

Architectural Review Committee

August 3, 2016

Meeting Minutes

Minutes of The Architectural Review Committee (“ARC”) of the Prairie Crossing Homeowners Association, which held a meeting on Wednesday, August 3, 2016 at 7:00 pm at the Yellow Farmhouse, 32400 N. Harris Road, Grayslake, IL.

CALL TO ORDER

Chairman Husemoller called the meeting to order at approximately 7:16p.m.

ROLL CALL

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

Present: Members Cindy Madson, Joe Marencik and Sandi Morris; Katherine Gilbertson (PCHOA Board Liaison); Colleen Liberacki, recording secretary.

Absent: none

Homeowner Forum

Andy & Carin Roberts and Leif Rolfson presented their requests, the details of which are located under New Review Requests.

Minutes

A motion was made by Madson to approve the June 29, 2016 meeting minutes, and seconded by Morris; the motion was carried unanimously.

Old Business

Previously Discussed Review Requests

- A. R16-034, Jennifer Ron & Jessica Kalmewicki, 1201 Hedgerow Drive, Lot# 123, dated 6/26/2016. The homeowner submitted an application for window replacements along with a photo of the desired window, Powerweld 1600 Series. It was unclear how many windows, if not all of the windows were being replaced, if they were the same size replacements and if it were to include style-specific mullions, which should be compliant with the Prairie Crossing style. Chairman Husemoller further stated that if this were a partial replacement, then all the windows would have to be identical on any given side. It was determined that more information would be required before deliberating any further.

Chairman Husemoller requested that additional information be provided before making a decision.

08/03/16 Subsequent to 6/29/16 meeting, homeowner advised Morris that all the windows were to be replaced and they would have the single mullion in the top section of the double hung window. Marencik noted that the double hung windows required larger trim. Chairman Husemoller noted as long as the single mullion in the top window half was included, the application could be approved. **Chairman Husemoller requested that an approval letter be sent to the homeowner.**

- B. R16-036, Chuck & Karla Boucek, 1337 Calamus Lane, Lot# 106 dated 5/27/2016. The homeowner submitted an application along with a plat of survey for the installation of 2 18" red/pink flagstone ribbons along the driveway, (driveway width unchanged), and replacement of existing cement walk with same material flagstone, along with similar 12" wide ribbons along each side of grass path leading from backyard to common trail, stopping before the swale. They also indicated that a serviceberry tree and Rose of Sharon bush would be planted, the shrub reaching maximum height of 12', with a 6' spread. There was concern regarding the color choice of stone and members would like to see a manufacturer's brochure before approving the application. **Chairman Husemoller requested that more information be furnished before making a decision.**

08/03/16 Subsequent to 6/29/16 meeting, Morris contacted homeowner, who informed her that the work was done, since they did not hear promptly from the ARC. She claimed to have given their application to someone else, who was to deliver it to the ARC, which did not receive application until the 6/29/16 meeting. Morris thought the final result looked larger than what was presented. Chairman Husemoller volunteered to speak to the homeowner, since the 60-day period had not lapsed before the homeowner was allowed to proceed without communication from the ARC. He would explain to them how things were done and see if their project was in compliance.

Previously Discussed Violations

It was reported last month that an older violation at 1521 Amos Bennett regarding mold on the siding as well as overgrown landscaping and has not responded to the previously issued violation notice and Heather McArthur should be asked for status.

New Business

New Review Requests

- A. R16-041, Emily Emanuel & Justin Malohn, 1248 Hedgerow Drive, Lot# 137, dated 7/25/2016. The homeowner submitted an application, plat of survey, and requesting that they remove a dead birch tree, four shrubs, install a rain barrel and extend current patio by 145" x 70" with Unilock Pavers in Brussels Block color/design. This is the same color/design as what is currently installed and would extend to the end of their house. Marencik noted that they did not need permission to remove the tree and shrubs. All members agreed that the location of the rain barrel was acceptable and upon receipt of neighbor's comments, the application could be approved. **Chairman Husemoller requested that an approval letter be sent to the homeowner, pending receipt of neighbors' comments.**
- B. R16-042, Andrew & Carin Roberts, 1184 Goldenrod Lane, Lot# 88, dated 7/04/2016. The homeowners appeared before the committee and presented an application along with neighbors' comments, plat of survey and proposal depicting the format of a requested 36"H modified Colonial picket fence with 1.5" spacing for their back yard. They would be using western red cedar wood material and paint the fence white to match the house trim. It was noted that the width of the fence parallel with the back of the house was arced or curved, which called attention to the requirement of the courtyard fence for this

lot. Marencik noted that the side could not be curved, and had to be a true parallel with the house line. Chairman Husemoller wanted to accommodate the existing patio, but felt that the house lines must be closely followed. It was decided that Morris would call the homeowners to suggest a format adaptation. **Chairman Husemoller requested that approval be held in abeyance pending results of further communication with homeowner.**

