

ARC Meeting 2/26/24 17:30

-ARC Members present:

Mark Machcinski
Zach Goodfellow
Katee Martineau
Cameron Clark

-Other attendees:

Robin Mitchell
Thomas Siburg
Heather Goodfellow

-CAC rep: Pat Labrada

1. Call to Order

-Meeting started at 1751
-Started late due to arrival of Cameron

2. Determination of Quorum

-Mark Machcinski, Zach Goodfellow, Katee Martineau, and Cameron Clark provide Determination of Quorum. Pat Labrada was present in person on behalf of CAC Management.

3. Proof of Notice

-CAC Management sent a mass email and posted the agenda on the Community Message Board.

4. Approval of Minutes-

-No approval of minutes. Approval of 2/15/24 minutes dispensed to next meeting.

5. Topics for Discussion

a. Selection of chair and voting members

- BOD must appoint voting members and alternate

b. Future meetings: date and time

- Proposed meetings – Second Tuesday of the month at 1815

c. Administrative process for handling requests

- Discussed administrative process for requests

-Online form – Discussion of in-kind requests and paint colors

-Certified by CAC management

d. In-kind request process

-In-kind work could be provided with approval by email with vote of committee members

-CAC would then provide this approval immediately to the homeowner

-Request would be noted on the next meeting's agenda

-Discussion of this as a 'consent agenda'

e. General process for reviewing among committee members

- Non-conforming work will need to be discussed at meeting for approval

- Discussed requirements for out of normal work when it will require arch. drawings and renderings

f. Procedural/administrative issues

-ARC members should confirm agenda for following meeting by noon on the Thursday prior to meeting – Send to Pat/CAC

g. General questions from Committee members

-When will current requests be sent out to ARC? – Pat/CAC will send them now.

6. Adjournment

-Meeting adjourned at 1901

Notes taken by: Mark Machcinski

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