

**Prairie Crossing
Architectural Review Committee**

July 25, 2024

Meeting Minutes

Victoria Post Ranney Library, PCCS

I. Call to Order

Member Cummisford called the meeting to order at 7:03 p.m.

II. Roll Call

Present: Chair Leif Rolfsen (by phone), Members Rick Cummisford,
Steve Sennott, Kathy Hicks, and Frank Mynard
Board Liaisons Karen Kunz and Dan Bader

Homeowners: Connie Barhorst (representing Demetri Georgatsos),
Molly and Jason Parker, Jill and Chris Kosikowski

III. Homeowner Forum

Homeowner representative Connie Barhorst discussed the request from Demetri Georgatsos to replace vinyl siding, and presented a new color sample for Bayou. Homeowners Molly and Jason Parker presented their deck project and answered questions.

Homeowners Jill and Chris Kosikowski presented their porch roof project and answered questions.

IV. Previous Minutes

A MOTION was made by Member Mynard to approve the June 27, 2024, minutes. Member Cummisford seconded. Motion carried 5-0.

V. ARC Working Agreement

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.

VI. Old Business

- A. A discussion regarding the digitization of old ARC requests took place, specifically regarding security, storage, and process. Suggestions included an NDA for ARC members when taking the paperwork home and a check out/in system for tracking.

The files are currently arranged by Lot number in banker boxes. Board Liaison Bader will write up a plan and bring it to the Board for discussion, so that a Board-approved process may be agreed upon and later communicated to the ARC.

- B.** A discussion regarding ARC communications duties was tabled until later in the meeting, per Board Liaison Bader.

VII. New Business

VIII. Follow-Up on Approvals

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 have trim that differs from the existing trim; project is also incomplete, and ARC approval expires November, 2024. Chair Rolfsen emailed the HO several times in late 2023/early 2024, and since there was no reply, turned this matter over to the Board in February of 2024. **The HO emailed the ARC 7/8/24** with a project update that they would soon be completing the remaining windows, and no acknowledgment that the previously installed windows were not an exact replacement. After discussion, a **motion was made** by Member Hicks for the management company to send a warning letter, to be drafted by the ARC (Chair Rolfsen) and forwarded to the Board for action, cc to the ARC. The letter draft should include the reason for the violation. Also, all correspondence with the HO should be filed in the Lot#108 folder on the shared drive. Motion seconded by Member Cummisford, **passed 5-0.**

IX. New Review Requests

R24-031 Josh Pejsach, 1202 Prairie Trail, Lot 56, dated 7/9/2024.

Homeowner requests replacement of asphalt shingle roof with Owens Corning Duration, Black Onyx. Neighbor comments received. **Approved, 5-0, approval letter to be mailed.**

R24-032 Peter Keres, 1449 Indian Grass Ln, Lot 20, dated 7/17/2024. Homeowner requests replacement of asphalt driveway with 2” compacted thickness surface course mix. Unclear if this is an exact replacement. **Tabled, 4-0, 1 abstention,** pending receipt of plat showing footprint of existing and new driveway as overlay, and neighbor comments (only needed if not an exact replacement).

R24-033 Demetri Georgatsos, 1286 Prairie Orchid Ln, Lot 101, dated 7/11/2024. Homeowner requests vinyl siding replacement with vinyl, PlyGem Carvedwood-44 in Bayou color (darker blue than current color). Trim color to remain the same. Neighbor comments received from Barhorsts/Wasiks. **Approved, 3-2, approval letter to be mailed.**

R24-034 Jill Kosikowski, 1465 Colbee Benton Rd, Lot 274, dated 7/16/2024.

Homeowner requests a metal, seamed roof to be added to the first level (over porch sections), to match the brown color of existing second-floor asphalt shingles. Neighbor signature from 1464 Potawatomi received, but not from 1475 Colbee Benton (verbal okay received by HO). Matte finish on metal. **Tabled, 5-0**, pending receipt of color samples of metal and existing asphalt roof, and manufacturer's cut sheet showing seaming style/profile and choice of flat or corrugated metal.

R24-035 Joshua Shirley, 1004 Harris Rd, Lot 213, dated 7/19/2024. Homeowner requests full window replacement with same color, but no grids. Includes patio slider and picture window as well, but specs for slider and picture window are missing. Neighbor comments received. **Tabled, 3-2**, pending communication with HO regarding acceptable window styles for Lowden model home, either usual Lowden model windows with a French sash style (9 divided-glass upper and lower sashes), or single muntin in upper sash, per other Prairie Crossing homes, and revised submission from HO.

R24-036 Molly & Jason Parker, 1565 Lupine Ct, Lot 244, dated 7/24/2024.

Homeowner requests replacement of deck and stairs with Armadillo Essential Composite material, Thunder color decking, Dovetail color fascia, and White railing. They will be extending the deck size 8 feet to the west. Railing will be white with black metal spindles, and white posts with solar caps. **Tabled, 5-0**, pending receipt of Contractor drawing of elevation, with dimensions and materials marked, plat with existing and new dimensions shown, and photos of existing deck. Also need adjacent neighbor comments, even though neighbors don't see the deck, since this is a requirement. Spindles in railing should be white wood or composite, not black metal, and style of railing should match the front porch.

R24-037 Rick Barrett, 1535 Portia Rd, Lot 281, dated 7/3/2024.

