

## **Architectural Review Committee**

March 2, 2011

### **Meeting Minutes**

The Architectural Review Committee ("ARC") of the Prairie Crossing Homeowners Association held a meeting on Wednesday, March 2, 2011 at 7:40 pm at the Yellow Farmhouse.

#### **Attendees**

Leo Dorsey, Sean Daw and Suzanne Mynard were in attendance. Jay Kalbrener and Paul Suvanich were absent. PCHOA Board Liaison Bob Gjerdingen, Board President Frank Mynard and Recording Secretary Kari Turco, representing Karick & Associates, were also present.

#### **Homeowner Forum**

#### **Minutes**

**A MOTION was made by Sean Daw to approve the February 9, 2011 meeting minutes as presented. Seconded by Suzanne Mynard. Motion carried unanimously.**

#### **Old Business**

##### **Previously Discussed Review Requests**

- A. Review Request #011-003, Sandy Serna, 1305 Calamus, Lot #102  
This request is for to replace rotting windows.
  - 01-05-11** Windows have already been replaced, which is a violation. HO will ask vendor to provide exterior mullions and supply a mock-up for ARC. HO will submit a formal request form.
  - 02-09-11** Issued reminder letter, awaiting formal request form.
  - 03-02-11** Rec'd Request form and window diagram; approval letter issued with reminder that all mullions should be painted white to match trim.
  
- B. Review Request R11-001, Hsien-Hsin Tung, 860 Blazing Star, Lot 171  
This request is for additional trees already installed.
  - 01-05-11** Approval Letter Issued for Trees; Fence is not approved.
  - 02-09-11** Tabled for ARC visit in spring, Letter Issued Explaining such.
  - 03-02-11** Awaiting ARC visit when weather breaks.
  
- C. R10-043, Robert Hile, 1426 Turks Cap, Lot 343  
This request is to add a picket fence along the lot line, painted tan to match the house trim.
  - 11-03-10** Approval Letter will be issued with receipt of formal request form.
  - 12-01-10** Formal Request Form NOT received. Reminder letter issued.
  - 01-05-11** Second reminder Letter Issued.
  - 02-09-11** Final reminder Letter Issued.
  - 03-02-11** Rec'd Request; conditional approval letter issued with horizontal/vertical lattice condition for pergola.

### **Previously Discussed Violations**

1. 1313 Calamus, Room above Garage has no window treatments and storage boxes can be seen – is unsightly
  - 09-02-09** PM to send letter
  - 10-07-09** SM to check for compliance
  - 12-02-09** SM to check for compliance
  - 01-06-10** Sent to Al for further fines
  - 02-02-10** Sent to Al for further fines
  - 03-09-10** Sent to Al for further fines
  - 04-07-10** Sent to Al at SMS again, still no window covering; there is also a pile of crap in the driveway, but Al should probably check on this before sending anything in a letter on this pile.
  - 05-05-10** Fine
  - 06-02-10** Fine
  - 07-07-10** Fine
  - 08-04-10** Fine for Garage Window Treatment, driveway crap removed
  - 10-06-10** Fine for Garage Window Treatment, More crap is in driveway
  - 11-03-10** Fine for Garage Window Treatment, Crap on driveway now also includes two boats in the yard – continue fines
  - 12-01-10** Fine for Garage Window Treatment, check for boats and fine if necessary
  - 01-05-11** Fine again. Heather to work with Al to send homeowners a detailed statement of their account.
  - 02-09-11** Fine
  - 03-02-11** Fine and turn over to Premier to inspect and continue violation process.
2. 1495 Colbee Benton, Replaced front steps but didn't paint – p.m. to contact owner for deadline as to completion of painting- Heather will send a deadline of May 1, 2011 for painting.
  - 03-02-11** Double checked with Premier that letter was sent; turned over to Premier to inspect and initiate fine process if necessary.

### **New Business**

#### **New Review Requests**

#### **New Violations – sent to P.M.**

Lot 53 – Ladder, Wheel barrow leaning against garage – turn over to Premier

Many houses showing age and will need painting – will finish pallet and announce in MeadowMix in May, unless original color planner can be contacted.

### **ARC Actions**

Premier has requested specific instruction regarding support to ARC: Upon violation suspicion, PM should check minutes and check with ARC via email before initializing formal violation process. Upon issuing violation letters, PM should copy ARC via email. Specific violations

Premier should be able to spot upon inspections include but are not limited to: unpainted (new) porch steps or fences; damages; trash cans; exterior storage; missing window treatments; unauthorized window fans or A/C units; laundry drying on porch railings; debris or piles of materials on driveway or in yard; trailers; boats; campers; signs; construction;

SD to try and revise ARC request form PDF to change number of meetings per month and “add neighbors comments on the back of this form.”

