

## Park East Square Homeowner's Association

### Architectural Control Committee Meeting Minutes for February 11, 2022

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

Therese Spears, Vice Chair  
Jon Ray Gardner, HOA Manager

- Minutes from the August 25<sup>th</sup>, 2021 meeting were reviewed on August 28<sup>th</sup> and posted to the website.
- Committee decided that Officers will remain the same for the time being: Karen is Chair, Therese is Vice-Chair, Lois is Secretary.
- Status of 2021 Courtesy Notices: Lois corrected, downloaded, PDF'd, and emailed seven high priority notices on Monday, January 24<sup>th</sup>. There are 34 remaining courtesy notices. The group agreed that those concerning issues that are less than one year old are the priority, those that concern issues more than a year old are a lower priority. Karen will divide into two groups. Everyone understands that "bandwidth" for the enforcement program is a real issue.
- The committee reviewed the Rules and Regulations and made some updates for recommendation to the board including prohibiting car idling/warm-ups inside the carport, and details about garden spaces on HOA common areas. A short discussion was held about enforcement of the rule about furniture on common areas – committee to recommend to the board that Jon Ray survey the complex and initiate enforcement on this rule, which has been on the books for two years or more.
- The committee reviewed the Architectural Guidelines and made some updates for recommendation to the board, including prohibiting pet doors in front or carport doors and walls, maintenance of screens, and details about fences. The most significant change is prohibiting discretionary roof penetrations for stovepipes, skylights, or solar tubes. Jon Ray & Therese to investigate City ordinances for wood-burning stoves. Lois to write some language about electrical conduit on the outside surface of the units (which usually services A/C condensing units). Karen to finalize some language on the stove pipes/skylights/solar tubes and roof penetrations as well as EV charging systems.
- D unit stairwell light fixtures status: The committee is still looking for appropriate fixtures. Once a fixture is identified, we'll do an estimate. (However, there is currently no budget line item for this project.)
- The committee members need to review and provide any feedback on the 2022 ACCs Projects and Improvements list and the Maintenance & Insurance Chart to Karen by Feb 28<sup>th</sup>.
- Initial discussion of annual architectural survey tabled to the next meeting. Next meeting date TBD.

## Park East Square Homeowner's Association

### Architectural Control Committee Meeting Minutes for April 8, 2022

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

Therese Spears, Vice Chair  
Jon Ray Gardner, HOA Manager

- Status of 2021 Courtesy Notices: The committee reviewed the notices in Google Drive to determine which ones were “failure to maintain” (most were), and which were beyond the one year limit could only receive a reminder and we can hope for voluntary compliance. (Subsequent to the meeting, it was determined that Jon Ray should take over the “failure to maintain” issues and handle them as he would any complaint from any owner. This is because he has an established methodology for courtesy and enforcement issues.)
- D unit stairwell light fixtures: Lois found a number of fixtures online, but the finishes aren't clear from the photos online. Lois suggested ordering one or two samples to see what the fixtures are really like, and the committee liked that idea. Lois and Therese will work on the project and present a recommended fixture to the ACC and prepare a cost estimate, then the proposal will be presented Board.
- The committee members still need to review and provide any feedback on the Maintenance & Insurance Chart. A working zoom session was proposed for 7:00 p.m. Wed, 4/27 to review the document line-by-line. (Unfortunately, the meeting fell off most everyone's radar. So a new deadline was set for Tuesday, May 3<sup>rd</sup> to submit any comments. Karen will consolidate in a new draft document to be sent to Altitude for their review approximately Wed, May 4<sup>th</sup>.)
- The 2022 Projects and Task List was approved.
- Because of the legal feedback we've received about the one-year limit, it was agreed that the Architectural Survey does NOT need to happen in April or May. We can perform the survey in June. The committee feels that we should still do the survey and send the annual letters. Discussion of the survey details was tabled to the next meeting.
- A question was asked about whether RTC will paint the entire 4232 building when the restoration is complete. (Answer: RTC will only paint the “affected” elevations – and are happy to use the new grey color. The HOA will need to complete painting the building in the new color.)
- Next meeting date TBD. (It was subsequently set for 3:00 PM Friday, May 6<sup>th</sup>, in the HOA Shop).

