

Architectural Review Committee

October 5, 2016

Meeting Minutes

Minutes of The Architectural Review Committee (“ARC”) of the Prairie Crossing Homeowners Association, which held a meeting on Wednesday, October 5, 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 7:05p.m.

ROLL CALL

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

Present: Members Joe Marencik and Sandi Morris (7:10pm); Colleen Liberacki, recording secretary.

Absent: Kathryn Gilbertson (PCHOA Board Liaison); Cindy Madson

Homeowner Forum

Jerry Powell (Winfield Verdow), Laticia Miller, Michelle Groenke, Wendy Brown and Amy Heinrich presented their requests, the details of which are located under New Review Requests.

Minutes

A motion was made by Marencik to approve the September 07, 2016 meeting minutes, and seconded by Morris; the motion was carried unanimously.

Old Business

Previously Discussed 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.**

09/07/16 Chairman Husemoller advised that Marencik sent homeowner an email, but has not received a response as of yet.

10/05/16 Marencik advised that he communicated with the homeowner via email and in person, however he has not responded with the neighbor’s comment, and Marencik provided his own comment as one of the two necessary neighbors. It was decided that the request would be dropped by the time of the November meeting if the homeowner had not followed up.

Previously Discussed Violations

There were no previous violations to discuss.

New Business

New Review Requests

- A. R16-051, Winfield Verdow & Jerry Powell, homeowner and occupant of the house (respectively), 1304 Prairie Trail, Lot# 48, dated 10/05/2016. The occupant on behalf of the homeowner appeared before the committee submitting an application, plat of survey, blueprint and computer generated elevation drawing requesting to install a screened in porch over an existing deck on the north side of their house, 14.7' x 23.45' (344 SF) with gray Trex composite wood decking compliant with PCHOA guidelines. This request was lacking written neighbor comments, but all else appeared complete, including a description showing that the siding and trim would be consistent with existing material. The arched screen panels would not be compliant with the PC style and the homeowner would be advised that the lines should be straight. There was a question about the eaves on either side of the screened in porch being horizontally aligned, however Morris would cover that in her communication with the homeowner, but all agreed to proceed with approval pending the required items. **Chairman Husemoller requested that an approval letter be sent to the homeowner, pending receipt of neighbors' comments and the confirmation of alignment of the eaves.**
- B. R16-052, Robert Lossmann, 1022 Prairie Trail, Lot# 73, dated 10/04/2016. The homeowner submitted an application along with neighbor's comments and brochures depicting an exact size replacement (96"H x106"W) with an Anderson 400 Series French doors and corresponding sidelights at the rear kitchen entrance. There was uncertainty regarding the finished color and door moulding, only described as Sandstone – Pine unfinished. It was agreed that Morris would cover that in her communication with the homeowner, but all agreed to proceed with approval pending the required item. **Chairman Husemoller requested that approval be held in abeyance pending required information from the homeowner.**
- C. R16-053, Chuck and Laticia Miller, 1117 Hedgerow Drive, Lot# 76, dated 10/04/2016. The homeowner appeared before the committee submitting an application and window replacement proposal for 11 windows on the second floor, differing sides. It was stated that the windows would be an exact replacement (Colonial Grid pattern, vinyl) in size, color and style. Chairman Husemoller advised that although no approval was necessary for an exact replacement, the ARC would be providing a letter stating such, so the homeowner could apply for a permit. **Chairman Husemoller requested that approval letter (no approval necessary) be sent to the homeowner.**
- D. R16-054, John Worth, 917 Shooting Star Road, Lot# 356, dated 10/05/2016. The homeowner submitted an application and landscaping plan to plant Hydrangeas, Zebra and Karl Foerster grasses, Lavender and Grape Daylillies, however there were no written neighbor comments. Chairman Husemoller offered to contact the homeowner for the desired information. **Chairman Husemoller requested that an approval letter be held in abeyance pending receipt of additional information.**

