

# ARCHITECTURAL CONTROL COMMITTEE

## Minutes of September 6, 2017

**Call to order:** Joe Martere, ACC Chairman, called the meeting to order at 9:30 a.m.

**Present:** Joe Martere - Chairman, Peter Kirkby - ACC Liaison, Jim Poe, Ron Pecina, Joe Capone, Eva Jensen and Bob Hartman.

**Absent:** Rich Gagliano.

**Minutes of August 2, 2017 meeting:** Approved by Jim Poe, second by Eva Jensen.

**Old Business:** The Town Building Permits have been received for lots at Courts 4 and 11. The permit for 11 Court 9 is pending. The elevation checks for Courts 4 & 11 are completed, waiting for Court 9 to be done.

Peter Kirkby and Joe Martere met with the Town Building Department and agreed to work together on the process of elevation checks. It was agreed by both parties that the elevation checks be to the top of the concrete form boards and done by the ACC. An additional check will be made after the slab is poured and then checked by the Town. The ACC and the Town will copy each other with the completed paperwork on elevation measurements. Joe Martere will contact the Town to get a copy of their paperwork which stipulates the consequences if the builder does not meet the elevation heights after the pouring of the slab/foundation. The committee requested that this language be added to our building package to include the consequences of failing to meet the requirements set forth by the Town on the final elevation check.

**New Business:** The review of the builder plans for 11 Court 9 NW was conducted. The plans were incomplete. Joe will contact the builder for the necessary plans and permit number from the Town.

A discussion was held to determine if more detailed requirements are needed for the upkeep of vacant lots. Joe will send a letter to all the contractors recommended by the ACC for this work, and include pictures of what the lot should look like after being bush hogged.

The time frame for political action signs was discussed pertaining to re-applications. It was the decision of the ACC that any political action sign permit can be re-submitted to the ACC for approval, following removal of the sign for 7 days from the original expiration date.

### **Requests completed for Month:**

<b>Trees:</b>	
28 C.S. Dr.	Dead pine
4 Arden Ct.	Pear trees leaning and impacting home
3 Fairway Ct.	Trees impacting driveway and house
5 Gate 11	Trees leaning
3 Cleek Ct.	Leaning impacting house.
16 C.S. Dr.	Pine trees impacting home
5 Sunfield Dr.	Pine trees impacting home
Gate 11 common area	Pine trees impacting home
4 Niblick Ct.	Roots impacting house, tree leaning

**Additions/Alterations:**

29	C.S. Pkwy	R/R roof shingles, color Beachwood
29	C.S. Pkwy	R/R driveway headwalls
22	Gate 7	Paint driveway, color Grey lace
4	Pelican Ct.	Enclose screened in porch with walls & windows.
6	E. Pine Ct.	Repair wood trim paint White.
28	C.S. Dr.	R/R roof shingles, color Black
19	Swamp Fox Dr.	Paint trim and shutters color Grey.
3	Pinewood Dr.	Construct landscape headwall with lighting
1	Gate 10	Install windows on screened porch. Owner to supply spec sheet.
16	C.S. Dr.	Stain trim Brown
56	C.S. Dr.	Privacy fence *
56	C.S. Pkwy	Install storm door color White
56	C.S. Pkwy	Paint trim White
3	E. Pine Ct.	Install privacy fence *

**\* Denied, letter sent to owners, moved to Board\***

**Sign Requests:**

5	Brassie Dr.	Real Estate sign
28	C.S.Dr.	Contractors sign
5	Golfcrest Ct.	Yard Sale
54	Pinewood Dr.	Yard Sale
23	Swamp Fox Dr.	Political Action sign
11	Sunrise Ct.	Political Action sign
9	C.S. Pkwy.	Real Estate sign
23	Sand Dollar Ct.	Political Action sign
14	Sand Dollar Ct.	Political Action sign

**Request for Inspection:**

Gate 6	Commercial vehicle parked overnight.
Ct. 1 NW	Commercial vehicle parked overnight.
Gate 6	Parking vehicle on common are overnight.
Topsail Ct.	Fallen trees on lot.
Brassie Dr.	Unkempt yard
Lakeview Ct.	Pool & Fence
Petrel Ct.	Dead trees on property
Gate 6 NW	Property boundary issue
Gate 11	Trees on POA property impacting home. Leaning.
Gate 3	Tree down on lot
Canal Way	Trees leaning towards adjacent home
C.S. Dr.	Unkempt yard
E. Pine Ct.	Unkempt yard
Gate 3	Tree down on lot, trees leaning towards adjacent home

**Follow-ups:** 18 follow-ups were completed. Fifteen properties were inspected, completed, and approved. Three owners received letters for non-compliance to ACC requests and were moved to the CSPOA Board for action.

**Liaison Report:** After being mentioned by Jim Poe, Peter Kirkby instructed the office to send a blast e-mail stating that the community building would be available to all residents if needed, during the upcoming hurricane.

**Other Business:** The ACC will do a follow up on all un-improved lots as part of the previous inspections. Volunteers schedule were set for months of September and October.

**Executive Session:** Convened at 10:15 a.m. and adjourned at 10:36 a.m.

**Next Meeting:** October 4, 2017 at 9:30 a.m.

**Adjourned at:** 10:11 a.m. on a motion by Jim Poe, second by Ron Pecina.