviewed the Charter and the pest control language in the Rules & Maintenance Chart. Minor changes will be made.
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- The Committee discussed proposed revisions to the guidelines regarding OTARD's (i.e., satellite dishes) and venting into carports for dryers and B unit crawlspace ventilation. Jon Ray will conduct a bit more research and draft ACG language changes regarding satellites, **however, this is a low priority right now**. Karen will draft language to prohibit dryer vents **in carports** because they are a bonafide safety issue, as well as sanitation and potential air quality concern. The Committee decided there is no need **to add language about crawlspace vent standards as changes to vents** is a rare occurrence and will be addressed through the modification application process.
- Lois to obtain samples of "brighter" whites for the building trim within the next two weeks.
- Tabled to a future meeting: Survey process improvements for next year.
- Next meeting: Friday, August 28th at 1:30, focus on enforcement of the 45-day deadline for the failure-to-maintain items. Lois to confirm with legal (by August meeting) that the HOA can use the Enforcement Policy and fine schedule before implementing the "do it and assess a lien" language in the covenant.

Park East Square Homeowner's Association

Architectural Control Committee Meeting Minutes for Aug 28 & Sept 3, 2020

Attending: Karen Fassler, Chair
Jon Ray Gardner, HOA Manager

Lois Bennett, Secretary
Therese Spears, Vice Chair (absent)

Note: although there was a separate agenda for the September 3 meeting, it became a continuation of the August 28 meeting so some items scheduled for the 3rd were tabled and these minutes reflect the combined meetings.

- Minutes from the January and June meetings were distributed via email for review and approved on August 28.
- Lois reported that the Attorney's confirmed that the HOA **can** use the Enforcement Policy and fine schedule before implementing the "do it and assess a lien" language in the covenants.
- The Committee reviewed the Survey Results Log (as of 8/27/20) and fine-tuned the second version of the proposed Enforcement letters which will include photos of HOA compliant fences, lights and storm doors, as well as photos and explanation of the owner's issues. The letters also provide for a 10-day periods instead of the Enforcement Policy's standard 7 days. It was agreed to send an "encouragement" letter instead of an "enforcement" letter regarding door painting. There are also a few "one-off" letters to be prepared for a deck repair and a living room window repair, as well as a few custom letters for old, ongoing issues with 1180-C, 4232-A, and 1131-D. These will be worded in a similar fashion to the other Enforcement letters.
- Enforcement Letters will be sent via both email and regular mail.
- The Committee reviewed proposed changes to the Maintenance Matrix regarding pest controls and responsibilities and the Architectural Guidelines pertaining to spot and floodlights, string lights, and stovepipes/wall vents/piping.
- Due to lack of time on August 28, review of the proposed changes to the Rules & Regulations was postponed until September 3rd. At that time, the Committee discussed substantive changes to the following.
 - Patio area rules: It was felt that the limitation of not exceeding the fence height was still a good method to control junk, but we made exceptions for decorative plant stands and plant/hummingbird feeder hooks.
 - Storage rules: Storage under D unit stairs was made more liberal, with a reminder about the stairs being the only means of egress.
 - Common areas: Portable canopy shades are now allowed during the day only.
 - Signage rules: Additional language added to deal with political signs.