- E. R16-055, Gwen Ricchio, 920 Blazing Star Road, Lot# 188, dated 9/05/2016. The homeowner submitted an application, neighbor comments, plat of survey, photos of both driveway sides desired for the installation of 6" – 8" gray flagstone edging border and would additionally like to use matching gray flagstone stepping stones for the side walkway from the driveway to the deck. All members were polled and were agreeable to this request. **Chairman Husemoller requested that an approval letter be sent to the homeowner.**
- F. R16-056, Kristen Bechtold, 1571 Penstemon Court, Lot# 252, dated 9/18/2016. The homeowner submitted an application requesting that their front door color be changed to Valspar Spanish Tile (a deep red burgundy), however no color chip was furnished, nor were neighbor comments present. It was decided that Cindy Madson should contact the homeowner to pursue the required information. **Chairman Husemoller requested that approval be held in abeyance pending required information from the homeowner.**
- G. R16-057, Mark and Michelle Groenke, 1524 Portia Road, Lot# 291, dated 09/29/2016. The homeowner, Michelle Groenke, appeared before the committee submitting an application, and actual roofing samples to replace their current damaged roof with Landmark Certainteed Weathered Wood shingles by Cedar Roofing Company. They advised that their house siding color was dark green, or Evergreen. Written neighbors' comments were lacking and the homeowner was advised to provide same in order to complete the application. **Chairman Husemoller requested that approval letter be held in abeyance pending required information from the homeowner.**
- H. R16-058, Wendy Brown and Ted Hazelgrove, 875 Harris Road, Lot# 161, dated 10/05/2016. The homeowner, Wendy Brown, appeared before the committee submitting an application, neighbors comments and roofing samples of either Landmark Certainteed Moyer Black or Oakridge Midnight Black of the desired replacement. They also advised that the trim and gutters would be painted Ace Hardware Sandstone, furnishing a paint chip as well. All present approved the application. **Chairman Husemoller requested that an approval letter be sent to the homeowner.**
- I. R16-059, Robert and Amy Heinrich, 1357 Hedgerow Drive, Lot# 154, dated 10/05/2016. Amy Heinrich, the homeowner, appeared before the committee submitting an application, plat of survey, blueprint and elevations for the construction of a 8' x 16' garage addition (to be used as a storage shed), which will display the same color paint, trim and shingle roofing as the existing garage. Neighbor comments were previous emailed to the ARC. All present approved the application. **Chairman Husemoller requested that an approval letter be sent to the homeowner.**

New Violations

There were no new violations reported.

Other Agenda Items

After presenting her application and before departing, Amy Heinrich asked Chairman Husemoller if the approval letter could be emailed to her, to which he consented, should the application be approved. Morris later voiced that she was uncomfortable with the

accommodation, since she did not consider it to be part of the normal procedure, and if it was done for one homeowner, it should be done for all. She further noted that, on behalf of the ARC, she wrote an article in the recent MeadowMix publication that discouraged urgent homeowner project requests. By accommodating this homeowner's request we were changing our procedures for someone who should have planned ahead appropriately, and that this was just what they were trying to avoid.

Both Marencik and Chairman Husemoller disagreed, noting that the same letter of approval is sent out as the official communication. Chairman Husemoller did not consider the forwarding of an electronic copy of the letter to constitute a substantial change in procedures. Chairman Husemoller noted further, that the ARC needed to be more "neighbor-friendly" and focus more on providing good customer service, as they've sustained a reputation for being too critical and uncooperative. It was noted that in the past, approval letters have been emailed to the homeowners, at their request, much to Morris' surprise. Discussion ensued and there was no agreement reached. Chairman Husemoller stated he would continue to accommodate homeowner needs as long as it did not impose any hardship or contradict the Covenants or Homeowner Guidelines.

He also noted the improvements that had been gained over the past months with the homeowner completion of these applications. While many applications have successfully included two copies of their application materials as requested, others have not. The ARC should continue to provide a grace period to help homeowners to adjust to this request. The change request application will be updated over the next couple of months, which Husemoller felt should provide more accessible guidance on submission requirements. Once this new form is enacted, it will be easier to streamline the process with application requirements and provide better service for everyone.

Chairman Husemoller presented a template "no approval necessary" letter for the homeowner who 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. He encouraged others to look it over and give him feedback later.

Chairman Husemoller asked for feedback concerning the three candidates interested in serving on the ARC. They were: David Siebert, 1337 Coneflower Road; Justin Malohn, 1248 Hedgerow and Krista Braun, 1475 Turks Cap Road. Due to their backgrounds, Siebert and Braun were the favored candidates, and Chairman Husemoller volunteered to advise PCHOA President Carol Shaffer as well as contact Malohn regarding the decision. It was noted that there were two vacancies on the ARC, since Chairwoman Natarajan left, Chairman Husemoller filled her spot, but no one filled his, and the vacancy of Rob Callis. Members expressed an interest in acquiring both candidates, as unintended absences could lead to lack of quorum, which could have been a possibility tonight.

Chairman Husemoller asked that the secretary fill in the upcoming dates for the ARC meetings in 2017.

Next Meeting

The next regularly scheduled meeting of the ARC will be at the Yellow Farmhouse at 7:00 p.m. on Wednesday, November 2, 2016. The following meetings will be: and December 7; January 4,

2017, February 1, March 1, April 5, May 3, June 7, July 5, August 2, September 6, October 4, November 1 and December 6.

Adjournment

Morris made a motion to adjourn the meeting at 9:00p.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.