

Q2 2023 WOODLYNNE ARC

WORKING SESSION – MEETING AGENDA

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

I. CALL TO ORDER

Shane Sobers called to order the Quarterly meeting of the WoodLynne ARC at 7:10 PM on April 27th.

II. ROLL CALL

Shane Sobers conducted a roll call. The following persons were present: Brittany Daniels, Patty Kearns, Shane Sobers, Dawn Straitz, Dirk Whitaker

III. RATIFICATION OF ELECTRONIC DECISIONS- AEM APPLIATIONS SINCE LAST MEETING

Shane Sobers read a listing of the projects approved in Q1 and put forth a motion to adopt the electronic approvals. Motion was seconded by Dirk Whitaker. None opposed.

IV. OPEN ISSUES

- a) Review Quarterly meetings and neighborhood inspection calendar. **ARC Meetings on 4th Thursday of Jan, April, July, and October. Tentatively considering biannual architectural inspections in Spring and Fall for items not covered by the monthly covenant inspections conducted by Cardinal Management.**
- b) Review AEM turn around time. **Goal should be <2-week decision. Homeowners that self-submit via CINC could greatly reduce the time needed to process the application and prepare it for ARC voting. It is mandatory to return an approval or denial within 30 days even if there are ongoing conversations with the homeowner(s) about project scope, materials, etc.**
- c) Solicit for topics for Q3 meeting- **None put forth. Any follow-up suggestions to be conducted via email.**

V. NEW BUSINESS

- a) CINC Update- Access, App, Violations, Training **All ARC members should have access to CINC voting at this time. Access to violations is to be added by Cardinal Management in the near future. Live training will be scheduled by Cardinal for May. Links to the CINC app for Android and iOS can be found on the WoodLynneHOA.com website.**
- b) Cardinal Covenant Inspections- Timing, checklist **In May Cardinal Management will begin monthly covenants inspections. They will primarily be evaluating the following: Gutters/Downspouts, Shutters, Siding, Storm or Screen Doors, Fence Condition, Trash cans in public view, Holiday Decorations, Grass Height, Lawn Maintenance, Debris/Litter, Shrub or Tree pruning, weed control, dead/dying plant material.**
- c) Review Open Applications for Exterior Modification **One application was reviewed and determined to need additional homeowner clarification.**

VI. ADJOURNMENT

Shane Sobers motioned to adjourn the meeting at 8:15 PM. Patty Kearns seconded.

Minutes submitted by: **Shane Sobers** Minutes approved by: **ALL**



Next Meeting: Virtual



Date: 7/27/23



Time: 7:00 PM