### **Other Agenda Items**

- Pattern Book – Completed sections to be sent to PCHOA board for review – SM will rewrite dog runs – MC to issue request for ARC assistance – MC will continue to assist with this project after retiring from the ARC – SD to get with MC for transfer of info (still working on this). SD & SM to take over this project.
- Revisit Lawn Ornamentation in Guidelines regarding height contradiction & rear yard location
- LD to formulate a schedule of compliance for recurring violations still working on this
- Add Mosquito Curtain for front porch, Retractable Awnings, Metal Roofing as addendums to the Guidelines
- SM to write a landscape lighting guideline regarding usage restrictions.
- Deal with the mailbox inconsistencies – starting with the numbers, will encourage consistency within neighborhoods.
- Ramps need to be added to the Guidelines.
- LD to create amenity guideline to state that residents must accompany guests.

### **Next Meeting**

The next regularly scheduled meetings of the ARC will be at the Yellow Farmhouse at 7:30 p.m. on Wednesday, April 6, May 4, June 1, July 6, August 3, September 7, October 5, November 2, December 7, 2011.

### **Adjournment**

The meeting was adjourned at 8:43 p.m.

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

# ONGOING REQUESTS

| Review Request Number | Homeowner Name<br>Address<br>Lot #                       | Date Approved                                                                      | Project Summary                                                                         | ARC Member to<br>Oversee                                       |
|-----------------------|----------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------|
| R07-006               | Robert Helle<br>998 Prairie Trl<br>#73                   | 02-07-07<br>Expiration Ltr Issued<br>11/4/09<br>Chimney started<br>11/10 per email | Add Bay, Replace<br>Door, Add FP<br>Chimney and<br>Windows                              | Suzanne Mynard<br>Only part not<br>completed is the<br>chimney |
| R09-008               | Shelly Mann<br>1371 Osage<br>Orange<br>#27               | 05-12-09                                                                           | Patio & Seating Wall                                                                    | Jay Kalbrener                                                  |
| R09-020               | Karen & John<br>Schuster<br>1470 Windflower<br>#240      | 06-03-09                                                                           | Unilock patio                                                                           | Jay Kalbrener                                                  |
| R09-023               | Bonnie Brown<br>1554 Levi Baxter<br>#263                 | 07-01-09<br>This project on hold                                                   | Replace Roof<br>&Upstairs Windows,<br>change house color,<br>change front door<br>color | Leo Dorsey                                                     |
| R09-025               | John Gill &<br>Carrie Van Deyck<br>1140 Hedgerow<br>#146 | 07-01-09<br>(awaiting plat of<br>survey)                                           | Patio, Walkway,<br>Seating Wall<br>This project on hold<br>as of 4/7/10                 | Suzanne Mynard                                                 |
| R09-035               | Hsien-Hsin Tung<br>860 Blazing Star<br>#171              | 10-07-09                                                                           | Deck w/pergola &<br>awning, add'l window                                                | Sean Daw                                                       |
| R09-037               | Alvin & Gina<br>Wells<br>1457 Indian Grass<br>#19        | 10-07-09                                                                           | Repl back deck, front<br>porch wood, repl rear<br>door                                  | Jay Kalbrener                                                  |
| R10-002               | Vel Natarajan<br>812 Blazing Star<br>#175                | 03-09-10                                                                           | Semi-Dwarf Asian<br>Pear                                                                | Sean Daw                                                       |
| R10-003               | John Miller &<br>Marla Ma<br>891 Harris<br>#163          | 03-09-10                                                                           | Dwarf Peach &<br>Dwarf Cherry                                                           | Sean Daw                                                       |
| R10-004               | Tracy & Ted Erski<br>1522 Levi Baxter<br>#267            | 03-09-10                                                                           | Raised Garden Beds                                                                      | Leo Dorsey                                                     |
| R10-006               | Patsy Welch &<br>John Wiley<br>1427 Wild Iris<br>#116    | 04-07-10                                                                           | Patio, walkway, pond                                                                    | Suzanne Mynard                                                 |
| R10-014               | Scot Lara<br>1570 Levi Baxter<br>#261                    | 05-05-10                                                                           | Pampass Grasses                                                                         | Leo Dorsey                                                     |

