The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for December was held on Tuesday, December 6, 2016. The meeting was called to order at 7:00 p.m. in the Cameron Station Clubhouse Henderson Room with a quorum present.

**ARC Members in Attendance:**
Elizabeth McAlee, ARC Chair  
Ann Garriott, ARC Member  
Karen Diener, ARC Member  
John Philbin, ARC Member  
Jay Bieszke, ARC Member

**ARC Members Absent:**  
Mark Brzezinski, ARC Vice Chair  
Mark Sanchez, ARC Member  

**Others in Attendance:**  
Sebastian Hobson, Covenants Administrator, CMC  
Whitney Shepard, Recording Secretary, CMC

**APPROVAL OF AGENDA**

**MOVE TO:** Approve Agenda as presented.
Moved by: John Philbin  
For: ALL  
Against: NONE  
Absent: Mark Brzezinski and Mark Sanchez

**MOTION: PASSED**

**RESIDENT’S OPEN FORUM**

[Homeowner] present to appeal decision following photo submission. Board will research for approved deck additions as noted by homeowner and follow-up appropriately.

*Change of Attendance: Jay Bieszke arrived at 7:01 p.m.*

**APPROVAL OF ARC MINUTES**

**MOVE TO:** Approve the November 1, 2016 ARC meeting minutes as presented.
Moved by: Ann Garriott
For: ALL
Against: John Philibin
Absent: Mark Brzezinski and Mark Sanchez
MOTION: PASSED

HEARING/APPEAL
The homeowner for Account #345-4598 was not present to present their appeal to the ARC for a waiver of parking fines, appeal included in ARC packet for review.

<table>
<thead>
<tr>
<th>APP #</th>
<th>ADDRESS</th>
<th>MODICATION REQUEST</th>
<th>ARC ACTION/VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-133</td>
<td>331 Helmuth</td>
<td>Window Replacement</td>
<td>APPROVED: as submitted. Moved by: Jay Bieszke Against: NONE Absent: Mark Brzezinski and Mark Sanchez Motion: PASSED</td>
</tr>
<tr>
<td>16-134</td>
<td>472 Ferdinand Day</td>
<td>Tree Replacement</td>
<td>APPROVED: as submitted. Moved by: Ann Garriott Against: NONE Absent: Mark Brzezinski and Mark Sanchez Motion: PASSED</td>
</tr>
<tr>
<td>16-135</td>
<td>331 Helmuth</td>
<td>Tree Replacement</td>
<td>APPROVED: Tree removal approved with stipulation that a replacement tree must be selected from CS approved list by April 30, 2017. Moved by: Jay Bieszke Against: NONE Absent: Mark Brzezinski and Mark Sanchez Motion: PASSED</td>
</tr>
<tr>
<td>16-136</td>
<td>5098 Grimm</td>
<td>Landscaping</td>
<td>APPROVED: as submitted with exception of walk-way; advised to appeal Board decision. Moved by: Karen Diener Against: NONE Absent: Mark Brzezinski and Mark Sanchez Motion: PASSED</td>
</tr>
<tr>
<td>16-137</td>
<td>5050 Kilburn</td>
<td>Tree Replacement</td>
<td>APPROVED: as submitted. Moved by: Karen Diener Against: NONE Absent: Mark Brzezinski and Mark Sanchez Motion: PASSED</td>
</tr>
<tr>
<td>#</td>
<td>Address</td>
<td>Item</td>
<td>Decision</td>
</tr>
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<td>-----</td>
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</tr>
<tr>
<td>16-138</td>
<td>4915 Kilburn</td>
<td>Deck Construction</td>
<td>APPROVED: with stipulation that it will be 16X7, stained with Cedar color before home is sold. Moved by: John Philibin Against: Absent: Mark Brzezinski and Mark Sanchez Motion: PASSED</td>
</tr>
<tr>
<td>16-139</td>
<td>5132 Donovan</td>
<td>Replace Light Fixture</td>
<td>APPROVED: with stipulation that portfolio Bradin style is used as sold at Lowe’s and provided by owner. Moved by: Jay Bieszke Against: NONE Absent: Mark Brzezinski and Mark Sanchez Motion: PASSED</td>
</tr>
<tr>
<td>16-140</td>
<td>4913 Kilburn</td>
<td>Replace Exterior Trim</td>
<td>APPROVED: as submitted. Moved by: Karen Diener Against: NONE Absent: Mark Brzezinski and Mark Sanchez Abstained: Elizabeth McAlee Motion: PASSED</td>
</tr>
<tr>
<td>16-141</td>
<td>5156 California</td>
<td>Vent Installation</td>
<td>DENIED: as submitted; color (cannot be white; unobtrusive) and location for installation on home information required. Moved by: Elizabeth McAlee Against: NONE Absent: Mark Brzezinski and Mark Sanchez Motion: PASSED</td>
</tr>
<tr>
<td>16-142</td>
<td>252 CSB</td>
<td>Window Replacement</td>
<td>APPROVED: as submitted. Moved by: Jay Bieszke Against: Karen Diener Absent: Mark Brzezinski and Mark Sanchez Motion: PASSED</td>
</tr>
</tbody>
</table>

