

Park East Square Homeowner's Association

Architectural Control Committee Meeting Minutes for Feb 3rd, 2021

Attending: Karen Fassler, Chair
Lois Bennett, Secretary
Dan Tate, new committee member
Steve Haymes, unit owner (& HOA board member)(partial attendance)

Therese Spears, Vice Chair
Jon Ray Gardner, HOA Manager
Christiane Audi-Sammoury, unit owner

- Minutes from the August 28th and Sept 3rd meeting were distributed previously via email for review and approved previously via email.
- Officers for the Committee will remain the same for 2021.
- Overview & status of the 2020 Architectural Survey cycle and Jon Ray's primer on communication between HOA, Owners, and tenants was tabled for a future meeting. Survey improvement ideas and planning for next annual survey were also postponed until the next meeting.
- Steve Haymes provided some research into wind impacts on fences in the complex based on his own experience. He noticed a range of fence configurations – some of which might be stronger in high winds. Jon Ray explained the difference between original L-shaped fences maintained by the HOA, and owner-modified fences that owners must maintain. Steve suggested looking into alternative materials to make HOA fences stronger to withstand high winds.
- Karen and Therese introduced a proposal to conduct an on-line opinion poll to gauge the possibility of doing all building trim in peppercorn, as opposed to some in white, and some in peppercorn. 4 members voted in favor of proposing this to the board, 1 member voted against. Karen and Therese to write up a detailed proposal.
- Next meeting tentative date: Wed, March 3rd at 1:30 PM. Work assignments schedule: Complete draft language for documents by Wed, Feb 17th, review and comment by Mon, March 1st. Ideas for "Project Wish List" are due March 1st.
- Most of the remainder of the meeting focused on "homework assignments" to create language in the Guidelines, Rules, or Charter to address the following issues:
 - Dryer vents – Karen
 - Food/pest control – Karen
 - Trailer parking in cul-de-sacs – Lois
 - Satellite dishes – Jon Ray
 - Privacy barriers between B & C units – Dan with Lois support
 - Mini-split HVAC and exterior HVAC lines – Jon Ray with Lois support
 - Spot Lights – Karen
 - Common area furniture and decorative items – Lois
 - Exterior penetrations – Karen
 - Number of bikes, motorcycles, scooters – Lois
 - Patio/deck area for A unit – Karen
 - Signs in turf – assignment deleted (Jon Ray monitors).
 - Fencing – Karen
 - Charter revisions – Karen

Park East Square Homeowner's Association

Architectural Control Committee Meeting Minutes for March 3rd, 2021

Attending: Karen Fassler, Chair
Lois Bennett, Secretary
Dan Tate, Committee Member
Therese Spears, Vice Chair
Jon Ray Gardner, HOA Manager

- Minutes from the February 3rd meeting were distributed previously via email for review and approved previously via email.
- Lois & Karen reviewed the status of the 2020 Architectural Survey cycle – there are 3 enforcement actions that we want to phone before we issue a second notice, which imposes a fine. There are a handful of other letters that need to go out.
- Karen and Therese wrote a proposal to test on-line opinion polling using building trim paint color as the test question. However, they ultimately decided that the paint color question wasn't the right question to test because it would only raise expectations. Therefore, they opted to withdraw the proposal.
- The committee reviewed language changes that clarified items in the ACC charter and the Rules & Regulations which will be presented to the board for the March 9th meeting.
- The committee also reviewed changes for the Exterior Modification Policy and Architectural Guidelines. However, there were some very complicated sections that still need work, so those will not be presented to the Board until the April meeting.
- Lastly, Karen created a chart of "wish list projects" divided into ACC subjects and Board subjects. The committee members were to rank the ACC subjects into high, middle, and low priorities – due by 3/24.
- Next meeting date: Wed, March 31st, 1:30-3:30 PM.

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Architectural Control Committee Meeting Minutes for March 31st, 2021

Attending: Karen Fassler, Chair
Lois Bennett, Secretary
Dan Tate, Committee Member

Therese Spears, Vice Chair
Jon Ray Gardner, HOA Manager

- Minutes from the March 3rd meeting were distributed previously via email for review and approved via email.
- The committee reviewed language changes for the Exterior Modification Policy and Architectural Guidelines focusing on the HVAC section and the OTARD section – most are just clarifications to include current technologies. Lois to supply a better photo of the wooden trim chase that the committee recommends for D unit refrigerant lines that cannot be located within the lot line and covered with painted line covers.
- The committee discussed the “wish list projects” - Karen will simplify the chart & document so that it can be passed on to the Board.
- The committee members also discussed the Architectural Survey Process using the list of improvement ideas and a draft “calendar” of events. Comments or further ideas are due Friday, April 16th.
- Lois reviewed the research to date on design ideas for parkway strip improvements, including an explanation of the problem of small rock, vs large rock, vs mixed rock. Jon Ray showed a series of photos of various planting and rock ideas and rock types, many of which already exist on the property. Since there really is no budget for this project, the committee recommends tackling bare spots and rock areas (with no need for planting or irrigation) near the entry areas to the complex along Colorado & Monroe this year at minimal cost. Then the board can budget for other spots further along Monroe in 2022 and beyond and perhaps implement other design ideas.
- Jon Ray reviewed some information on communication with owners versus tenants, oral versus written.
- Tasks & assignments: Lois and Karen to provide an orientation to Dan on the survey process. Karen to update the survey template to ensure it matches the current ACG's.
- Next meeting date: TBD (but after the April 13th board meeting).

