

Park East Square Homeowner's Association

Architectural Control Committee Meeting Minutes for April 20, 2026, 2:30 p.m. – 3:30 p.m.

Attending:

Karen Fassler, Chair	Dan Tate, Vice Chair
Lois Bennett, Secretary	Therese Spears, Committee Member
Brent Chapman, Committee Member	Greg Butt, Board President
Steve Haymes, Board Vice-President	Mark Leibendorfer, Board Treasurer
Christiane Audi, Owner	Dave Longenecker, Owner
Angelika Schroeder, Owner	

- Karen made a brief statement that the role of the Architectural Control Committee (ACC) is for research and to make recommendations to the HOA Board. Its focus is on the architectural guidelines and the major project is the annual survey. The ACC has no decision-making authority.
- Officer positions were proposed and agreed to as follows: Therese as Chair, Dan as Vice-Chair, and Karen as Secretary.
- The architectural survey project was discussed for the benefit of those unfamiliar with it.
 1. The inspection itself is done by teams of two and gathers “data”.
 2. The survey letters simply document the data. Every owner receives a results letter.
 3. Separate notifications or letters are done for “failure to maintain” issues.
 4. The Board will decide whether survey letters are sent hard copy or emailed, and will participate in the proofing.
 5. The Board will decide what “failure to maintain” issues should be pursued.
- Karen issued a draft calendar so the ACC can give her their available dates by April 30th. Once everyone has entered their availability, we can form pairs. Then it will be shared with the Board who is invited to go with teams. Inspections will start approximately May 18th, hopefully finishing by mid-June. Karen explained how we use the same checklist for two years, marking over it with red pens for 2026 comments. Brent was assigned to purchase red pens. It was explained that the previous year’s inspection sheets and survey letters are part of the “package” for each unit that the teams use.
- It was noted that the survey focuses primarily on the Arch Guidelines. However, teams may note rules violations or maintenance issues on separate lists for Brent.
- Karen distributed a template email announcement so an email blast can be sent to notify owners by approximately April 30th about the architectural survey and inspection.
- There was an extensive discussion regarding the location of the compost bin near 1141 – one owner has repeatedly complained. Karen provided a handout that reviewed the history of the composting issues. The current location is not a fire lane as previously thought, but painted to prevent parking, which was confirmed by the City Fire Department. The group then outlined various options, ideas, and some considerations.
 1. Other locations such as the end of the 4300 cul-de-sac, the 1150-1186 cul-de-sac, the community garden, back by the shop, etc.
 2. “Wrap Art” such as is sometimes used on large transformer boxes (examples were shown), building an open “shed” for the bin.
 3. Challenges include cost for a concrete pad, cost to build a shed, eliminating any parking spaces in a cul-de-sac (or on the street which would involve the City), room for the disposal truck to maneuver, permission from Western Disposal to paint or wrap the bin, having both bins at one end of the complex, etc.

- The committee quickly reviewed the Project List and clarified the following. Their comments are due Friday, April 24th.
 1. The parkstrip project status was updated – Phase 2 was implemented in May 2025. Phase 3 being implemented in May, 2026. Future phases dependent on master landscape plan.
 2. D unit stairwell light – a possible candidate was installed in two locations, but it does not shield the light trespass enough and as an LED, it is too bright.
 3. Use of a landscape committee was discussed – should the ACC be the committee? Or should other folks be solicited? Or some combination?
 4. Utility boxes wrap or art can be added as possible solutions for disguising the green utility boxes as well as fake rock covers.

Prepared by Lois Bennett