

**AERC minutes of the meeting on
Tuesday 24 May 2005**

Carol Day, a member of the Board of Directors called the meeting to order at 7:35pm. AERC members present were Dave Minier, Bob Craig, Donna Parisi and Bob Day. Also attending as a visitor was Steve Schulin (15609 Gold Ring Way).

Carol explained that since the Committee's chairman and secretary had resigned from the committee, she was going to run the meeting up until the new committee organized themselves and decided who was going to be the new chairman. All agreed with that approach.

1. Applications

7317 Grinnell Drive requested an extension of their back deck that would run the length of the house. The committee approved the application. (4-0)

7232 Grinnell Drive requested to change the color of the front door and storm door to cranberry. The committee approved the application. (4-0)

7216 Dubuque Court requested a refurbishment of their front stoop and walkway with new flagstone. The committee approved the application. (4-0)

15609 Gold Ring Way requested a driveway expansion to add a 3rd lane. Due to the unique nature of the property lines and placement of the adjoining house, all members viewed the site, along with 9 other driveways in the neighborhood that had expanded driveways. 7 of the 9 were approved/installed by the builder, and 2 were approved by the AERC. Bob Day visited the homeowner at 15609 Gold Ring Way prior to the meeting, discussed the request and the uniqueness of his lot, and invited the homeowner to attend the AERC meeting.

At the meeting, Steve Schulin, the homeowner, explained what he wanted to do and why and answered questions from the committee members. The committee members noted that the "forward view" of the adjoining neighbor remained clear (verified with satellite photography) and that precedent had been set by previous AERC actions for expanded driveways. The committee did question the proposed width of the expansion and thought 12' was too much for a 3rd lane. Steve acknowledged that concern and said his basic request is for a third lane and he could live with a smaller width. When discussion was complete, Steve left before the committee voted on his request. The committee approved the application with the specification that "the width of the expansion can not exceed 8' from the edge of the existing asphalt, the depth should accommodate 1 car length, and the expansion should taper towards the street as described in the application." (3-1)

2. Future work

The committee discussed a wide variety of subjects about process, effectiveness and relationships – they are summarized below:

- Letters to homeowners need to be more personalized if we are seeking action by the homeowner. A form letter easily angers the homeowner – against the AERC and against the Association.
- The guidelines need to be reviewed and updated to match the maturity of the neighborhood. This has to be an inclusive process that gets the homeowners involved and has the Board in synch with the committee's actions.
- The newsletter can be an effective communication tool for the AERC. A regular feature should be a summary of the AERC minutes, and short pieces on various AERC topics.
- The neighborhood was divided into 7 areas and members assigned areas for "walkabouts". Guideline violations will be collected, discussed, and recorded on an excel spreadsheet.
- AERC members need to talk with every requester (before the meeting) especially if there is anything unclear about their application. AERC member responsible for clarification will be based on applicant's area. All applicants will be invited to the meeting and will be notified by phone after the meeting as to the status of their application.

- The Board should not have to get involved in AERC matters until all AERC actions have provide fruitless (phone calls, visits and multiple letters). If we reach that point however, the AERC will be requesting a letter from the HOA lawyer, and then if no results the Board could place a lien on the property. The committee did not see the Board ever taking a homeowner to court except for a gross violation of the Covenants.
- The committee chairman or another AERC member will attend each Board meeting and present the minutes of their previous meeting and answer any Board questions.
- The committee will develop standard operating procedures, which will be approved at its next meeting and updated as appropriate.

3. Organization.

The committee discussed the tasks that needed to be done and divided them into 4 major areas: (1) tracking of violations, (2) Guideline revision, (3) files, and (4) chairman and primary contact with the Board. The members volunteered for each position and the new responsibilities are:

Violations – Bob Craig

Guideline revision – Dave Minier

Files – Donna Parisi

Chairman – Bob Day

The role of Secretary and how minutes will be handled will be decided at the next meeting. The next AERC meeting is June 27 at 7:30 pm at Bob Craig's house.

Submitted,
Carol Day
AERC Liaison