CASAS ADOBES TERRACE HOA
ARCHITECTURAL CONTROL COMMITTEE (ACC)
Meeting Minutes – 8 September 2026 – Nanini Library

CALL TO ORDER:

The meeting was called to order at 5:06 PM

PRESENT:

Amelia Cruz, Chairman (remotely then in-person)
Howard Buehler, Secretary
Rand Mellor, Committee Member
Mark Hamilton, Committee Member

ABSENT:

None.

APPROVAL OF MINUTES:

- The draft minutes of the 4 August 2026 meeting were approved as brought forth.

HOMEOWNER COMMENTS:

- The homeowner from Lot 178 was present to discuss his storage shed project with the Committee.

CONTINUING PROJECTS:

- **Lot 10 –** Garage Extension
  - Received 7 November 2025. Approved through 1 June 2026 with two conditions; 1) homeowner is responsible for all county permits and inspections 2) the homeowner needs to contact management company when framing is complete so the ACC may conduct an intermediate inspection (required by Arizona statute for major projects). The homeowner submitted a revised application with a modified footprint and a later completion date for approval. Now approved through 1 October 2026. The intermediate inspection was conducted 30 July 2026 and no problems were noted. No action taken.

- **Lot 11** – Roof Repair
  - Received 16 June 2026, roof repair for active leaks. Approved by AIL 17 June 2026, with standard conditions for roof repair and a completion date of 1 August 2026. Needs ratified at this meeting. Notified 6 July that project is complete and ready for final inspection. On final inspection we found that the birdstop had not been painted as required in the initial conditions. It must be painted to match the roof tiles above or the fascia boards below (the approved trim color), homeowner's choice. Once this is corrected, we can repeat the inspection. Homeowner asked for further clarification of the problem and it was provided.

- **Lot 28** – Roof Repairs
  - Received 9 January 2026. Work is to repair leaks from last summer's monsoon and includes removal/ reinstall of solar panels. Work was already started before application was submitted. Inspected but not approved; two ventilator stacks on the south pitch of roof, just above the solar panels, are bare metal and not painted as required. This will need to be addressed before we can approve it.

- **Lot 43** – Solar Installation
  - Application received 10 December 2024. Work was completed without prior approval, approximately October 2022. At initial contact homeowner indicated she'd reach out to installer about revising the layout to satisfy our concerns. After initial contact with homeowner, we've had no further communication since last year. Referred to the Board for compliance action.

- **Lot 47** – Roof Repairs
  - Emergency repairs to roof needed, form not received yet. HOAMS will provide them an advance copy of the standard conditions for roof repair. Project discussed and granted tentative approval through 1 June 2026. No action taken.

- **Lot 47**- Above Ground Pool
    - Received 4 May 2026. Install 16' x 4' above ground pool in north-west corner of the backyard. Approved through 1 June 2026 with no conditions. No action taken.

- **Lot 47** – Storage Shed
    - Received 4 May 2026. Install storage shed in north side of the backyard. Approved through 1 June 2026 with no conditions. No action taken.

- **Lot 78** – Install window screens.
    - Received 3 March 2026. Homeowner wants to add screens to upstairs windows to reduce heat. Approved through 1 June 2026 with no conditions. No action taken.

- **Lot 102** – Driveway Lights
    - Received 7 July 2026. Replace path lights along the driveway. Approved with no conditions through 1 August 2026. Per the homeowner, new lights are on order and they're awaiting delivery. No action taken.

- **Lot 111** – Repair and extend patio cover.
    - Received 24 February 2026 (submitted 16 January 2026). Repair to fix leak, also extending from partial to full coverage of the back of the house. Approved with no conditions through 1 May 2026. Per email from the homeowner, project is still in work, completion date TBD. No action taken.

INITIAL APPROVALS:

- **Lot 89** – Windows and Doors
    - Received 7 August 2026. Replace two bays windows and an exterior door. AIL approved 4 August 2026, needs ratified. Conditions were to do any needed stucco repair/ paint within 30 days, approved through 1 November. Ratified.

- **Lot 178**– Shed (2nd Submission)
    - Originally received 7 July 2026, disapproved because of shed size and setbacks. Resubmitted 18 August 2026 for reconsideration. Approval deferred while we work issues related to setbacks and shed size.

CLOSED PROJECTS:

- **Lot 9** – Replace Garage Doors
    - Received 24 April 2026. Replace both garage doors, paint to match house color. Approved through 1 August with the condition that the new doors be painted to match the house within 30 days of installation. Inspected and given final approval.

- **Lot 13** – Roof Repair
    Received 26 May 2026. Update received 6 July 2026 with valid homeowner's signature. Approved with standard roof conditions through 1 August 2026. . Inspected and given final approval.

- **Lot 28** – Repaint House.
    - Received 1 April 2026. Paint house with DEC764 and trim with DEC759. Approved through 1 June 2026. . Inspected and given final approval.

- **Lot 46** – Widen Driveway
    - Received 19 June 2026. Widen driveway so that it keeps a uniform width all the way from the sidewalk to the garage. Approved with no conditions through 1 August 2026. Inspected and given final approval.

- **Lot 77 –** Repaint Fascia Boards
    - Latest version received 3 November 2025. Roof repairs and repair/ replace/ repaint some fascia boards using Dunn Edwards 6139 following compliance letter. Approved through 1 February 2026. Inspected and given final approval.

OTHER BUSINESS:

- The Committee continued discussions about an update to the Architectural and Landscaping Standrads and Rules dated 1 January 2017.

NEXT MEETING:

Tuesday 6 October 2026 at 5:00pm at the Nanini Library (subject to change).

ADJOURNMENT:

The meeting was adjourned at 5:50 PM.

MINUTES COMPLETED BY:

Howard Buehler, ACC Secretary, 10 September 2026