

Architectural Review Committee

August 07, 2013

Meeting Minutes

Minutes of The Architectural Review Committee (“ARC”) of the Prairie Crossing Homeowners Association held a meeting on Wednesday, August 07, 2013 at 7:00 pm at the Yellow Farmhouse, 32400 N. Harris Road, Grayslake, IL.

CALL TO ORDER

Chairman Suvanich called the meeting to order at approximately 7:08 p.m.

ROLL CALL

Upon a call of the roll, the following persons were:

Present: Members Rod Berry (at 7:37pm), Dave Carpenter, Maryanne Natarajan, Sandi Morris and Chairman Suvanich; Colleen Liberacki, recording secretary

Absent: Bob Gjerdingen (PCHOA Board Liaison)

Homeowner Forum

Phil Hunt presented his request for a patio paver project, which included the neighbor comments, plat of survey, sample illustrations and layout sketch.

Minutes

A motion was made by Dave Carpenter to approve the July 10, 2013 meeting minutes as presented, and seconded by Maryanne Natarajan, the motion was carried unanimously.

Old Business

Pattern Book Project

Status of this project delayed until Chairman Suvanich and Suzanne Mynard meet in September to discuss. He also noted that President Mallon had sample kits of exterior finishes and was getting them color coded with the Benjamin Moore colors. Sandi Morris noted that the Pattern Book implies that the color samples provided are the only choice and no variations are mentioned or suggested. Chairman Suvanich also hoped to coordinate the technical color specs in the Pattern Book and he will upload to the PC website the paint spec codes for the deck portion of the front wooden porches. He noted that the Bluestone and Cape Cod color is a 50/50 mix.

Dave Carpenter inquired about what type of content was wanted for this topic in the MeadowMix publication, but that request was dropped.

Section 6 & 7 of Guidelines

Paul Suvanich advised the members that the (ARC submitted) revised draft passed and was approved by the directors at the 7/10/13 PC HOA Board meeting.

Previously Discussed Review Requests

- A. R13-020, Donna Shallenberg, 1565 Lupine Ct., Lot# 244, dated 5/09/2013. HO requested approval for a fence already in existence that was cited as a violation. Plat of survey accompanied an application for a 3' high cedar fence, however written neighbor comments were lacking. **Sandi Morris requested that an approval letter to HO be held in abeyance pending neighbor comments.**
- 07/10/13 Chairman Suvanich to follow up with HO.
08/01/13 Chairman Suvanich to follow up with HO.
- B. R13-025, Patrick Casey, 1530 Levi Baxter, Lot# 266, dated 5/29/2013. HO requested to install a fence the same style, color and design as he now has, but the placement has changed. Sandi Morris noted that the neighbor comments and plat of survey were lacking and Dave Carpenter volunteered to contact the HO for desired documents. **Sandi Morris requested that an approval letter to HO be held in abeyance pending HO information regarding neighbor comments and plat of survey.**
- 07/10/13 Neighbor comments received, but still awaiting plat of survey.
08/07/13 **Chairman Suvanich received requested information and instructed that an approval letter be sent to HO.**
- C. R13-031, Chris & Donna Engelhardt, 1550 Penstemon Ct., Lot# 256, dated 6/3/2013. HO requested to replace their existing wood deck with a 3-season room on the back of their house. A plat of survey and pictures of other projects accompanied the application as an example. Missing were details such as specifications, layout, roofline and elevations and/or architectural drawing, even though a letter accompanying the application gave some material description. The ARC tracking sheet showed a similar, HO previous request (R12-009) that was not approved due to lack of information and conflict with PC standards. Sandi Morris requested a copy of the non-approval letter be sent to the ARC so that they could review the history of this request. **Sandi Morris requested that nothing be done until the ARC has studied the previous request and the committee's position on it.**
- 07/10/13 Chairman Suvanich called HO from meeting and left a message regarding the need for neighbor comments. He also noted that the old request was rejected due to a pre-fab construction plan and the newer request is for an addition with proper construction.
- Discussion of window style: does a home addition require that the windows match the style of all the other regular windows in the home? It was agreed that the porch windows looked like screened windows in screened-in porches, and that making them look like the 2 over 1 regular windows would not be practical, especially since the HO wants the glass panels to slide so they can reveal screens for air flow. We examined 2.06 #5 and 2.16 and agreed that these gave us the authority to allow the style the HO requested. Pending the receipt of neighbor comments, this project is ready to be approved.
- 08/07/13 Chairman Suvanich received the neighbor comments of the Michaels and the Stewarts, and **instructed that an approval letter be sent to the HO.**

D. R13-032, Marla Ma and John Miller, 891 Harris Road, Lot# 163, dated 7/10/2013. HO requested to plant three trees: two plum and one nectarine. HO provided information on location of trees and mature height. Neighbor comments were not received.

08/07/13 Maryanne Natarajan received the neighbor comments and **instructed that an approval letter be sent to the HO.**

Previously Discussed Violations

Sandi Morris noted that on Prairie Orchard & Calamus Lane, the violating camper parked in the driveway is now gone.

