

**KEY WEST GOLF CLUB HOMEOWNERS' ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES**  
**74 Golf Club Drive**  
**Key West, Florida 33040**  
**Tuesday, March 12<sup>th</sup>, 2024**  
**6:15 PM**

**1. CALL TO ORDER:**

The Architectural Review Committee meeting was called to order at 6:15pm by Pat Labrada.

**2. DETERMINATION OF QUORUM:**

Zach Goodfellow, Mark Machcinski (by Zoom), Katee Martineau, Paul Sandholm provide Determination of Quorum. Pat Labrada and Laurie McChesney were present in person on behalf of CAC Management.

**3. PROOF OF MEETING NOTICE:**

The CAC Management sent a mass email and posted the agenda on the message board.

**4. APPROVAL OF MINUTES FEBRUARY 15, 2024:**

Motion by Katee to approve with correction of meeting date to Thursday, February 15th, second by Zach. Motion carried with all in favor.

**5. OLD BUSINESS:**

**a) Select Chairperson** – Zach nominated Katee as Chairman, second by Mark. Katee took over as Chairman.

**6. CONSENT AGENDA:**

**a) 135 Golf Club Drive** – In kind house painting – repaint same color SW6631 Native Peach

**b) 197 Golf Club Drive** – Paint whole house, change from Native Peach to approved color Monorail Silver

-Motion by Katee to approve the two consent agenda items, second by Zach, Motion carried with all in favor.

**7. NEW BUSINESS/ ACTION ITEMS:**

**a) 18 Whistling Duck** – Enclosed porch construction

Homeowner, Leann, and her contractor Gary The Carpenter presented plans and answered committee questions. Plans submitted show the backyard having a brick patio but the homeowner would like to do artificial turf instead using Scott Turf. Discussion of artificial turf, the proposed aluminum railing, proposed louvered skirting, and proposed window style. Homeowner was open to changes in plan in order to maintain style consistent with KWGC.

-Motion by Katee to approve the request as submitted except with deck railing done in wood or white composite in a style consistent with all other deck railing in KWGC, skirting to be a lattice material not louvers, windows on the enclosed porch to be 4 over 1 lite, and turf in the backyard approved. Second by Zach. Motion carried with all in favor.

**b) 8 Spoonbill Way** – White picket fence across the back on the golf course side. Repairs and painting to be done on the front fence along the sidewalk also. Repaint house to same color, Quietude with trim in Shipyard White. Door will be Hudson Gray.

Homeowner Mike was present and confirmed back fence replacement will be like for like in style but they plan to use Veranda cellular PVC. Front door painting was previously approved by ARC per homeowner.

-Motion by Zach to approve the request, second by Mark. Motion carried with all in favor.

**c) 93 Golf Club Drive** – Fence Replacement. White picket fence to match current one, but in hardened vinyl as opposed to wood. Front door and rear sliding door replacement.

Homeowner Paolo presented that requested new front door will be impact resistant, four lites over one panel, and painted Shipyard White, and rear slider door to be replaced with impact resistant slider door. Discussion of

hardened vinyl fencing. Homeowner is open to other materials that have previously been approved in KWGC. He is purchasing 95 GCD and will be waiting for that to be finalized before completing fence.

-Motion by Katee to approve the request as submitted except that the fence material approved is Veranda cellular PVC. Second by Zach. Motion carried with all in favor.

#### **8. COMMITTEE DISCUSSION:**

- a) Discussion of alternative fence materials – Reviewed current design guidelines for fences. Katee presented drafted potential changes for discussion. Discussion of stating in the guidelines what is and is not already approved material. CAC to review and advise the Committee how to proceed with an update to the Design Guidelines.
- b) Pat asked that we review approved decking materials. CAC to obtain samples of composite decking for KWGC office.  
-Motion by Katee to add to the next agenda review of composite deck colors that could be approved. Second by Zach. Motion carried with all in favor.
- c) Paul asked to review PVC trim use.  
-Motion by Katee to add to the next agenda review of Design Guidelines for trim and use of PVC. Second by Zach. Motion carried with all in favor.
- d) Pat advised that KWGC has their own Zoom account. Management may not be present at future meetings so Committee may need to run the Zoom and lock up office after meetings.
- e) Paul inquired of CAC if files are maintained for KWGC properties containing ARC approvals. CAC maintains such files, by property.

#### **9. MEMBER INPUT:**

- a) Robin Mitchell asked if the Committee will review how it follows up on approvals after completion of work to confirm what was done was in compliance with what was approved.

**10. ADJOURNMENT:** Katee motioned to adjourn, seconded by Zach. Motion carried. Adjourned at 7:45PM