

Prairie Crossing Architectural Review Committee

August 29, 2024

Meeting Minutes

PCCS Barn

I. Call to Order

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

II. Roll Call

Present: Members Rick Cummisford (acting Chair), Chris Zimmerman, Ben Brezinski, John Miller
Board Liaison - Persephone Nerge

III. Homeowner Forum

No homeowner comments

IV. Previous Minutes

Approved as is without vote as the ARC members present are all new to the ARC and only Cummisford was present during the last meeting. Approved by ARC 4-0.

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.** Continued discussion - 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. Waiting on Board for recommended procedure.

- C. 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.**

VII. New Business

New Homeowner Requests

- a. R24-038 Lot 89 1196 Goldenrod New Screened Porch - Re-submittal
Homeowner submitted new plan and roof line matches that of the existing Four Square model. The ARC reviewed this and found the redesign to meet requested parameters. ARC felt the design was quite well done, but there was some concern for the design when it came to water drainage or the potential of ice damning. This concern was shared with the Homeowner, however the design meets the Guideline requirements and was motioned for approval by Cummisford and 2nd by Brezinski. Vote was 4-0 for approval.
- b. R24-036 Lot 244 1565 Lupine Ct. New Deck - Additional Information
Homeowner revised the previous plans to mimic the porch railing design that is on the front porch using composite materials as in the plan. Motion to Approve - Brezinski / second by Miller. Approved 4-0
- c. R24-040 Lot 20 1449 Indian Grass New Driveway
Plans provided included details needed for an exact driveway replacement. Motion to approve Zimmerman and second by Miller. Approved 4-0
- d. R24-041 Lot 109 1361 Calamus New Patio
Plan submitted to install a hardscape patio off of the back door of the house. Complete plan provided. Motion to approve by Miller and second by Brezinski. Approved 4-0
- e. R24-039 Lot 122 1475 Wild Iris Window Replacement

- f. Window replacement project. Window project plan submitted shows the replacements include the same design as standard PC windows with the single vertical muntin on the upper sash. Motion to approve Miller and second by Brezinski. Approved 4-0
- g. R24-043 Lot 143 1176 Hedgerow New Deck
Project was to install a new deck off of the rear of the house. Plans provided contained the needed information, elevation, plat and materials. Motion to approve by Brezinski and second by Miller. Approved 4-0
- h. R24-042 Lot 155 1345 Hedgerow Solar Panels
- i. Homeowner provided thorough plans to install solar panels, however they were missing any homeowner comments. Motion to table for comments Miller and second by Zimmerman. Approved 4-0. However homeowner provided an email showing issues with ARC email account and this was discussed and approved by Board at Sept mtg. Approval Letter sent.
- j. R24-045 Lot 341 1001 Shooting Star Front Door
Homeowner submitted plans to replace their front door however the plans are not an exact replacement. ARC to request neighbor comments. Motion to Table Brezinski and second by Miller. Approved 4-0
- k. R24-044 Lot 20 1546 Levi Baxter New Driveway
Plans provided included details needed for an exact driveway replacement. Motion to approve Miller and second by Zimmerman. Approved 4-0

X. Other Agenda Items

Guidelines Revision

ARC Revision submitted to the Board and ARC will begin to consider the next revisions to the Guidelines for 2025.

ARC Request Form Revision

Form was revised and sent to the Board.

Codification of ARC Membership Terms

Waiting for final details from the Board

Previously discussed - 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)

Waiting for final details from the Board

Previously discussed - 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.

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:
TBD (new member)

The 2024 calendar of members taking meeting minutes is as follows:
TBD (new member)

XII. Adjournment

A MOTION was made by Member Cummisford to adjourn the meeting at 9:20 p.m.
Member Zimmerman seconded. Motion carried 4-0.

Submitted by,
Rick Cummisford
ARC Member

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