

**MINUTES  
ARCHITECTURAL REVIEW COMMITTEE  
AUGUST 1, 2006**

**Members Present**

Marjorie Goldenberg  
Jean Gregory, Recording Secretary  
Art Simmons  
Rich Wilbur

**Members Absent**

Charlie Barger, Chairman

**I. Call to Order**

Acting Chair Wilbur called the August 1, 2006 meeting to order at 5:40 p.m. and it was noted that a quorum was present.

**II. Approval of Minutes**

A motion was presented, seconded and unanimously carried to approve the July 11, 2006 meeting minutes. In an attempt to disseminate more timely minutes, *draft* minutes of the most recent meeting will be posted on UP's website.

**III. Old Business**

**A. Satellite Dishes**

Section 5.10 of our Covenants dealing with Antennae and Aerials prescribes a rule that is "subject to applicable law and regulation". The Committee reviewed material on federal statutes and FCC action that makes it clear our rule has been largely eclipsed. If the standard installation satellite dish is used it may be installed wherever it is necessary to get good reception. Since homeowners' interest will lead them to do this anyway and since dishes are standard size, the management company should do nothing unless a flagrantly deviating installation occurs. At that point, we may be able to require a different placement or installation (i.e. someone places a huge antennae or dish on the top front of his house). The Committee will need to make an in depth review of federal and state statutes and regulations to write a different rule at some point in the future. For now, any controversy will be resolved by federal law and regulations.

**B. Amendments to Guidelines**

The Committee expressed a continuing concern about the inability to develop narrow, carefully circumscribed amendments to the Guidelines. The Committee unanimously agreed to bring this concern to the attention of the Board again in a memo to be delivered this week.

#### **IV. New Business**

##### **A. Driveway/Walkway Presentation**

A property homeowner who has rust stains and black marks on his driveway that pressure washing will not remove gave a detailed and thorough presentation, including pictures to the Committee, outlining new products that are on the market to deal with this kind of problem. The problems will only worsen in the neighborhood in the coming years.

##### **B. ARC Procedures Memo**

Acting Chair Wilbur distributed a procedures memo that he prepared for present and future members of the Committee. He noted that the ARC is required by Statute to follow the same notice, quorum and voting requirements imposed upon the Board of Directors. Meetings are open to homeowners and committee members are not permitted to vote by proxy or by secret ballot. (Details are spelled out in the By-Laws.) A brief summary of the procedures are listed below:

- The Committee must report its action in writing, although form letters for routine matters may be used. Two copies of each written disposition must be prepared: one for property manager and one filed by address in the ARC homeowner files at the Charleston Point meeting room.
- One member should serve as recording secretary and prepare complete and detailed minutes each month for approval at the following meeting. The recording secretary should also make sure copies of the minutes as well as copies of letters sent to homeowners are placed in the Official Meeting Minutes Book.

The Committee unanimously approved the ARC procedures memo.

##### **C. ARC Informational Notebook**

Acting Chair Wilbur also distributed a three-ring notebook to all committee members that contains the information listed below and asked that members give the notebook to new members upon their resignation.

- Detailed ARC procedures
- Excerpts from the Covenants and By-Laws that relate to ARC matters
- Copy of the Guidelines adopted by the Board
- Copies of meeting Minutes.

##### **D. Design Review Application Requests**

Two submissions were received this month:

(1) Mr. & Mrs. MacLauchlan of 7431 Green Street requested approval to install landscape on the side and back of house. A motion was presented by Art

Simmons, seconded by Marjorie Goldenberg and unanimously carried to approve the landscape request.

(2) A request to install a pool was carried over pending additional information.

**V. Next Meeting**

The next regular meeting of the ARC is Tuesday, September 5, 2006 at 5:30 p.m. in the Charleston Street Meeting Room.

**VI. Adjournment**

There being no further discussion, the meeting adjourned at 7:15 p.m. after a proper motion.

cc: Dominic, AMI