

**CASAS ADOBES TERRACE HOA
ARCHITECTURAL CONTROL COMMITTEE (ACC)
Meeting Minutes – 4 February 2025 – Nanini Library**

CALL TO ORDER:

The meeting was called to order at 5:00 PM

PRESENT:

Amelia Cruz, Chairman
Howard Buehler, Secretary
Mark Hamilton, Committee Member
Rand Mellor, Committee Member

ABSENT:

- None.

APPROVAL OF MINUTES:

- The draft minutes of the January 2025 meeting were approved as brought forth.

HOMEOWNER COMMENTS:

- None.

CONTINUING PROJECTS:

- **Lot 40 (Thibault)** – 3120 W Corte Olivia – Roof Repairs
 - Application received 18 December 2024. Approved though 1 March 2025 with standard roof conditions. No action taken.
- **Lot 43 (Dauch)** – 3119 W Corte Olivia – Solar Installation
 - Application received 10 December 2024. Work completed without prior approval, approximately October 2022. No action taken.
- **Lot 85 (Hale)** – 3051 W. Corte Madelena – Roof Repair
 - Application received 14 November 2024. Work started without approval. Approved through 31 Dec 2024 with standard conditions for roof work. Was considered for final but the Committee decided it needed a second look at the property to decide. If it passes inspection we'll close it via AIL.
- **Lot 107 (Davenport)** - 6876 N Avenida Adella – Extend Garage
 - Application received 4 November 2024. Approved through 1 May 25. Per Arizona statute there needs to be an intermediate inspection scheduled when addition is being framed. No action taken.
- **Lot 131 (Cullum)** – 2971 W. Corte Olivia – Replace Roof Underlayment
 - Application received 10 December 2024. Work done without prior approval, needing only flashing painted to be finished. Was considered for final but the Committee decided it needed a second look at the property to decide. If it passes inspection we'll close it via AIL.
- **Lot 136 (Durazo)** – 2921 W Corte Olivia – Solar panels
 - Paint work still needs to be done on conduit across the roof and boxes on the side of the house. Referred to the Board for compliance action in September. No action taken.
- **Lot 145 (Whitmore)** – 6970 Avenida Adella – Raise walls and install artificial turf
 - Application received 11 June 2024. Neighbor's approval letter has been received. Initial approval granted to raise south wall through 1 February 2025. Request to install artificial turf was denied as it is not permitted in front yards. Homeowner had previously waived project for north wall. No action taken.
- **Lot 149 (Brightman)** – 2945 W Placita Enrica – Roof repair
 - Application received 14 August 2024. Work completed without approval. Paint on eaves and birdstop needs completed, corrected before for final approval. Homeowner has indicated he expects to complete remaining tasks by the end of February.

INITIAL APPROVALS:

- **Lot 39 (Al Mohammed)** – 3090 W Corte Olivia – Arizona room
 - Application received 24 January 2025. Approved with conditions through 6 June 2025. Conditions require than any exposed framework or trim match the house.
- **Lot 66 (Hamilton)** – 3076 Calle Lucinda – Roof replacement
 - Received 24 January 2025. Approved with Standard Roof Conditions through 1 April 2025. Note: The homeowner is a member of the committee and abstained from this vote.
- **Lot 100 (Wall)** – 2996 W Corte Madelena – Roof repair, Exterior paint
 - Received 13 January 2025. Approved with Standard Roof Conditions by AIL 16 January 2025, ratified at this meeting. Roof required removal and reinstallation of solar panels. Reinstallation will need inspected against Standard Conditions for Solar.
- **Lot 165 (Milligan)** – 2929 W Placita Montessa – Finish top course of back wall
 - Received 21 January 2025. Involves a section of shared wall, requires signed approval by Lot 164 neighbor. Hold for that.

CLOSED PROJECTS:

- **Lot 49 (Vermette)** – 3083 W Corte Olivia – Replace Security Door
 - Application received 9 September 2024. Approved through 1 January 2025, no conditions. Final approval granted.
- **Lot 66 (Hamilton)** – 3076 Calle Lucinda – Tree variance
 - Application received 24 January 2025. Note: since this isn't a "project" it goes straight to final. Waiver approved, this lot will be added to the list of tree waivers. Note: The homeowner is a member of the committee and abstained from this vote.

OTHER BUSINESS:

- It was agreed to change the Roof Work Standard Initial Conditions to address projects where previously installed solar panels have to be removed and reinstalled. The reinstallation will be subject the same initial conditions as an original installation. Updated text attached to these minutes.

NEXT MEETING:

Tuesday, 4 March 2025 at 5:00pm at the Nanini Library (subject to change).

ADJOURNMENT:

The meeting was adjourned at 5:30 pm.

MINUTES COMPLETED BY:

Howard Buehler, ACC Secretary, 7 February 2025

Standard Initial Conditions for Roof Work Applications

Attach to the application and make reference to this attachment in the Initial Conditions part of the form.

- 1) IF the roof is being entirely replaced with new tiles: The color of the new tiles must be approved IN ADVANCE by the ACC to ensure they are sufficiently similar to the original tiles. Samples should be submitted for this purpose.
- 2) IF the roof is only being repaired and the existing roof tiles will be reused: Original tiles were discontinued by the manufacturer over 20 years ago and are no longer available. Broken tiles will have to be replaced with tiles of a color as similar as possible to the originals.
 - a. The color of the replacement tiles will have to be approved IN ADVANCE by the ACC. Samples should be submitted for this purpose.
 - b. Replacement tiles should be placed to be inconspicuous and not draw attention to their color mismatch. This is done by placing them as much as possible on the back or side of the roof rather than the front, and scattering them individually among the original tiles rather than grouping them together.
- 3) The following applies to both 1) and 2) above:
 - a. Roof penetrations such as vents if replaced or repainted are painted to match the roof tiles.
 - b. Exposed flashing in roof valleys is painted to match the roof tiles.
 - c. Flashing folded down over the wooden eaves is painted to match the house trim color that is behind them.
 - d. Eave stops / bird stops (metal strip with scalloped edges sitting directly under the last row of tiles) are usually painted the house trim color but may be painted to match roof tile color instead.
 - e. The concrete used as ridge caps/ bull noses may be painted but do not have to be. If painted, they must match the roof tile color.
 - f. If a solar panel array was previously installed and is to be removed to permit the roof work, the reinstallation must meet the Solar Panel Installation Standard Initial Conditions. Panels must be reinstalled in their original approved layout.
 - g. All this work must be completed within 30 days of completion of the tile work.
- 4) The homeowner (not the contractor) is responsible to the HOA for compliance with these conditions.