

**Prairie Crossing  
Architectural Review Committee**

January 3, 2024

Meeting Minutes

*Victoria Post Ranney Library, Wright Schoolhouse, PCCS*

**I. Call to Order**

Chair Rolfsen called the meeting to order at 7:04 p.m.

**II. Roll Call**

Present: Chair Leif Rolfsen and Members Steve Sennott, Dan Bader, Frank Mynard, and Kathy Hicks  
Board President David Husemoller

**III. Homeowner Forum**

No homeowners present.

**IV. Previous Minutes**

A MOTION was made by Member Hicks to approve the Dec. 6, 2023, minutes. Member Bader seconded. Motion carried 5-0.

**V. Old Business**

**Previously Discussed Review Requests**

**R22-081, Andrew and Patricia Zerafa, 1353 Calamus Ln, Lot 108, dated 11/15/2022;** 8 windows exact replacement.

Application for an “exact replacement” was not met, and the new windows look different; project incomplete. Chair Rolfsen forwarded Member Sennott’s email to the Zerafas on 11/1/23. No reply from the Zerafas as of 12/6/2023. Chair Rolfsen sent a follow up email 12/6. No reply received as of 1/3/2024. Chair

Rolfsen will work with Foster Premier to draft a friendly letter with a deadline for a reply and share the letter with the Board prior to mailing. LR

### **ARC Meeting with Foster Premier**

The ARC would like to meet with the new HOA management company (Foster Premier) at the February 7th ARC meeting. Chair Rolfsen will follow up with Foster Premier to schedule, and will cc the ARC and the Board.

The ARC wishes to discuss the following at this meeting:

- Foster Premier to update the ARC email web host as soon as possible.
- The ARC application process to be transitioned to the Foster Premier web portal.
- Foster to hire a new Recording Secretary for ARC meetings.

## **VII. New Business**

### **ARC Working Agreement**

The ARC developed the following Working Agreement for future ARC meetings. This Working Agreement will be included on ARC meeting Agendas going forward.

1. We value open dialog. We will listen actively, fully, and with respect.
2. We value respectful discourse. We will speak with thoughtful intention.
3. We value the principles upon which the community was founded. We seek to educate and support homeowners with their projects, within the Guidelines.

## **Guidelines Revisions**

A discussion took place about next steps for Guideline revisions.

The Board met in a special Executive Session in late December, 2023, to work on revisions to the March, 2023 Guidelines Draft Version 13. After this Executive Session, the Board invited the ARC on 12/22/2023 to submit any suggestions for edits prior to the January 4, 2024, Board meeting. The ARC decided it did not have sufficient time, given the holidays, to meet and suggest edits. The ARC also concluded that the ARC edits provided to the Board in the Spring of 2023 would suffice as ARC input, and did not require revisiting. As a result, the ARC was not involved in the December, 2023, round of edits to Guidelines Draft Version prior to the January 4, 2024, Board meeting.

The ARC was provided with a Board draft revision of the Exterior Lighting Guidelines, Sections 37 and 38, on January 2, 2024. It was agreed upon at the January 3 ARC meeting that the ARC would forward to the Board suggested edits to these sections prior to the January 4, 2024, Board meeting, since these Lighting Guidelines had not previously been addressed by the ARC.

## **VIII. Follow-Up on Approvals**

### **IX. New Review Requests**

**No new requests were received in December, 2023.**

### **X. Other Agenda Items**

#### **Color Palette Updates**

A plan was discussed for advancing the Color Palette updates. The following steps were suggested. 1. Allow the Archives Committee to continue their discovery process to identify any

remaining original colors. 2. Write an article for MeadowMix to educate homeowners about the current palette document (where to find it, how to use it, how to find formulas and use them instead of color matching old paint, remind them to allow ample time for ARC approvals.) 3. Plan a community event or forum to get HO input and to discover color formulas used for recent painting projects. 4. Form a Color Palette Committee to review information from the Archives Committee and homeowner input to further revise the palette and make suggestions to the Board.

### **Guideline Revisions for Future Review**

Whole-house Generators with 67 decibels

Fence picket size, spacing and style

Gravel patios

Clarify tennis court rules – dogs not allowed; Pickleball allowed

Trex for railing and spindles

Horses allowed on PC Trails, except around lake

Outdoor Bars

Add setbacks

Exterior lighting

Playgrounds

Little libraries

Diagonal lattice

### **ARC Meeting Location for 2024**

Chair Rolfsen will ask Foster Premier to reserve the Victoria Post Ranney Library at PCCS for the remaining 2024 ARC meetings.

## **XI. Next Meetings**

The next regularly scheduled meeting of the ARC will be at the Victoria Post Ranney Library on the PCCS campus (in the Wright Schoolhouse), at 7:00 p.m. on Wednesday, February 7, 2024

(NOTE: This date was subsequently changed to Thursday, February 8, 2024, due to the library being unavailable for Wednesday meetings.)

The 2024 calendar of members taking Emails is as follows: Jan – Leif, Feb – Frank, Mar – Dan, Apr – Steve, May – Leif, Jun – Kathy, Jul – Frank, Aug – Dan, Sept – Steve, Oct – Kathy, Nov – Leif, Dec – Frank

## **XII. Adjournment**

A MOTION was made by Member Sennott to adjourn the meeting at 9:30 p.m. Member Bader seconded. Motion carried unanimously.

Submitted by,  
Kathy Hicks  
ARC Member, and temporary Recording Secretary

*This document is subject to correction  
as noted on next month's meeting minutes.*