

# COWELL HOMEOWNERS ASSOCIATION, INC.

Architectural Committee Meeting • Thursday, March 21<sup>st</sup>, 2024

## COMMITTEE MEETING MINUTES

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<b>Members Present</b>	Dominic Andrada Stephen Bath Tim Delony Koki Ichiroku	Committee Member Committee Member Committee Member Committee Member
<b>Members Absent</b>	Jason Moore Michael Liebe	Committee Chair Committee Member
<b>Others in Attendance</b>	Bill Mazza of Common Interest Management Services	
<b>Meeting Location</b>	Teleconference	

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### CALL TO ORDER

The meeting was called to order at 6:02pm. It was determined that a quorum was present.

### MEETING MINUTES

A motion was made and seconded to approve the minutes from the January 18<sup>th</sup>, 2024 Architectural Committee meeting. **The motion carried unanimously.**

### OPEN APPLICATIONS

#### **4417 Water Oak Ct: Roof Modification (Shallow Peak)**

A motion was made and seconded to approve the Architectural Application for 4417 Water Oak Ct. **The motion carried unanimously.**

#### **4415 Water Oak Ct: Front Yard Hardscape**

A motion was made and seconded to approve the Architectural Application for 4415 Water Oak Ct. **The motion carried unanimously.**

### PRE-APPROVED APPLICATIONS

#### **4489 River Ash Ct: Exterior Paint**

Application approved by the General Manager as it fell within the pre-approved guidelines.

#### **4489 Sheepberry Ct: Roof Replacement**

Application approved by the General Manager as it fell within the pre-approved guidelines.

#### **4497 Adelia Ct: Solar Panels**

Application approved by the General Manager as it fell within the pre-approved guidelines.

#### **4699 S. Larwin Ave: Roof Replacement**

Application approved by the General Manager as it fell within the pre-approved guidelines.

### DISCUSSION ITEMS

#### **Item: Window Replacement or Retrofit Policy**

A motion was made and seconded to approve the *Window Replacement or Retrofit* Architectural Committee Policy. **The motion carried unanimously.** The full policy has been appended to these minutes.

#### **Item: Mailbox Violation – 4419 Marsh Elder Ct**

The Committee reviewed a violation sent to the owner of 4419 Marsh Elder Ct for a non-standard mailbox. The owner responded claiming the mailbox was an original from when they purchased their home roughly 25 years ago. Due to the statute of limitations for HOA violation enforcement, it would be difficult to force removal of the mailbox if the owner refused. The Committee indicated that they wanted more time to think about this violation, and potentially shift focus to the maintenance and condition of the mailbox, as it was fading and seems rather old. The Committee will also be on the


lookout for other non-standard mailboxes in their sectors, and will continue this discussion at the next regular Architectural Committee meeting.

MOTION TO ADJOURN

There being no further business and no objections, a motion was unanimously carried to adjourn the meeting at 6:29pm.

COMMITTEE CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Minutes of the Cowell Homeowners Association, Inc. Architectural Committee meeting as approved by the attending Committee Members:

<u>JASON MOORE</u>	<u></u>
Member's Name	Signature
<u>CHAIRMAN</u>	<u>4/25/2024</u>
Position / Title	Date

## ***Architectural Committee Policy: Window Replacement or Retrofit***

Last updated March 21, 2024 by the Architectural Committee

### **BACKGROUND & APPLICATION PROCESS**

Article IX, Section 1 of the Association's CC&Rs specifically requires that all owners obtain approval from the Association prior to any modification, change, or alteration to the Residence.

The intent of this policy is for the Architectural Committee to pre-approve certain types of modifications, so that owners do not need to wait for the monthly meetings to obtain approval. **Please note that owners still need to submit an Architectural Application even if the modification is deemed pre-approved;** the difference is that, for pre-approved applications, the General Manager can approve the application upon receipt.

### **“LIKE FOR LIKE” REPLACEMENT**

Owners who wish to replace existing windows and/or frames in a “like for like” manner, meaning the new or replacement material will look identical or visually indistinguishable from the existing material, **do not need to submit to the Association for approval.** The Architectural review process only applies to owners who are making visual changes or alterations to existing property.

Please note – if your current window frame, sash, rail, grille, or any other visible component is changing color – i.e., the current frame is black but the new frame is white – that is **not considered a like-for-like replacement and you must submit an Architectural Application.**

### **PRE-APPROVED WINDOW REPLACEMENT OR RETROFIT**

An application proposing to replace or retrofit existing windows may be considered pre-approved and can be approved by the General Manager upon receipt **so long as it complies with the following guidelines:**

- All dimensions/sizes must remain the same as your existing windows and frames – if the window size is changing, **your application will not be considered pre-approved and must be reviewed by the Architectural Committee at a regular meeting.**
- The overall visual style must remain the same - no additional decorative framing or adornments may be added around the windows, and the grille design must match the existing design to quality for pre-approval.
- The window trim/frame components must either be white or match the trim color of the residence.
- All windows that can be seen from the street or common area must be the same style.

**Even if your project falls within the above pre-approval guidelines, you must still submit an Architectural Application.** The Association (including its General Manager) may, at its sole discretion, make a determination as to whether the proposed modifications fall outside of the above guidelines and will require approval from the Architectural Committee.