

ARCHITECTURAL REVIEW COMMITTEE  
BellaVita at Green Tee

Meeting Notes  
January 19, 2013

Attendees: Jim Moore, Chairman  
Anita Barner  
Tony Nicolas  
Tom Rohwer  
Don Talley

Absent: Bill Burdick, HOA Board contact  
Ruth Southard

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

The meeting notes from October 13, 2012 were reviewed and approved.

Jim stated that Benny Frank was unable to attend the BARC meeting today due to a schedule conflict. Benny communicated to Jim that he would like a change in the procedure for processing the Request for Home Improvement Approval. It was suggested that all such Requests be routed through the BARC prior to submission to AMI for processing. After discussion it was decided that the existing processing procedure (as shown in the flow chart approved by the Board of Directors) would continue. A memo to AMI will be sent with a copy to the Board of Directors to reconfirm the procedural requirement that all denials should be transmitted to the BARC prior to notification of the homeowner. It was also to be requested that AMI indicate the documentary basis for the denial; i.e., Architectural Guidelines, Covenants, etc.

There was discussion of Service Request 1389424. The first matter was a denial by AMI of a proposed air conditioning system for a room addition. Jim indicated that this request had in fact been in

compliance with existing guidelines and approval should be given. As noted above, it would be reiterated to AMI that any proposed denial should be forwarded to the BARC (with the reason for the proposed denial noted) before communicating with the homeowner. On this same Service Request the contractor proposed crossing a common area to access the homeowner's property. There was discussion of the appropriate deposit required before such access was granted. It was determined that the construction deposit should be the same as that required for pool construction, \$5,000. This deposit requirement will be communicated to the homeowner.

After further discussion an addition to the Architectural Guidelines reflecting the construction deposit requirement was drafted. This will be included in the next printed revision of the Guidelines, but will be in effect immediately. A revision to the Request for Home Improvement Approval form was also completed. Both items will be presented to the Board of Directors.

Jim brought up several homeowner issues that were determined to be potentially against community guidelines. It was agreed this was out of the scope of the BARC mandated function and would be referred to AMI for action.

There being no further business the meeting was adjourned.

The next scheduled meeting will be February 9, 2013.

Meeting notes prepared by: Anita Barner

#### Attachments

Memo to AMI regarding processing procedures.

Revision to Guidelines regarding construction deposit.

Revision to Request for Home Improvement Approval for construction deposit.

## **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. 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.