

Architectural Review Committee

November 04, 2015

Meeting Minutes

Minutes of The Architectural Review Committee (“ARC”) of the Prairie Crossing Homeowners Association, which held a meeting on Wednesday, November 04, 2015 at 7:00 pm at the Yellow Farmhouse, 32400 N. Harris Road, Grayslake, IL.

CALL TO ORDER

Chairwoman Natarajan called the meeting to order at approximately 7:05p.m.

ROLL CALL

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

Present: Members Rob Callis, David Husemoller, Cindy Madson, Joe Marencik and Sandi Morris; Colleen Liberacki, recording secretary.

Absent: Klaus Wisiol (PCHOA Board Liaison)

Homeowner Forum

Mark and Bonnie Lovdjieff attended the meeting to present their application. Details are found under New Requests. They are new residents and had some general questions about the neighborhood as well.

Minutes

A motion was made by Morris to approve the October 15, 2015 meeting minutes, and seconded by Husemoller; the motion was carried unanimously.

Old Business

Previously Discussed Review Requests

None

Previously Discussed Violations

No report.

New Business

New Review Requests

- A. R15-034, Bob & Kim Loeschorn, 1118 Prairie Trail, Lot# 63, dated 09/28/2015. In response to a violation letter, homeowner submitted an application along with plat of survey and neighbor comments for the installation of a weeping willow tree that was previously planted. Marencik noted that the long view would not be impacted by the maturity of the tree, however, it was planted so close to the property line, it could not be determined without performing a survey if it was actually on the easement side or not.

Madson noted that although the tree had been there for two years, she just recently noticed it. Callis cautioned that the roots of the trees might ultimately affect the utilities, located in the easement and the tree would need to be removed. Marencik advised that there were already other trees located in the easement and if it had to be removed due to interference with utilities, it could be. All agreed to approve the application.

Chairwoman Natarajan requested that an approval letter be sent to the homeowner.

- B. R15-035, Jennifer Werfel, 1224 Hedgerow Drive, Lot# 139, dated 10/28/2015. The homeowner submitted an application along with plat of survey and detailed architectural drawings requesting to build a screened-in porch by WeBuild, a well-known and reputable contractor in the community. The drawings detailed the materials and style, and were consistent with the requirements of PC, but the application was lacking neighbor comments. Chairwoman Natarajan polled all members for their input, to which everyone agreed to approve the project. **Chairwoman Natarajan requested that an approval letter be sent informing homeowner, pending receipt of neighbor comments.**
- C. R15-036, Rainy Investments, 1004 Harris Road, Lot# 213, dated 11/03/2015. Wendy Mustard, representing Rainy Investments submitted an application with a plat of survey, product information and drawing of a proposed paver patio, approximately 17' x 16' comprised of Unilock Brussels Sierra stone product and one maple tree installation. The lack of neighbor comments was noted by Mustard, however, Chairwoman Natarajan knew the adjacent neighbor, Barbara Klipp, and offered to forward the information to her for her comments. Chairwoman Natarajan polled all members for their input, to which everyone agreed to approve the project. **Chairwoman Natarajan requested that an approval letter be sent informing homeowner, pending receipt of neighbor comments.**
- D. R15-037, Mark & Bonnie Lovdjieff, 1040 Harris Road, Lot# 222, dated 10/25/2015. The homeowners presented an application along with photos requesting the installation of three 6'H bird feeders and installation of a temporary sump pump discharge. They were informed that they would need neighbor comments in order to complete the application. Marencik thought that there could be a blockage in the sump pump discharge, which was creating the water back up into their sump pump. The homeowner advised that he was trying to ascertain the origin of the problem affecting both himself and his neighbor to the south and would address it accordingly. **Chairwoman Natarajan requested that an approval letter be sent informing homeowner, pending receipt of neighbor comments.**

New Violations

It was noted that there was a deep trenching project going on in the front yard at 1262 Prairie Trail, relocating the direction of drainage into the swale. Marencik was cautious about changing the direction of water flow and the potential for erosion. Morris offered to follow up with the homeowner to ask for a project application, plat of survey, neighbor comments and depiction of intent to discharge the water flow into the swale. Husemoller advised that a proper permit would also be required by the village, and Madson thought that the homeowner might need the ARC approval letter before a permit could be obtained.

