

# Wood Creek Architectural Review Committee

## Committee Meeting

April 24, 2012

6:30 pm

Wood Creek Clubhouse

### **Meeting minutes:**

Committee attendance:

Members present - Eric Catellier, Chair; Mandy McGuigan; Karilyn Ott; Ken Stevens

Members absent - Wayne Manning

Guests in attendance:

Kristin Owens - Delmar Fairways Representative

Lloyd Unsell – Newsletter committee & Golf committee chair; arrived for last 30 min. of meeting

### **Committee introductory notes:**

- Mandy McGuigan – was appointed to position of committee secretary, Wayne Manning will fulfill duties if Mandy is unavailable
- Confirmed committee members received emails/Google docs; committee will communicate through ARC email and information posted on Google docs site
- Information from committee to community will be posted on the Wood Creek Newsletter website – Lloyd overseeing
- Eric views the role of the Architectural Review Committee to be advisory to the Board and to the property management company; not a complaint department

### **Items of concern discussed:**

(Note: Items collected from residents via ARC website & collected from inspection tour by Kris Owens & Rayna Butler)

*Sprinklers/irrigation* - many broken sprinkler heads & malfunctioning irrigation systems; Zidanics is working quickly to resolve issues, but needs homeowners to monitor for issues & prevention; sprinkler issues will be forwarded to Kris so she can issue work orders to Zidanics; homeowners need direct contact to report lawn care & irrigation issues – these are not ARC issues for ARC review; email to Chris Zidanic: ask him to put together informational letter to go out to homeowners with overview of services provided and expectations of both homeowners and company. Email information will be published in letter to homeowners and posted on website.

*Algae Growth* - ARC/MRA will distribute a friendly letter to all homeowners reminding them of the responsibility of keeping their homes clean. Letters would ask homeowners to inspect outsides of homes for anything that may need some TLC.

Suggested enforcement schedule: In letter, give 14 days to address algae issues, on 15<sup>th</sup> day check for homes still not up to standards, send letters to those homeowners advising if algae is not removed by 30<sup>th</sup> MRA will contract someone to fix issues and bring home back into compliance with standards and homeowners will be charged for service. On or after 30<sup>th</sup>, contracted service provider will fix houses and send letter to homeowners with bill for services.

*Lawn Ornaments* - discussed home with multiple lawn ornaments etc. (excessive); need limitations set in Guidelines

*Dog owners not picking up after their dogs* – should be addressed – nicely in newsletter? Enforcement?

*Hurricane Proofing: Window Tape/Plywood Boards* – Items need to be removed from homes; discussion: do homeowners need assistance? are homes foreclosed?

*Incident: parking cars on lawn* – discussed isolated incident; notification if it happens again

*Broken Siding (Sposato?)* – discussed homeowner needs to supply documentation of complaint to Rayna/MRA and when; continue to follow up on concern - homeowner may be responsible if it was not addressed timely. Any new damage caused by new landscaping company will be handled by Chris Z.

*Neighbor's cigarette disposal in yard* - Kris/Rayna inspected specific property on tour; was cleaned up by time of inspection

*Neighbor's loose and aggressive dog* - believe to be isolated incident – suggest to publish animal control number in newsletter for future incidents of loose dogs

*House exterior misc. issues* - molding around garage doors, gable trim, rake boards, wood under house numbers – need painting/replacing

*Cluster mailboxes* – bases need to be repainted – Kris says Rayna has been told by USPS that it is ok for us to paint them; Eric says USPS should be responsible to repaint since they own them and supplied them and installed them – Eric to contact USPS

*Removal of dirt mound on Rolling Hills* – project halfway complete by Zidanics; Chris Z. has been contacted

**Action Items for newsletter:** (Eric to draft & give to Lloyd)

*Springtime Home Spruce Up!*

- Siding- check for algae, broken/missing items on outside of home
- Windows- Broken glass, tape, boards, etc.
- House fronts– wood under house numbers- need repainting/replacing; rake boards- need repainting/replacing; gable trim over garage- need repainting/replacing; molding around garage doors- needs replacing

*Friendly Neighbor Reminders*

- Courtesy at all times!
- Pets on a leash – publish animal control contact number
- Clean up after pets - in personal yards as well as public areas and undeveloped lots
- Trash - Reminder: put trash in trash bags and secure in trash cans. Put cans back in garages once trash has been collected.
- No Littering – signs will be posted in community, discussed getting trash cans in community

**Additional misc. discussion items:**

- Doing away with walking path behind homes; not used / many weeds (Eric to contact Chris Z. for options)
- Aggressive dogs - Kris had suggestion from other communities: not allowing certain aggressive breeds (for safety reasons); enforcement? do we want to do that?
- Frequency of ARC meetings – set for every 4<sup>th</sup> Tuesday, 6:30pm at Clubhouse

Meeting minutes will be posted in Google docs and will be provided to Kristin Owens and the Board of Directors.

Next ARC meeting is scheduled for May 22, 2012, 6:30pm at the Clubhouse.