# CCR Committee - TPHOA

## Meeting Minutes

25 Oct 2022

|  |  |
| --- | --- |
| Present: |  Lisa Deveau, Hugh Neenan, Rae McInnis, Pete Veneziano, Randy Godfrey, Kathleen Ferrell, Bill Carr |
| Next meeting: | Tuesday, 1 November 2022, 4:30pm, Tartan Pines Clubhouse |

1. Announcements

Call to order at 4:30pm by Kathleen

Kathleen welcomed everyone, included homeowners. She reiterated that homeowners will have the opportunity to voice their suggestions at the end. Restated that it is important that the homeowners are a part of the CCR development. Kathleen brought it to the committee’s attention again that it may be more time sensitive to agree to revert to the original CCR, and determine amendments as we review.

It was restated that it is important to make sure we make the changes throughout the CCR to ensure “Declarant” is kept for consistency.

1. Discussion
* Section II: discussion to leave original language and use suggestions to create amendments. This section discusses Architectural Committee and information pertaining to architecture for homeowners. There was concern for leaving open-ended fee structure, and why we are paying any money to have the architectural committee (ARC) review any improvements a homeowner may want to make to their residence. It was also decided to create the amendment as we review to be time sensitive. The committee decided on keeping all original language for Section II, and adding an amendment to read: “Every member and/or owner shall only pay a fee if any costs associated are a result of a necessary outside review.” Motion to keep original language and add amendment: 1st: Pete, 2nd: Hugh. No further discussion; unanimous decision.
* Section III: this section discusses the forming of the ARC. Discussion ensued regarding the makeup of the board: should the board appoint the ARC; how many members should be included; should one member be an outside affiliate; and should one member be a board member; the member count should be five to have the ability to reflect a majority. It was discussed whether or not it would be a conflict of interest to have a member of the board. Also, that it would be in the community’s best interest to have a member who is versed in architectural/contracting/home improvement After continuous discussion, it was decided to keep original language, and add an amendment to read: “The Architectural Committee (ARC) should consist of five members appointed by the board; one member of the board, at least two of the remaining three required to be homeowners/owners, and the last member an optional outside member with architectural/contracting knowledge.” Motion to revert section to original language, and add amendment: 1st: Rae, 2nd: Pete. No further discussion, unanimous decision.
* Section IV: continues information regarding the ARC and its delegations/capacities. Specifically, to give the ARC the ability to review new construction, approve contractors, etc. The HOA is not liable for the work of the contractor. Everyone agreed that this language is vital to keep in the CCR. However, it was discussed to remove (e) in the original using an amendment to show the removal. This is because the information in (e) continues to discuss fees, and it was determined it would be better if that information was consistent with the previous amendment in Section III. Discussion then ensued at length regarding the question of what basis the ARC uses to make the decisions on approvals. Randy brought up the fact that there are no published guidelines, but considering discussions at recent HOA meetings, they are needed. It was considered that these guidelines should be published and available alongside the CCR. Everyone agreed that this should be something added to the CCR. Kathleen noted she would send the committee some examples of architectural guidelines from other HOAs to assist in creating ours. Discussion closed with a motion to keep original language with the exception of the amendment to remove (e): “Amendment to show removal of (e) in Section III to align with the Amendment in Section II regarding Fees.” 1st: Randy, 2nd: Pete. No further discussion. Unanimous decision.
* Kathleen opened the floor to homeowner suggestions.
* Linda Gordon suggested the guidelines be posted as an appendix to the CCR. The committee agreed.
* Mike Moran asked what comprises a project that needs approval by the ARC; for example, is it limited to certain items; does it include railings, painting doors, etc. The committee determined that Section II discusses structural and topography changes. Discussion ensued that the created guidelines should be careful to not be so detailed, as that may cause problems and not leave enough autonomy for the ARC. The ARC should include in the guidelines certain information that guides homeowners for simple improvements.
* A productive discussion that included the present homeowners included discussion about the possible guidelines and fees (to reflect the discussion of the committee). After a reiteration of the dialogue that transpired during this meeting, Kathleen thanked the homeowners for participating. Next meeting will be 1 November 2022, 4:30pm, Tartan Pines Clubhouse.
1. Meeting Adjourned

 Motion to adjourn: 5:52pm.