

ARCHITECTURAL REVIEW COMMITTEE
BellaVita at Green Tee

Meeting Notes
April 13, 2013

Attendees: Jim Moore, Chairman
Bill Burdick, HOA Board contact
Anita Barner
Ron Lauve
Tom Rohwer
Ruth Southard
Don Talley

Absent: Tony Nicolas

The meeting of the BellaVita Architectural Review Committee was called to order by the chairman, Jim Moore and the agenda was distributed.

Ron Lauve was introduced and welcomed as the newest member of the BVARC. As Ruth is the newly elected President of the BellaVita Board, she will not be able to act as a committee member. All other members were asked if they would continue to serve and all agreed.

The meeting notes from February 9, 2013 and the electronic meeting notes from March 20, 2013 were reviewed and approved. Jim proposed that all future meeting notes be approved electronically so as to allow posting on the web site in a more timely fashion. All were in agreement.

There was discussion of the proposed revision to the Guidelines and the Request for Home Improvement Approval form as previously submitted to the Board, but not approved. A revision was made to the Guidelines submission to mirror the wording on the Approval form. Also discussed was the flow chart reflecting the BVARC submission and approval process. No further change was recommended to the flow chart. These items will be presented by Jim for further discussion at the next meeting of the Board.

Jim indicated he received a communication from AMI regarding Service Request #1389424. AMI had been informed that the construction project was completed and the deposit check could be returned. Jim verified that this was not the case, the construction was not complete and the common grounds had not been returned to original condition. The deposit check will not be returned at this point.

There was discussion of a homeowner installation that has been made without securing final approval. An original application was received, but denied pending requested additional information. The homeowner refused to submit the requested information. The homeowner has not appealed the denial, but proceeded with the installation which now appears to have been completed. A personal conversation will be held with the homeowner before any further action.

Tom presented a draft of a document outlining the submittal requirements and a coordination sheet for all improvements on Association property. This type of document would clarify for Clubs and Organizations which committees should be involved in the review and approval process. There was discussion as to who would be the responsible party for routing and tracking project information. Ruth suggested that the documents be presented at the BellaVita Committee Chairperson meeting for discussion and feedback.

There was discussion of the new home construction approval. Ruth sent a memo to AMI asking for historical information, but has not yet received a reply. The Covenants have a section on Architectural Standards. As Renee West is releasing the lots for construction, it is anticipated that community standards would be followed.

There was discussion of the trailhead signs for the nature reserve.

There being no further business the meeting was adjourned.

The next scheduled meeting will be May 11, 2013.

Meeting notes prepared by: Anita Barner

Attachments

Revision to Guidelines regarding construction deposit.

Revision to Request for Home Improvement Approval for construction deposit.

Processing flow chart

BellaVita Coordination Sheet

HOA Submittal Requirements for Improvements on Association Property

5. Contractor/Owner Construction Requirements:

The property owner has contracted with their selected contractor to provide construction services. It is the property owner's responsibility to ensure the contractor is aware of and understands the requirements of the Declaration and these Guidelines. The owner and contractor acknowledge and accept the authority of the Homeowners' Association to require certain standards. The owner and contractor acknowledge and accept the authority of the Homeowners' Association to enforce adherence to these standards through fines or other legal action. The owner and contractor agree to abide by the following:

- a. The burning of construction material, debris and other scrap on the property or in BellaVita is strictly prohibited.
- b. The work site shall be kept clean daily. The property owner and the contractor are responsible for all trash and debris being picked up and removed promptly. No dumping within BellaVita is allowed.
- c. Contractors are responsible for keeping mud, dirt, etc. off of the roadway and meeting all E.P.A. requirements regarding movement of silt and other materials from construction site to drainage swales and/or adjacent properties. Contractors will be responsible for repair to any road, road right-of-way, shoulders, curbs, or drainage swales damaged during the course of construction.
- d. Dumping or cleaning of cement trucks or dumping of construction material is not allowed within BellaVita, common areas and right-of-way (i.e., ditches, streets, parks, or storm sewers and all easements).
- e. Design of common area and roadside and neighbor drainage swales must not be altered.
- f. Construction access is limited to Applicant's property. Any damage done to Homeowners' Association and/or neighboring property shall be restored to the original condition as determined by the Homeowners' Association and/or neighbor at the property owner's expense.
- g. No building materials or contractor's equipment shall be left on the street overnight.
- h. Construction work shall be limited to the time period 7am to 7pm on Monday through Saturday and 10 am to 5 pm on Sunday.
- i. For all construction projects, including pools, a \$5,000 deposit check is required with the submittal of the approval application to ensure that if the homeowner's contractor damages any common area or a neighbor's property, it is restored to the Association's and neighbor's satisfaction



BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION

REQUEST FOR HOME IMPROVEMENT APPROVAL

In an effort to provide and protect each individual Homeowners' rights and values, it is required that any homeowner or group of owners considering improvements and/or changes to their home or property submit this form to the Managing Agent prior to installation. If any change is made that has not been approved, the association has the right to ask the homeowner to remove the improvement(s) and/or change(s) from the property.

Please Note: Contractors cannot submit applications on the homeowner's behalf.

Please fill out this form in COMPLETE detail. DATE: _____

OWNER'S NAME: _____

MAILING ADDRESS: _____

ADDRESS WHERE CONSTRUCTION IS TO BE PERFORMED: _____

PHONE: (HOME) _____ OTHER: _____

TYPE OF IMPROVEMENT/CHANGE PROPOSED:

PAINTING: (All samples must be submitted)

Color of Brick: _____

Color to be used for:

Main portion of house (including garage door) _____

Trim (soffit, fascia boards, window trim) _____

Accents (shutters, window hoods, doors) _____

STRUCTURES:

If you are building/installing a structure (including storage buildings) with walls and a roof, you must include an elevation drawing showing the dimensions of the structure, including the height.

For all building construction, including pools, a \$5,000.00 deposit is required with the application.