

COWELL HOMEOWNERS ASSOCIATION  
ARCHITECTURAL COMMITTEE MEETING  
**February 15, 2018**  
**MINUTES**

**Present:** R. Norton; Rob Brooks; B. Collins; M. Liebe; T. Wright; D. Stelter arrived 6:30 pm

**Absent:** S. Bath; M. Montany-Campbell

**Also Present:** P. Magee, Collins Management

1. **CALL TO ORDER** at 6:00 pm.
2. **Hearings.** A Homeowner, account #81721, requested a six month extension to trim the bushes over his sidewalk.
3. **Homeowners Forum.** One Homeowner was in attendance but did not speak.
4. **Approve Minutes of January 18, 2018**  
It was moved and seconded (R. Brooks/R. Norton) to approve the Minutes of January 18, 2018. Motion carried.
5. **Applications**
  - i. Account # 81062 - It was moved and seconded (T. Wright/R. Brooks) to approve an application to landscape the front yard on the condition that a list of plants first be supplied and approved. Motion carried.
  - ii. Account #81188 - It was moved and seconded (R. Norton/R. Brooks) to approve an application to paint the house Kelley Moore Winter's Park and Swiss Coffee. Motion carried.
  - iii. Account #81385 - Approval of a fence replacement application was tabled pending further information.
  - iv. Account #81862 - It was moved and seconded (B. Collins/R. Brooks) to approve an application to replace the side fence between properties. Motion carried.
  - v. Account #81546 - An application to replace the roof was pre-approved.
  - vi. Account #81312 - An application to replace the roof was pre-approved.
  - vii. Account #81178 - An application to replace the roof was pre-approved.
  - viii. Account #81490 - It was moved and seconded (B. Collins/R. Norton) to approve an application to replace the front and a side window and remove the bay window in the street side and cover the opening with stucco. Motion carried.
6. **Extensions.** The Committee discussed how extensions are granted and came up with broad guidelines that take into account the timing of the request, the complexity and cost of the needed repairs and the level of control that the Homeowner has over the timing (vendor schedules, city schedules, weather, etc.).

7. **Smartwebs Training.** The Committee reviewed the Level 2 (Hearing Letters) report as presented and discussed inspection and reporting procedures.

8. **Extension Request.** The Committee reviewed the request made at the start of the meeting from account #81721. It was moved and seconded (R. Norton/D. Stelter) to grant a 60 day extension to trim the bushes away from the sidewalk. Motion carried.

9. **Committee Member Comments**

B.Collins - The trailer at 4401 Sugarland is back. We will send a Hearing notice.

R. Brooks - We need at least a 10 day window to do inspections.

R. Norton - BB Hoop on the street at 4489 Juneberry.

M. Montany-Campbell - Absent.

M. Liebe – Whose responsibility is oil on the street? If caused by a vehicle in the control of the resident, then the Homeowner is responsible. What to do about olives and other fruit littering the sidewalks and streets?

T. Wright - None.

S. Bath - Absent

D. Stelter - Would like some guidance on what level of needed maintenance - such as how rusty does a mailbox need to get - requires a vio letter.

7. **Adjournment**

It was moved and seconded (R. Brooks/B. Collins) to adjourn the meeting at 7:30 PM. Motion carried.

Next meeting is March 15, 2018 at 6:00 PM.

  
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Signature

  
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Date