

KEY WEST GOLF CLUB HOMEOWNERS' ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

74 Golf Club Drive
Key West, Florida 33040
Tuesday, September 12th, 2023
6:15PM

1. CALL TO ORDER:

The Architectural Review Committee meeting was called to order at 6:17pm by Greer Griffith. Seconded by Susan Berland.

2. DETERMINATION OF QUORUM:

Laurie McChesney, Pat Labrada were present in person on behalf of management. Via Zoom: Treasurer Dave Hubbert.

3. PROOF OF MEETING NOTICE:

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

4. APPROVAL OF PRIOR MINUTES:

Greer Griffith approved minutes from 8/14/2023 ARC Meeting, Janice Whittemore seconded.

5. UNFINISHED BUSINESS:

- **215 GCD** – M/M Vigneault (attended in person) brought exterior home plans for review. Janice requested oral presentation as she only had previous owners' plans (Pat showed new plans on camera.) Family wants to replace front & rear decks w/ composite materials to replicate existing wood style & beige color. Rear balcony would use higher quality teak flooring. Replace in kind all windows to hurricane proof. Rear bottom slider door enlarged. Adding outside storage shed in keeping w/ style & size already in KWGC. Add 2 split A/C units to exterior of home. Eliminating east side kitchen window to be closed off from inside (keeping shutters outside) and the transom over front door removed to increase door height 8'. 4 bottom doors enlarged to 16' wide/same sized top. Janice advised they must keep Conch style consistent throughout exterior so ARC refused moving bottom windows to align w/ top windows. All plans were voted on & approved except moving windows. Family agreed and left meeting.
- **5 SBW** – Andrea Alvarez (not attended.) Change rear fence to match 1 SBW at maximum 6' high on butterfly path (NOT around butterfly garden.) Plan voted on & approved.
- **67A SBW** – Goodfellows (not attended.) Enclose front & rear porches. If windows are same style/size as Conch, they can proceed with changes. All voted on & approved conceptual idea of enclosed porch but still need drawings and owner representation before final approval.
- **3 KW** – Roylance (not attended.) Committee will not discuss issue w/o representation. All voted to table ARC request for now.
- **206 GCD** – Severson/Menard (attended via zoom.) Replace in kind doors/windows to hurricane proof. Requested Heartthrob Red for front door. Janice asked to first see color spec closest in hue to existing approved KWGC color before approval. ('no bright colors.'). Pat L will email approved colors from website to owner. Repainting shutters to same existing black color. All voted & approved door/window replacement. Front door color to be reviewed before approval. The owner doesn't have to wait for next ARC mtg for color decision.
- **98 GCD** – Dodds/Manson (attended via zoom.) Replace in kind doors & windows to hurricane proof. All voted on & approved.
- **61 GCD** – Knutsen (not attended.) Per Robin Mitchell, owners have some problems. Had to remove sliding & replace w/ Hardie board so this is really a repair issue, not ARC? Janice wants someone to rep owners before review and Robin agreed to do so.
- **206 GCD** – Severson/Menard (attended via zoom.) Replace in kind doors & windows to hurricane proof. All voted on & approved.
- **26 WDL** – McGovern (attended via zoom.) Replace in kind front door and trim. All voted on & approved.
- **8 SBW** – Murphy (attended via zoom.) Replace in kind windows & sliders. All voted on & approved.
- **4 KW** – White (not attended.) Clean and repaint with approved colors. Committee will not discuss issue w/o representation. All voted to table ARC request for now.

6. NEW BUSINESS:

7. COMMITTEE DISCUSSION:

- Will Lawson (16 KW) wanted to revisit 215 GCD question of split A/C that was approved by ARC without seeing pictures of new setup. He asked why adherence to exterior styles in other matters is mandatory, yet not this one. He advised there will be several pipes and wires visible on the house exterior to power split A/C unit. Will asked how ARC approves items without full knowledge/extent of renovation. Janice read the rules portion of Declaration to clarify responsibilities of committee and owners. Will left meeting.
- Dave brought up that there is a \$150 ARC request fee in declaration; why aren't we assessing this to owners? Fee can be put towards using an experienced inspector for final approval upon projects completion. Currently, there is a timeline rule section 8.10 with start date within 6 months and completion by 1 year (Janice believes this only applies to new construction, not reno work.) That said, the ARC is not qualified to inspect structural changes, appropriate materials, or adherence to housing codes. Need to clarify who does final inspections/approvals – PM, ARC or licensed inspector? Dave agreed that the ARC is already doing more than they need to do in this area.
- Janice feels we might have 'dormant rules' without any applicable forms (for tracking and enforcement use) attached to these regulations. Laurie will send everyone the forms we have on file: application of owner notice of completion, approval form for project completion, etc.
- Susan asked when homeowners are not in project compliance after ARC meeting approval but we do not manage process or do anything about non-compliance then what's the ARC next step as far as 'teeth?' EX: 6 KW upper door paint is not in compliance. After 30 days we should be able to remedy this by assessing 25% fees after BOD agrees. Everyone agreed that at that point all ARC non-compliance issues should be brought before our BOD for resolution. Greer will resend synopsis of rules to everyone - these should also be posted on website.
- Laurie McChesney advised that a proposed new ARC request form was sent to webmaster Andy for feasibility and cost. Andy quoted \$850 to revise format and upload to website but BOD feels this is expensive and format not user-friendly. Janice said she sent a simpler template copied from the existing form used on the website so it shouldn't cost that much to use. Laurie feels there might be a disconnect between what we'd like and what Andy envisions so Dave and Janice will connect with Andy to clarify our needs. Dave has a lot on his plate now with Comcast Cable upgrade so this might be delayed somewhat.
- Laurie brought up that new homeowners are currently required to send pics and closed permits on needed projects at time of purchase. Can we add these documents to files and keep track of open projects that way? Susan agreed this was a good idea.
- Greer requested we schedule ARC meeting to every 2nd Tuesday of month at 6:15pm, moving forward. All voted & approved.

8. ADJOURNMENT:

Greer Griffith motioned to adjourn the meeting; Robin Mitchell seconded. The meeting was adjourned at 7:53pm.