

**KEY WEST GOLF CLUB HOMEOWNERS' ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES**  
74 Golf Club Drive  
Key West, Florida 33040  
Tuesday, April 9<sup>th</sup>, 2024  
6:15 PM

**1. CALL TO ORDER:**

The Architectural Review Committee meeting was called to order at 6:15 PM by Katee Martineau

**2. DETERMINATION OF QUORUM:**

Zach Goodfellow, Mark Machcinsk, Katee Martineau, Paul Sandholm provide Determination of Quorum. Pat Labrada was 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 March 12, 2024:**

Motion by Mark to approve March 12, 2024 minutes, second by Paul. Motion carried with all in favor.

**5. OLD BUSINESS: None**

**6. CONSENT AGENDA: None**

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

- a) **16 Kestral Way-** Install Mini-Split AC System. Condenser unit will be mounted on side between 16/18 KW about 7ft from ground, air handlers will be installed in 2 bedrooms and the downstairs living room. Motion to approve by Zach as long as the lines that run up from mini-split are covered/boxed in and painted shipyard white. When the lines get to the top of the house, the lines will run inside the house to each bedroom. If possible all the lines will run inside the house from ground up. Motion seconded by Mark, motion carried with all in favor.
  
- b) **213 Golf Club Drive-** Replace rotten wood on porch and paint outside of house (same color as it is now). Motion to approve by Katee pending knowing specific deck color. Seconded by Mark, motion carried with all in favor.
  
- c) **291 Golf Club Drive-** Replace front porch and rear deck, bottom and top. Replace fencing in front and rear of house. Would like to use polywood. The porches will be gray and the fences will be white. Motion to table request by Katee because owner was not present and we need to know what the home owner is replacing fence pickets with and the color of decking they plan to use. Motion seconded by Mark, motion carried with all in favor.
  
- d) **85 Golf Club Drive-** install solar panels and battery pack. This is committee member Mark Machcinsk's property so he has excused himself from the vote. Motion to approve by Katee as long as the panel is hidden from view by plants. Second by Zach, motion carried with all in favor.
  
- e) **9 Kestral Way-** install screen and door on back porch. Motion by Katee to have owner pick door and trim must be white. Owner must then submit door when they choose it. The request is tabled till next meeting. Seconded by Mark, motion carried with all in favor.

**8. COMMITTEE DISCUSSION:**

- a) Update from CAC- process for amending the design guidelines. ARC committee may adjust design guideline.
- b) Review proposed update language for Design Guidelines-wood alternative fencing, approved composite colors and usage, trim materials.

- a. Change to the fence guidelines motion by Katee to approve change, seconded by Mark, motion carried with all in favor.
  - b. Motion by Katee to modify approved decking guidelines and discuss at the next meeting. Seconded by Mark, motion carried with all in favor.
  - c. Trim modification to guidelines motion by Katee, seconded by Zach, motion carried with all in favor.
- c) Process for inspections on completion of ARC approved improvements. Pat inspects
  - d) Process for addressing construction done without ARC approval. Motion to table until next meeting by Katee, seconded by Mark, motion carried with all in favor.

**9. Adjourn.** Motion to adjourn by Katee, seconded by Mark, motion carried at 8:06 PM