|         |                                                          |          |                                                                           |                |
|---------|----------------------------------------------------------|----------|---------------------------------------------------------------------------|----------------|
| R10-015 | Steve Achtemeier<br>1094 Prairie Trail<br>#65            | 05-05-10 | Landscaping<br>(if Locust dies,<br>replacement needs<br>new request form) | Suzanne Mynard |
| R10-016 | Steve Achtemeier<br>1094 Prairie Trail<br>#65            | 05-05-10 | Landscape Lighting                                                        | Suzanne Mynard |
| R10-017 | Steve Achtemeier<br>1094 Prairie Trail<br>#65            | 05-05-10 | Patio, Seating Wall                                                       | Suzanne Mynard |
| R10-018 | Joseph Armiger<br>896 Blazing Star<br>#168               | 05-05-10 | Patio, White Pergola                                                      | Sean Daw       |
| R10-019 | William & Regina<br>Horine<br>526 Switchgrass<br>#11     | 05-05-10 | Bury Sump Discharge<br>Line 70' to front swail                            | Jay Kalbrener  |
| R10-022 | James & Susan<br>Williamson<br>1261 Hedgerow<br>#128     | 05-05-10 | Unilock paver<br>sidewalk in front                                        | Suzanne Mynard |
| R10-024 | Robert Helle<br>998 Prairie Trail<br>#73                 | 05-05-10 | Deck, Seating Wall                                                        | Suzanne Mynard |
| R10-025 | Steve Achtemeier<br>1094 Prairie Trail<br>#65            | 06-02-10 | Fountain at corner of<br>patio                                            | Suzanne Mynard |
| R10-026 | Steve Achtemeier<br>1094 Prairie Trail<br>#65            | 06-02-10 | Fence around<br>Vegetable Garden                                          | Suzanne Mynard |
| R10-029 | Dale Shields<br>1455 Turks Cap<br>#324                   | 06-02-10 | Paint Front Door Red                                                      | Paul Suvanich  |
| R10-030 | Dale Shields<br>1455 Turks Cap<br>#324                   | 06-02-10 | Rain Barrel, painted<br>grey                                              | Paul Suvanich  |
| R10-031 | Steve Sennott<br>& Ann Jordahl,<br>1321 Calamus,<br>#104 | 07-07-10 | Paver Patio,<br>Flagstone steps,<br>Seating Wall                          | Suzanne Mynard |
| R10-032 | Linda Johnson<br>1148 Goldenrod<br>#85                   | 07-07-10 | 4 Exterior Lights                                                         | Suzanne Mynard |

|                |                                                           |                 |                                                     |                       |
|----------------|-----------------------------------------------------------|-----------------|-----------------------------------------------------|-----------------------|
| <i>R10-033</i> | <i>Debbie Storms<br/>1531 Penstemon<br/>#250</i>          | <i>07-07-10</i> | <i>Replace Roof</i>                                 | <i>Paul Suvanich</i>  |
| <i>R10-034</i> | <i>Barb Provost<br/>1546 Lupine<br/>#248</i>              | <i>08-04-10</i> | <i>Replace Front Walk</i>                           | <i>Leo Dorsey</i>     |
| <i>R10-035</i> | <i>Kari &amp; Brett Saul<br/>1463 Potawatomi<br/>#297</i> | <i>08-04-10</i> | <i>Replace Front Walk</i>                           | <i>Leo Dorsey</i>     |
| <i>R10-037</i> | <i>Joseph Armingier<br/>896 Blazing Star,<br/>#168</i>    | <i>09-02-10</i> | <i>2 Rain Barrels</i>                               | <i>Sean Daw</i>       |
| <i>R10-039</i> | <i>Linda Johnson,<br/>1148 Goldenrod,<br/>#85</i>         | <i>10-06-10</i> | <i>Replace Patio Door</i>                           | <i>Suzanne Mynard</i> |
| <i>R11-001</i> | <i>Hsien-Hsin Tung<br/>860 Blazing Star<br/>#171</i>      | <i>01-05-11</i> | <i>Additional Trees;<br/>FENCE NOT<br/>APPROVED</i> | <i>Sean Daw</i>       |
| <i>R11-002</i> | <i>Ed &amp; Kim Gerns<br/>1081 Prairie Trail<br/>#65</i>  | <i>01-05-11</i> | <i>Compost Bin</i>                                  | <i>Suzanne Mynard</i> |
| <i>R11-003</i> | <i>Sandy Cerna<br/>1305 Calamus,<br/>#102</i>             | <i>01-05-11</i> | <i>Replace Windows</i>                              |                       |
| <i>R10-043</i> | <i>Robert Hile<br/>1426 Turks Cap<br/>#343</i>            | <i>11-03-10</i> | <i>Fence</i>                                        | <i>Paul Suvanich</i>  |