

2023 Q3 WOODLYNNE ARC WORKING SESSION-RATIFIED MINUTES

Attendees: Brittany Daniels, Patty Kearns, Shane Sobers, Dawn Straitz, Dirk Whitaker

I. WELCOME & CALL TO ORDER JULY 27 2023- 7:15PM – SHANE SOBERS CALLED THE MEETING TO ORDER

II. ROLL CALL 7:16- IN ATTENDANCE PATTY KEARNS, SHANE SOBERS, BRITTANY DANIELS, DIRK WHITAKER. NOT IN ATTENDANCE- DAWN STRAITZ

III. APPROVAL OF MINUTES FROM LAST MEETING 7:18 MOTION TO APPROVE MEETING MINUTES FOR Q2 SUBMITTED BY SHANE SOBERS. SECONDED BY BRITTANY DANIELS.

IV. RATIFICATION OF ELECTRONIC DECISIONS- AEM APPLIATIONS SINCE LAST MEETING 7:25 MOTION TO RATIFY BY SHANE SOBERS. SECONDED BY DIRK WHITAKER

V. OPEN ISSUES

- a) Handbook irregularities- Missing passages or conflicting information. **7:31 The ARC will establish a shared document for the tracking of ARC irregularities that are encountered during the AEM review process. This document should be shared with the WoodLynne BOD.**
- b) Architectural Inspections- Homeowner guide with photos where possible. **7:25 After reviewing the scope of items to be evaluated during inspections. It was recommended that the inspection guide be shared with homeowners via community announcement. It was also suggested that a list of common violations with photos be generated for distribution.**
- c) Solicit for topics for Q4 meeting. **7:35 Camera and Lights will be added to Q4 Meeting**

VI. NEW BUSINESS 7:15 PM

- a) Architectural Review Committee charter **7:40 The proposed ARC committee charter was reviewed. In addition to grammatical suggestions, feedback on the number of members and length of terms was provided to the BOD.**
- b) Handbook discussion- HVAC unit landscaping **8:10 After discussion. It was determined that the homeowner may install a front fence line or landscaping to come into compliance. The WoodLynne handbook wording remains unchanged.**
- c) Review open applications for Exterior Modification **8:17 No Pending Applications are in the queue.**

VII. ADJOURNMENT 8:28 SHANE SOBERS MOTIONS TO ADJOURN. PATTY KEARNS SECONDS.

Minutes submitted by: Shane Sobers

Minutes approved by: All