**DISCUSSION, INFORMATION & ACTION TOPICS**

Elizabeth McAlee announced resignation as Committee Member and Chair as of January 2017.

**A. Tree Coverage**

ARC Chair Elizabeth McAlee reported that there was a discussion held with city workers in regards to tree coverage. Most of the trees on list are large trees; a mix of small and medium trees was requested that could maintain canopy coverage (currently supported to be 25%). It would require
having an inspection conducted to file application, paying fee and submitting amendment to SUP. Discussion with CS community manager resulted in this being determined as a long-term project.

B. Decks

ARC Chair Elizabeth McAlee reported that specific language need to be placed back into deck information.

Resident Donald Panthen, 5026 Waple Ln., discussed with ARC their November 2016 decision on his deck expansion application.

Discussion tabled until January 2017.

C. Exterior Modification Application Revisions

Modifications previously requested, will be reviewed by committee through holiday. Tabled until January 2017.

Covenants Report

- The number of Comprehensive Inspections performed for December 2016 was 0.
- The number of Resale Inspections performed in December 2016 was 2.
- For the month of December 2016 a total of 14 violation letters were sent.
- Currently the Association has total of 477 violations for 2016.
- The next meeting of the Architectural Review Committee is on January 3, 2017.
- As of December 2016 there were 142 applications submitted, of which 125 were approved.

EXECUTIVE SESSION

MOVE TO: “Convene into Executive Session at 8:55 p.m.”

Moved by: John Philibin
For: ALL
Against: NONE
Absent: Mark Brzezinski and Mark Sanchez

MOTION: PASSED

Discussed appeal and possible fines.

MOVE TO: “Convene into Open Session at 8:57 p.m.”

Moved by: Elizabeth McAlee
For: ALL
Against: NONE
Absent: Mark Brzezinski and Mark Sanchez

MOTION: PASSED
MOVE TO: “Approve the appeal for account #205-5613 for a waiver of fines with stipulation that fees between end of August 2016 until December 2016.”

Moved by: Elizabeth McAlee

For: ALL

Against: NONE

Absent: Mark Brzezinski and Mark Sanchez

MOTION: PASSED

MOVE TO: “Approve the monetary charge of $50 (per occurrence) or $10/day plus administrative cost ($6.47 postage) for recommended fines for failure to comply with the association policies and direction as discussed for the following accounts:

☐ Account 403-021; 10/25/16
☐ Account 205-3709; 10/17/16

Moved by: Jay Bieszke

For: ALL

Against: NONE

Absent: Mark Brzezinski and Mark Sanchez

MOTION: PASSED

ADJOURNMENT

MOVE TO: “Adjourn the meeting at 9:06 p.m.”

Moved by: Ann Garriott

For: ALL

Against: NONE

Absent: Mark Brzezinski and Mark Sanchez

MOTION: PASSED

Minutes prepared, and respectfully submitted by: Whitney Shepard, Recording Secretary, CMC