It was noted that there was a rear hinged garage door entrance installed on Lot# 150 and that Premier Management should be aware of it, since it was an exterior improvement. Chairwoman Natarajan asked that Heather McArthur be advised of the exterior change and she should send the homeowner a letter inquiring about it.

It was noted that there was a water feature in a homeowner's backyard made up of boulders, higher than 36". Chairwoman Natarajan thought that this was part of a prior approved application submission being completed by Gary Zipfel and would research this further.

Other Agenda Items

Chairwoman Natarajan noted that she received an email from Rory Rizzo about the denied approval of the driveway extension. Callis mentioned an alternative parking option of grating placed on the grass, which would be mowed and not immediately obvious to the casual view. He did think that the village alone would not permit such a large driveway, due to the resulting runoff. Chairwoman Natarajan would advise the homeowners that they could only extend their driveway width approximately 2.5' in either direction, due to the set guidelines.

Morris still wanted to pursue the request for copies of all issued violation letters, due to the history they would contain for research purposes. She cited an example of a 2005 violation inquiry about locating a letter dated prior to Premier Management's involvement that she had access to and might not have, should Premier Management not be present going forward. Husemoller was in favor of having Premier Management possess all violation letters, since it would all be centralized. Callis thought access to said letters would help for research purposes and that ARC members should sign a confidentiality agreement to protect the homeowners in receipt of violations. Morris wanted to ask the Board to reconsider her request; however, Chairwoman Natarajan felt that there was no new reason to reconsider and that Premier Management was responsive and prompt to all inquiries. She felt the procedure first should be to inquire with Premier Management about a violation history and then a file search in the archives.

Marencik inquired where the Board Liaison was during the last few months or so, since no one was representing the Board at the ARC meetings, nor tasked with reporting to the Board what had transpired at the ARC meetings.

Morris inquired if there should be executive sessions held at the ARC meetings, and Chairwoman Natarajan replied that she would inquire of Premier Management if it were even permissible. Joe Marencik noted that the PCHOA Board had been getting away from the use of executive sessions and could not recall one in the past six months.

Chairwoman Natarajan reminded everyone that certain ARC guidelines needed to be reviewed and edited and Morris would take the lead in this. She asked for volunteers to help and Madson offered to help. There was a discussion about the timeline, which could be tight, due to upcoming holidays and the lack of a February Board meeting. It was decided to try to present the edited guideline items at the 12/4/15 ARC meeting, if possible, and if not, the deadline could be extended. It was stated that the guideline draft needed to be submitted to the ARC for their review, then onto the Board for their input, and ultimately to the homeowners for their comments before it could be voted upon and implemented.

Morris requested help addressing the issue of the overstuffed file boxes of archive materials that

needed to be reorganized in order for easy access. She would like to hire a PC resident at \$10/hour to perform the task and asked that Chairwoman Natarajan bring this request to the Board for their consideration.

Chairwoman Natarajan asked about who had access to the small numbers that are put on the homeowners' mailboxes, per a recent request. No one present knew, and she asked that Premier Management be asked about it. She did see an order receipt in the box of large numbers, so she would know where to order them from if there were none in inventory.

Next Meeting

The next regularly scheduled meeting of the ARC will be at the Yellow Farmhouse at 7:00 p.m. on Wednesday, December 2, 2015. The next meetings of 2016 will be: January 6, February 3, March 2, April 6, May 4, June 1, July 6, August 3, September 7, October 5, November 2 and December 7.

Adjournment

Husemoller made a motion to adjourn the meeting at 8:55p.m., seconded by Morris. The motion was carried unanimously.

Colleen Liberacki, Recording Secretary

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