## Park East Square Homeowner's Association

### Architectural Control Committee Meeting Minutes for May 6, 2022

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

Therese Spears, Vice Chair  
Jon Ray Gardner, HOA Manager

- 2022 Annual Architectural Survey – the committee will start June 6<sup>th</sup>, work in teams of 2, and use red ink on the 2021 survey forms. Lois to write a blurb for an email blast to alert owners. The committee will try to do another walk-about in Aug or Sept.
- Potential ACG Change on Lights – should certain lights be mandatory for safety purposes (i.e., what if lots of units decided to eliminate one or more lights as 1131D did)? Start by checking the building codes as to what is required.
- ACC Role in Exterior Modification Applications that come before the Board via email: Due to the number of applications coming in, Jon Ray's workload, Board members being somewhat scattered, and that each person "sees" different things, the ACC discussed some new procedures that may help the current situation.
  - 1) When Jon Ray sends an application, he should write out all his observations, conversations with the owner, etc., and allow a full week for the vote.
  - 2) There are six people (Jon Ray, Lois, Mark, Karen, Therese, Dan) who are available to go "lay eyes" on the situation and bring their observations to the discussion before voting begins. Dan should be included in the email so he can participate in the observations. When the application is emailed, board/committee members should indicate their availability to perform this task. Two to be chosen on an informal rotating basis.
  - 3) When an application is approved and signed, the same two people will informally serve as points of contact for the owner to attempt to facilitate any issues or problems (within their capabilities – Jon Ray is always available), but mostly to ensure the installation is done as per the application.
  - 4) Jon Ray will revise the application form to add a line at the bottom to indicate the project is complete with a place for the observer to initial and date.
- Legal questions: Need the review of the Discretionary Roof Penetration Maintenance, Insurance, and Indemnity Agreement and ACGs to include solar – can HOA prohibit leased panels? What happens with successive owners when solar is leased?
- Dan, Lois, and Karen went to look at 1189A and where we think the A/C condenser should go: 1<sup>st</sup> choice – under north living room window by the deck. 2<sup>nd</sup> choice – under west living room window between building corner and the front door.

## **Park East Square Homeowner's Association**

### **Architectural Control Committee Meeting Minutes for Sept 13, 2022**

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

Therese Spears, Vice Chair  
Jon Ray Gardner, HOA Manager

- Reviewed minor tweaks to the Enforcement & Meeting Policies, and the Exterior Mod Policy for the Board to consider at the evening meeting.
- Monday, 9/19/22 1:00 PM – verify some of the items to finish up the Failure to Maintain (FTM) list from 2022 survey.
- Discussed the idea of the HOA finding a “sump pump” contractor and standardizing a scope and price as a service to homeowners. However, because each crawl space is different, and there are often multiple contractors involved, is just isn't feasible. We will report back to the board at tonight's meeting.
- Discussed the idea of educational blurbs in the newsletter, on the website, and at the annual meeting (similar to the D unit chase information). We could address crawlspaces, attic spaces and the falling drywall, as well as fire/safety issues (B/C/D unit escape ladders, and fire doors to the carport).
- Reviewed status of park strip project – makes more sense to divide a larger project into phases as opposed to trying to do smaller projects. i.e., Phase 1 could be demolition and preparation, and Phase 2 (next year) could be actual installation. Lois to redraw Jon Ray's sketch so he can approach various companies for proposals.
- Reviewed the “wish list” of projects – it's about \$7K to paint a building, discussed getting a list of recommended plants and materials for garden xeriscaping, and experimenting with leaf guards on certain gutters.