

**Architectural Review Committee (ARC)
Meeting: February 16, 2012**

1. Members in attendance: Barbara Howell (acting chair), Tom Russell and Marice Davis

Members absent: Mike Bogan (chairman)

BOD member present – Scott Claus

Meeting called to order 6:20 pm

11. Review of Agenda – no additions or changes

111. Minutes of previous Feb. 1st 2012 meeting were approved

1V. Property owners present: none

V. New Business:

1271-1

A. New Applications: Home owner David Wilmer, 12030 Dunnottar Drive– installation of a 18 x 22 shed located on the left corner of backyard. This app. was reviewed by committee members. Barbara noted that the plot did not show the location of the house in relation to the proposed shed. This will be brought to the HO attention. The application was assigned to Marice and Tom and a site visit will be scheduled.

B. Old Applications: 1270-1

Hector and Tenia Reyes, 8424 McAndrew Terrace- Patio/Fire pit with retaining wall and seating wall constructed with pavers. A site visit was made by Barbara and Marice 2/4/12. No problems or issues

were found. The HO provided the ARC required plot plan which has been added to the original application. This app. was approved by the committee members and will be sent to Martha for official letter. Barbara will phone the HO of approval.

C. Final Inspections: None

D. Application pick- up and process: Scott will ask Martha to direct all new applications to ARC so they can be processed in a timely and consistent manner. The Mailbox is up and labeled. Marice has a key and the 2nd key is in the sales office. It is located in the folder box on top of the file cabinet. Thanks to Martha for all of her work in making this happen!

E. Other new Business: Tom asked if we were changing the March 15th meeting to the 22nd.

Barbara stated the date had been changed due to the 15th falling less than 2 weeks from the March 7th meeting. Tom will check the calendar for any other months this may occur. Scott will make any changes on the web-site.

V1. Old Business:

Scott informed the committee members that the proposed guidelines will be presented for vote at

the next Board meeting in March. The date will be announced.

Meeting adjourned at 7:00 pm

Next meeting March 7th

Submitted by Marice Davis