

**CASAS ADOBES TERRACE HOA
ARCHITECTURAL CONTROL COMMITTEE (ACC)
Meeting Minutes – 5 December 2023 – Nanini Library**

CALL TO ORDER:

The meeting was called to order at 5:05 PM

PRESENT:

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

HOMEOWNER COMMENTS:

- None present.

APPROVAL OF MINUTES:

- Howard Buehler proposed one edit to the draft minutes from the 7 November meeting. Motions were made both to accept the proposed edit and to approve the edited minutes. Both passed 4-0,

CONTINUING PROJECTS:

- **Lot 23 (Olson)** – 3080 W Placita Montessa – Replace outdoor garage lights.
 - No action taken.
- **Lot 110 (Winkler)** – 2991 W Calle Lucinda – Replace Windows
 - No action taken.
- **Lot 159 (Tvrdy)** – 2981 W Placita Montessa – Solar panels (Board violation).
 - The Committee is awaiting response from the homeowner and their contractor to our revised layout. Fines levied by the Board continue; depending on response by the homeowner, they may be continued or suspended. No action taken.
- **Lot 173 (Castillo)** – 2980 W Placita Montessa – Solar panels.
 - Expiration date on the existing application was 7 December. No action appears to have been taken to move this project along or request an extension. The Committee decided to unilaterally extend the expiration date to 2 Jan 2024 and request an update from the homeowner. Absent some action by the homeowner by that date, we will expire the application and require resubmittal before work can proceed.

INITIAL APPROVALS:

- **Lot 136 (Durazo)** – 2921 W Corte Olivia – Solar panels
 - Approval deferred. Committee Chair Amelia Cruz will be contacting the homeowner to propose certain adjustments to the panel layout that move ones on the front of the house to less conspicuous locations.
- **Lot 174 (Stewart)** – 2990 W Placita Montessa – Solar panels.
 - Approval of solar panel installation (previously installed without an approved application) has been folded into a new application for roof repairs. Since the existing solar array has to be removed to permit the roof repairs, final approval for both projects can be done via a single inspection. Approval for the roof repair project was deferred as no estimated start or finish dates were provided. Homeowner will be contacted to submit a more complete application or at least supplement the existing one.

CLOSED PROJECTS:

- **Lot 110 (Winkler)** – 2991 W Calle Lucinda – Paver walkway to backyard.
 - The homeowner was previously informed that if project was not complete by this meeting we would expire it and expect a new application before work begins. Nothing was heard from the homeowner and Committee voted 4-0 to close the project as expired.
- **Lot 40 (Thibault)** – 3120 W Corte Olivia – Driveway coating (Board violation).
 - The project was completed using the alternate material approved the Committee at the last meeting. On-site inspection was completed and deemed satisfactory, and the project was given Final Approval by a vote of 4-0.

OTHER NEW BUSINESS:

- The new Secretary Howard Buehler proposed that the Committee make use of the Documents functionality in Town Square to post applications, minutes, agendas etc. so that all Committee members would have on-line access to them. The Category (folder) is titled ACC Working File and will have access permissions limited to Board members, Committee members and the Property Manager. The Secretary will be responsible for posting and updating documents as necessary. Committee members will ensure they have a working Town Square account and request the Property Manager to assign their accounts as Committee Members.

NEXT MEETING:

Tuesday, 2 January 2024 at 5:00pm at the Nanini Library (Subject to change).

ADJOURNMENT:

A motion made to adjourn the meeting at 5:46 pm passed 4-0.

MINUTES COMPLETED BY:

Howard Buehler, ACC Secretary, December 6, 2023.