C. R16-043, Kevin Hehir, 626 Indian Path Road, Lot# 310, dated 7/18/2016. The homeowner submitted an application and plat of survey requesting an exact replacement of his existing asphalt driveway, however, the driveway width dimensions that meet the street were 1' wider than the garage, which is not permissible under the guidelines. Chairman Husemoller will contact homeowner to sort this out. **Chairman Husemoller requested that approval be held in abeyance pending results of further communication with homeowner.**

D. R16-044, Helen Jenkins, 1172 Goldenrod Lane, Lot# 87, dated 8/03/2016. The homeowner submitted an application, placement drawing and brochure/photo for the installation of a dark gray raised garden bed ordered from Gardner's Supply Catalogue. The exact dimensions are 70"Lx30"Wx32.5"H, to be filled with 380 quarts of soil and accompanying frame. She is willing to paint the structure to match the house trim or the back porch, where it will abut. There were no written neighbors' comments and members felt this application would only be approved if the structure remained at the location indicated on drawing and receipt of neighbors' comments. **Chairman Husemoller requested that an approval letter be held in abeyance pending receipt of neighbor comments.**

E. R16-037, Leif & Julie Rolfsen, 1554 Portia Road, Lot# 288, dated 8/03/2016. The homeowner appeared before the committee and presented an application along with actual color and material samples of GAF Timberline Charcoal for a roof replacement. All members approved the request, pending neighbor comments. **Chairman Husemoller requested that an approval letter be held in abeyance pending receipt of neighbor comments.**

New Violations

None.

Other Agenda Items

It was reported that several ARC members were having trouble with their emails. It was suggested to form your own group using everyone's emails and use that instead of the arc@pchoa.com email.

Gilbertson suggested that there must be a way for the ARC to improve its profile, as many people see the committee as critical, rather than helpful.

Pursuant to the confusion regarding how to respond to emails to the ARC, so there was no gaps or duplication of effort. Chairman Husemoller suggested assigning responsibility by topic and asked Sandi Morris to handle all topics dealing with color questions and Cindy Madson to deal

with topics relating to mailboxes and their numbers. All other general inquiries, Chairman Husemoller would look at and direct as appropriate.

It has become frequent when a homeowner has a request for a letter from the ARC when no approval is necessary according to the PCHOA guidelines (i.e. exact replacement), however the village or contractor is requesting something in writing. It was suggested that perhaps Premier Management could issue the homeowner a standard letter, to which Premier Management responded that they were more than happy to send a blanket letter to the village and/or owner for an application that doesn't require approval but that the ARC would need to forward their app to me when this arises. They felt that there definitely needed to be more of a process since she is not involved with the ARC process. It was decided that Chairman Husemoller would craft a letter to get this process started.

Chairman Husemoller reported that he spoke with Heather McArthur regarding the number of misunderstandings about violation letters and the ensuing process. After a number of violations that were being reported, some inaccurate, that resulted in a new neighbor feeling targeted and another inaccurately reported, Heather thought that it would be a better idea to have a photo accompany the report to help identify the problem. Heather noted that if she cannot see the violation from the street, she is not allowed to go on the homeowner property to investigate.

Morris felt that there should be a distinction between reporting a violation as a resident from reporting a violation as an ARC member, whereas Gilbertson did not see the difference. Chairman Husemoller felt that an ARC member had a higher level of credibility since they knew the guidelines better than most other members. He further advised that the members should be good neighbors by not be trolling for problems. Madson suggested clarifying hearsay before reporting the violation.

Morris expressed frustration at not being able to move forward with a homeowner application after additional information was gathered, due to the number of members on vacation not being able to consult. Marencik noted that there was plenty of time inside of the required timeframe. She was also upset that Premier Management asked the ARC to send an apology letter to the homeowner who was incorrectly reported by another ARC member, not at the behest of the ARC. She also reported that a homeowner asked Premier Management a question about the guidelines and they responded, when she felt they should have referred the homeowner to the ARC.

Chairman Husemoller inquired about a replacement for a vacant seat in the ARC and asked the members to think about it.

Next Meeting

The next regularly scheduled meeting of the ARC will be at the Yellow Farmhouse at 7:00 p.m. on Wednesday, September 7, 2016. The following meetings will be: October 5, November 2 and December 7.

Adjournment

Morris made a motion to adjourn the meeting at 9:19p.m., seconded by Marencik. The motion was carried unanimously.

Colleen Liberacki, Recording Secretary

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