Homeowner requests exact replacement of asphalt driveway. Request was delayed due to ARC email technical issues. **Approved by email vote 7/30/24, 4-0, approval letter to be mailed.**

(Request number to come) Michael Wesclitz, 1196 Goldenrod Ln, Lot 89, dated 7/15/2024.

Homeowner requests adding a screen porch to the deck on the rear of the house. Resubmission after the previous request (R24-014) was denied. New drawings provided 7/15, with hipped roof design. **No review.** Awaiting receipt of new request form and neighbor comments. To be reviewed at the 8/29 ARC meeting if all missing items are received.

Member Cummisford will update the tracking spreadsheet following the meeting, and Member Hicks will forward it to Foster for drafting of approval letters. Member

Cummisford will follow up with Homeowners regarding ARC decisions for this meeting. Chair Rolfsen will give the ARC report at the upcoming Board meeting.

X. Other Agenda Items

Guidelines Revision

ARC will review the Guidelines Redline Draft PDF (7/24) on the shared drive and will send comments to Members Hicks and Sennott by 7/29 (Monday) afternoon, so that they may finalize the Draft for Board review. Board Liaisons Bader and Kunz requested that the draft be forwarded to the Board by end of day Monday 7/29.

Member Hicks will also provide a draft of the Introduction/Summary of Guidelines changes, to be reviewed by the ARC and forwarded to the Board with the Guidelines Redline Draft. This document was requested by Board Liaison Nerge to accompany the Guidelines Redline Draft when it's sent out for 30-day Homeowner Review.

ARC Request Form Revision

Member Hicks did a second revision of the ARC Request Form, and the ARC will review it and send changes to her by 7/29 (Monday) afternoon. The revised form will be forwarded to the Board by end of day on 7/29, for Board review and approval.

Color Palette

Board/ARC Liaison Nerge will lead further discussion with the Board at the July meeting, and will report back to the ARC with next steps.

Codification of ARC Membership Terms

Board Liaison Bader informed the ARC of a Board decision to codify and restructure the way that ARC Members apply, serve out their terms, and re-apply for a new term. In order to avoid onboarding of new ARC members during the busy Spring/Summer/Fall months, all ARC appointments will now take place in the Winter. All ARC applicants will be board-appointed on a rotating, staggered schedule, similar to the Board elections, where 2 are replaced one year, then three the next. Members wishing to serve multiple terms must reapply and be re-appointed at the end of each term. Further details will be forthcoming from the Board in addition to a draft policy and process for the ARC to follow going forward.

ARC Process Improvements (Redistribution of ARC Tasks)

Board Liaison Bader informed the ARC of a new Board-proposed structure for sharing of ARC responsibilities (Chair/Secretary/Communications/Administrative File Management), where these duties will be assigned on a rotating, monthly basis. In general, this will mean that there is no elected ARC Chair, but that a monthly Team Leader will take on homeowner communications, administrative file management, development of a meeting agenda, and will lead that month's ARC meeting/report the

ARC's decisions to the Board, oversee Approval/Denial letter drafting by Foster, and follow up with Homeowners as needed. The next member in the rotation due to answer homeowner emails will take minutes for the current team leader. It is believed that this will foster teamwork and give ARC members a sense of ownership, and will more evenly distribute the workload. The ARC should begin operating in this way beginning with the August workload, with Member Sennott taking the first Team Leader shift. Board will provide details in the form of a draft policy and process for the ARC to follow going forward.

ARC Resignations

Members Mynard and Hicks are resigning from the ARC, effective August 1st.

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
- Flag condition
- Allow small signs for notification of invisible fences
- Holiday Lights Location and heading in guidelines
- 1" larger Gutters and Downspouts
- 2.18 Consider ruling pergolas only allowed in back yards
- Permanent basketball hoops (location in guidelines as well)
- Front Door Colors
- Dog Runs
- Trash Screening devices: gated, wood picket fencing or landscaping to minimize visual impact
- Radon mitigation locations
- Solar Panels – lowest visible impact of conduit possible (question whether or not this is an additional cost to homeowners); inverter location; frame color; NABCEP certified installer; panel clearance no more than 6" from roof; Solar Panel Shingles
- New Windows – trim color
- Guideline Revision Process

- Color Palette for siding, trim and doors
- Lattice to be consistent with other uses on home; horizontal vs vertical to be researched
- Define length, width & depth of patio/deck; percentage of lot
- Swimming Pools
- Add more specifications to the color palette
- Ceiling Fans for porches
- Pines on lot lines (concern with burns)
- Electronic submissions okay
- Alternative Driveway Materials
- Garage Door Styles
- Driveway Styles (honeycomb and strips)
- 6.02 Item 4 – Modify Boat Section
- Revise sections 1.01 and 1.02 to reflect Board-adopted changes to ARC member responsibilities (ARC Chair/Team Leader Role) and ARC Term codification

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 Thursday, August 29th, 2024.

The 2024 calendar of members taking on the new Team Leadership role is as follows:
Aug – Steve, Sept – Leif, Oct – Rick, Nov – Ben, Dec – TBD (new member)

The 2024 calendar of members taking meeting minutes is as follows:
Aug – Leif, Sept – Rick, Oct – Ben, Nov – TBD (new member), Dec – Steve

XII. Adjournment

A MOTION was made by Member Cummisford to adjourn the meeting at 10:13 p.m. Member Mynard seconded. Motion carried 5-0.

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

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