Chairman Suvanich reported that the surveys were done for the Sanctuary Pond residents regarding the potential encroachments and the report was pending. He asked Sandi Morris to do research for these HOs. Sandi Morris was ready to furnish the history of applications/activity and also provided a summary and the actual files.

From the summary she created, Sandi reported that Jasper (1347, Lot 30) had three landscaping applications (2000, 2001 & 2008) and one landscaping violation letter in 2003 from Mike Sands as property manager for the HO Association. None of the landscaping applications grant them permission to place the large stepping stones on the easement, nor is there any description thereof in any of the three applications. Chairman Suvanich advised the members that it is the ARC's responsibility to furnish the history provided to the Board, however if there is further proof of permission for the material on the easement, the burden of proof resides with the HO.

Sandi Morris will recommend to the Board that they review all HO lot files she has pulled regarding the potential encroachments. She also stated that this issue is a good argument for following up by the ARC after a project is completed to make sure that what was approved was actually followed without deviation from the application. Chairman Suvanich agreed and thought it was already happening. It was suggested that for each ARC member according to their territory, contact the HO regarding their finished project to compare the finished project to the application and bring closure to the file.

Sandi Morris noted the difference between the photo she furnished two months ago showing 8 boats at the Wall (1355, Lot 29) property and what she observed on 7/28/13 – two boats, which still constitutes a violation. She reported a 2005 violation for boats and the boat launch, but there appeared to be no follow up and the items are still present. Chairman Suvanich stated that even if Haser (1368, Lot 28) inherited the boat and dock at waterline and no record of application prior to or after purchase of property, it still remains a violation and should be referred to the Board. He stated that the ARC responsibility ends at the property line and the Board handles the responsibility of the common area issues.

New Business

New Review Requests

A. R13-033, Phil and Sandee Hunt, 10001 Shooting Star, Lot# 341, dated 8/7/2013. HO requested to install a 17ft x 18ft paver patio with 22" seating walls. Also supplied was a plat of survey, color illustration samples, layout sketch and neighbor comments. Chairman Suvanich solicited ARC members for any

comments and Maryanne Natarajan suggested that the final design plan be submitted to complete the application record. **Chairman Suvanich requested that an approval letter be sent to the HO.**

- B.** R13-034, Donna Shallenberg, 1565 Lupine Ct., Lot# 244, dated 8/7/2013. HO is requesting to change the color of their door to olive green, referencing a residence at 1506 Levi Baxter as an example of the color. The HO would also like to change the color of their house trim from off-white to plain white, stating that this would be a Sept/Oct 2013 project. Neighbor comments were also submitted. No ARC comments were forthcoming. **Chairman Suvanich requested that an approval letter be sent to the HO.**
- C.** R13-035, Gary Mitchiner & Ellen Winick, 1435 Wild Iris Lane, Lot# 117, dated 7/10/2013. HO is requesting to replace river birches with ornamental grasses. They are responding to a violation letter from Premier Management, about the river birches blocking a neighbor's view of the lake. All members are in agreement that the request can be approved. **Chairman Suvanich requested that an approval letter be sent to the HO.**
- D.** R13-036, James O'Connor, 1489 Windflower Ct., Lot# 234, dated 8/07/2013. HO is requesting to install a pre-engineered paver patio approximately 275 sq. ft. in size. In addition to the application, a sketch, photo, plat of survey, quote with specs is also submitted. All members are in agreement that the request can be approved. **Chairman Suvanich requested that an approval letter be sent to the HO.**

New Violations

Sandi Morris reported that at 1200 Hedgerow a new camper has appeared for the last 1 ½ weeks or longer. **Chairman Suvanich requested that Heather McArthur make an inquiry to the homeowner regarding the size, weight and circumstances of the parked RV and, if warranted, request the homeowner to petition the board for approval.**

Maryanne Natarajan reported that the green house at the south corner of Blazing Star & Harris Rd. (Lot 204) has a bird house on a pole that is taller than 6 ft. **Chairman Suvanich requested that Premier Management send out a violation letter.**

ARC Action

None.

Other Agenda Items

In response to Rod Berry's inquiry about how reported violations are handled with follow up or resolution, Chairman Suvanich advised that the ARC does not get confirmation that reported violations have been addressed nor resolved. He thought that the ARC should be copied on the reported violations and he'll email Heather McArthur to request same. Maryanne Natarajan felt that they should have all violation letters that have been issued since PM had taken over the property management responsibility two to three years ago and they could be filed with the corresponding lot folder.

Sandi Morris noted that there is some confusion regarding territory responsibility as to who is assigned to what streets/pods. Chairman Suvanich offered to create a color-coded map and distribute to all ARC members.

Next Meeting

The next regularly scheduled meetings of the ARC will be at the Yellow Farmhouse at 7:00 p.m. on Wednesday, September 04, 2013. The subsequent meetings of 2013 are as follows: October 02, November 06 and December 04.

Adjournment

Chairman Suvanich made a motion to adjourn the meeting at 8:40 p.m, seconded by Maryanne Natarajan. The motion was carried unanimously.

Colleen Liberacki, Recording Secretary

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