

Victor Gardens ARC Committee Meeting Notes

Date: 10/22/2009

Location: VG Activities Center 6:00pm

Attendees:

Lavonne Fitzgerald - Villas Townhome Association

Jason Lanpher - Gables Townhome Association

Mark Viker - Single Family Association

Julie Bixby - Single Family Association

Todd Stutz - North and South Village Association

Len Pratt - Pratt homes

Others Present: Residents were allowed to attend but no open forum scheduled.
Residents were not required to sign in.

Todd motioned to accept meeting agenda. Motion was 2nd by Mark and approved with no objections.

Lavonne motioned to close meeting forum, no resident discussions were on the existing agenda. Motion was 2nd by Julie and approved with no objections. Committee felt residents should present discussions at Master meetings where open forum time is on the agenda. Residents can also email their committee representatives.

Jason started a discussion around Community Developments role for these meetings. The committee decided there is a role for them in the flow of documents. The committee decided at this time there is not a need for them to participate at the meetings or to take minutes.

Management Report was not discussed. No pertinent data on the topic at this time.

Unfinished Business, due to the merger between Centex and Pulte there are no new documents to review. Todd shared that Centex had originally approved the plans and now with merger it will have to go back through Pulte's process. They are waiting for the 2nd approval now with Pulte. Pulte has not closed on any new lots.

New Business:

ARC chairperson was elected. Julie motioned to elect Mark Viker, motion was 2nd by Len and approved with no objections.

Chairperson responsibilities discussed were:

1. Point of coordination for committee
2. Initial contact for ARC process
3. Compare the differences between multiple copies of guidelines documents and report back to ARC committee with recommendations
4. Ensure documents are consistent with landscape policy and requirements

Community Development roles. There was a lot of discussion on this topic. Roles identified were:

1. Keepers of historical data/records
2. Voice of ARC committee to builders and/or applicants
3. Keep spreadsheet of activity
4. Keepers of checklist, tracking items submitted, checking for completion of items on checklist, receipt of submissions

ARC Flowchart was reviewed. There was clarification that the purpose of flowchart is for 'new construction' only. If an existing homeowner wants to add a fence, for example, that would fall under the Single Family ARC to handle. Each line of the flowchart was reviewed and Mark tracked the necessary changes. Mark will send a draft of flowchart changes to committee for final version.

Todd recommended having a set meeting date/time to make it easier for builders to work with us. Face to face meetings also tend to be more productive than email exchanges.

Julie recommended having additional meetings as needed. The Committee approved this and set a standing meeting for the 2nd Tues each month at 6pm, location TBD.

There was a lot of discussion around what are the official documents to be used going forward. Mentioned items were, The City of Hugo has recorded documents. Homeowners were provided binders with documentation. Homer may have had documentation shared with CPDC. The committee agreed this piece is critical to making the decisions to go forward with for process flowcharts and requirements from prospective homeowners/builders.

The committee agreed Community Development should send an approval letter to ARC members for majority approval before sending final response out to builder. This will ensure all have the opportunity to approve. This will also ensure there are no discrepancies between what is sent and what the ARC committee is expecting from builders.

Jason recommended establishing a process for final review/compliance. This would be after the construction has been completed. The committee agreed to add to the flowchart a final approval step before signing off on the construction request.

Mark and Julie mentioned the option of North and South Villages delegating their vote to Single Family Villages. Todd responded that he was not prepared to release his association rights at this time. Jason and Lavonne also declined changing any delegations at this time.

Mark recommended getting assistance from outside sources, architects or builders due to the level of expertise with some of the committee members. Todd and Lavonne did not approve of this expense on all requests. Todd was open to advice on an as needed basis. No formal decision was made on this topic.

Mark handed out 2 documents.

1. Reference document/material used for the checklist he created - dated 10/22/2009
2. Architectural & Landscape Requirements Checklist

Julie mentioned the reference document included the ARC's Mission Statement. She encouraged committee members to keep this in mind as they participate.

Mark reviewed the ARC Checklist aka Architectural & Landscape Requirements Checklist. These will be requirements, not guidelines. There was again more discussion on what is being used for governing documents. Jason recommended that decisions on that be made 1st and 2nd those governing documents then will define what is on the ARC Checklist. The committee agreed that is the goal going forward. The committee agreed to review the handout documents and discuss further at future meetings. The preference is to have 1 document that would cover 'requirements' and 'guidelines'.

There are currently no new items upcoming for ARC review.

Lavonne recommended keeping ARC meetings separate from Master. This will continue to give homeowners a place to discuss items with limits on the time.

Lavonne motioned to adjourn meeting. Motion was 2nd by Jason and approved with no objections.

ACTION ITEMS:

1. Flowchart cleanup - Mark
2. Report on discrepancies on guidelines, architectural documents and committee can adopt from there - chairperson Mark
3. Landscape guidelines need to continue to work towards.
4. All to review handout documents for further discussion next meeting.
5. Julie will check on reserving space for monthly meeting. Suggestions, Activity Center or Sertinos.
6. Lavonne will discuss Community Development roles with Casey.

Next meeting Nov. 10th.

Jason requested agenda items be sent out before the meeting to allow some time to prepare. Mark is committed to getting that information out earlier for future meetings.

Todd will take the discussion regarding having another staff representative for North and South Village at the meetings to the next Master meeting. This was considered Master business and not appropriate for discussion at this meeting.

- Written and submitted by June Fulton 10/23/09