Park East Square Homeowner's Association

Architectural Control Committee Meeting Minutes for June 17, 2021

Attending: Karen Fassler, Chair
Lois Bennett, Secretary
Dan Tate, Committee Member

Therese Spears, Vice Chair
Jon Ray Gardner, HOA Manager

- Minutes from the March 31st meeting were distributed previously via email for review and approved via email on April 12th.
- The committee discussed the status of the 2020 Architectural Survey and enforcement close-out. There are still about a dozen items that Lois needs to send emails or make phone calls on over the next few days before any "fine" letters are drafted and sent.
- The committee reviewed the status of the 2021 Survey: Karen has finished the letters and is creating the companion tracking log to be complete by Friday/Saturday, 6/18 or 19, so proofing can begin over the weekend – all files will be on Google drive. Lois will give Print Experts a heads up about printing - hopefully the letters/google file can go to them by Tuesday, 6/22 and the printing completed and delivered back to us by Friday, 6/25. Karen will buy stamps, any additional envelopes needed, and get Bonnie to do mailing labels and return address labels. A stuffing session is planned for Monday, 6/28 8:30-10 AM.
- In conjunction with the above schedule, the committee will also develop a list (and some recommendations) of possible "enforcement" items for the Board to consider at the July 13th meeting.
- Karen explained some details on the "statute of limitations" that she learned in a recent Altitude webinar.
- The committee discussed whether to include alternative window replacement guidelines in our ACG's to make it easier for people to use window replacement companies. A couple of folks felt that would "water down" our current guidelines. Instead, we discussed including some "warning language" in bold text, highlighted in a box, about making sure that window installers provide written certification that they can & will meet our guidelines **before** the owner signs any contracts or provides deposit funds. Some language will be drafted for review via email, and then provided to the Board at the July 13th meeting.
- There was a brief discussion about whether the guidance provided at the June board meeting for the 1111-D A/C condenser and line locations needed to be codified into the ACG's. A review of the existing ACG language indicated that we have adequate guidance that provides flexibility and there is no need to be more specific in the ACG's.
- Next meeting date: TBD

Park East Square Homeowners Association

Architectural Control Committee Meeting Minutes for August 25, 2021

Attending: Karen Fassler, Chair
Lois Bennett, Secretary

Therese Spears, Vice Chair
Jon Ray Gardner, HOA Manager

- Heather Ballew discussed an idea for more flexibility for owners who want to upgrade to a more modern fence design. She presented some photos (horizontal slats). After discussion, it was decided that the design will stay the same, at least for now.
- Close out 2020 survey. There are few actions left. We will check the packets to determine which notice to send. Lois will take care of the 2nd notice (might be 3rd) for two townhomes. Karen will draft a 1st notice (might be 2nd) for the “in progress” townhomes since ample time has passed so we need a specific plan with an end date or enforcement continues. Need to set a date when we can inspect and take a photo if needed.
- 2021 survey. The follow-up inspection is set for Friday, 9/10, at 1:00. Members need to look at the “Noncompliant & Enforcement Tracking Log from 2020 Survey” spreadsheet to identify items for potential enforcement. These suggestions are due to Lois by Friday, 9/10. Based on these ideas and the inspection, we can make recommendations to the board on the items to enforce.
- ACC involvement in exterior modification applications. The Charter allows the ACC to assist and make recommendations in reviewing applications. We do not want to create extra work or longer turnaround times - but the idea is that any extra time involving the ACC will be “made up” when more complete information is sent to the Board to vote upon. Jon Ray’s initial involvement is vital because of his construction knowledge. It was decided to let Jon Ray determine when and how the ACC might help.
- 1101A satellite dish. The owner’s dish is attached to the B townhome’s wall, which is not allowed by the guidelines so the survey results letter asked for it to be moved. The owner talked with Jon Ray. Jon Ray noted there is no good solution for moving the dish. He will ask the owner for a written agreement with B’s owner (not the tenant), including an understanding that it must be removed if the B owner ever objects, and then submit a written request to the board for an exception (agreement attached).
- Security cameras installed by owners. The board asked the ACC to consider any potential architectural guidelines. We agree we need guidelines. Karen will prepare a list of items for the members to edit.
- Dark Sky fixtures for D townhome stairwells. We discussed Dark Sky criteria (e.g., shielding for trespass) and looked at some sample pictures Karen had. The ACC would like to recommend that the HOA install the lights so this will need to be a budget item. We picked a style (can vs. platter) and size (5-6” wide by 8-10” tall). Therese will go to Lamps Plus to look at some fixtures. It was also noted that we should look for an equivalent wall fixture in the future that allows the bulb to be replaced (current is a sealed unit).
- Update the ACC project and improvement list. Karen will update the list.
- Tasks and assignments. Lois will send notices for 2020 items to two townhomes, compile 2021 potential enforcement ideas. Karen will draft the notice for the 2020 “in progress” group, create a rough draft of security camera guidelines, and update the project list. Therese will look at light fixtures at Lamps Plus. Jon Ray will contact the owner at 1101A regarding the satellite dish. All – send potential enforcement ideas by 9/10 and follow-up inspection on 9/10 (except Jon Ray).
- Next meeting date: TBD