

**CASAS ADOBES TERRACE HOA
ARCHITECTURAL CONTROL COMMITTEE (ACC)
Meeting Minutes – 2 April 2024 – 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:

- A motion was made to approve the draft minutes of the 5 March meeting as brought forth. It passed 4-0.

HOMEOWNER COMMENTS:

- None.

CONTINUING PROJECTS:

- **Lot 24 (Kelly)** – 3088 W. Placita Montessa – Storage Shed
 - Approved through 1 May. No action taken.
- **Lot 110 (Winkler)** – 2991 Calle Lucinda – Roller Window Shades
 - Approved through 1 May. No action taken.
- **Lot 111 (Lucero)** – 2981 W. Calle Lucinda – Roof Repair
 - Work was started and finished without an approved application. Initial Approval skipped, Final approval deferred due to 1) rows of mismatch tiles on ridges lines at front of house, and 2) unpainted flashing on the front of the house. No action taken.
- **Lot 136 (Durazo)** – 2921 W Corte Olivia – Solar panels
 - Approved through 1 May. No action taken.
- **Lot 147 (Hammar)** – 2965 W Placita Enrica – Exterior Lights
 - Approved through 1 April 24. No action taken.
- **Lot 154 (Casanova)** – 2960 W Placita Enrica – Replace roof on house and ramada (all new tiles)
 - Application prepared but inadvertently not submitted when project was done last July- August. Plan was to skip initial approval, go straight to final. On final inspection it was found that the eave stops and eave flashing were not painted in accordance with required color scheme. This will have to be corrected before it can receive final approval.
- **Lot 173 (Castillo)** – 2980 W Placita Montessa – Solar panels.
 - Await word from homeowner that work is complete. No action taken.
- **Lot 174 (Stewart)** – 2990 W Placita Montessa – Roof Repairs.
 - No action at this time, monitor for notice from HO that it's ready for Final.

INITIAL APPROVALS:

- **Lot 24 (Kelly)** – 3088 W. Placita Montessa – Replace Windows
 - Application received 2 April 24. Approved with conditions that new windows cannot be reflective and repair/ repaint of stucco disturbed by the installation be done within 30 days of the installation. Good through 1 August 24.

- **Lot 45 (Betancourt)** – 3107 W Corte Olivia – Addition
 - Application received 26 March 24. Initial approval deferred until more information about the project, especially the effect on the exterior, is available and provided.
- **Lot 106 (Garcia)** – 3056 W. Corte Madelena – Roof Repair
 - Application received 4 March 24. Requested expedited processing due to leak. Approved with conditions. Conditions are spelled out in newly approved “Standard Initial Conditions for Roof Work Applications,” copy attached both to these minutes and the application form. Approved through 1 May 24.
- **Lot 154 (Casanova)** – 2960 W Placita Enrica – Replace Garage Doors
 - Application received 26 March 2024. Approval deferred depending on further information from the owner. New doors have to be painted to match color of the house. If this is the homeowner’s plan, then the replacement is simply home maintenance and doesn’t require an application.

CLOSED PROJECTS:

- **Lot 18 (Hernandez)** – 3040 W Placita Montessa – Roof Repair
 - Work begun and completed before application was submitted. Skipped initial approval and went directly to final inspection. Final approval granted.
- **Lot 49 (Vermette)** – 3083 W Corte Olivia – Solar Screen
 - Final approval granted.

OTHER NEW BUSINESS:

- A draft of a set of standard conditions for giving initial approval to roof work was offered for review. It would simply be added as an attachment to the application with a notation of the front of the form pointing to it. By having a standard preprinted page we avoid the necessity of trying to capture all the requirements handwritten onto each form, with the attendant risk that some will be missed. It was approved as offered and put to use on some applications considered at his meeting
- It was agreed we draft something similar for solar applications.

NEXT MEETING:

Tuesday, 7 May 2024 at 5:00pm at the Nanini Library (Subject to change).

ADJOURNMENT:

A motion was made to adjourn the meeting at 5:45 pm. It passed 4-0.

MINUTES COMPLETED BY:

Howard Buehler, ACC Secretary, 4 April 2024.

1 Attachment: Standard Initial Conditions for Roof Work Applications

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. 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.