

**University Place Compliance Committee**  
**Monday, February 11, 2008, 5:30 p.m.**  
Charleston Court Recreation Center Meeting Room

**Members Present:**

Carol Cascio  
Vicki Kahle  
Alasdair MacLauchlan  
Dan Cambridge

**Members Absent:**

Joe Adamchak

- **Meeting called to order at 5:35 p.m.**
- **Minutes of the January 14, 2008 meeting were approved as submitted.** No change to minutes already posted on the AMI and UP websites.
- **Report on 1/31/08 Meeting**  
Acting Chair Cambridge met with Stephanie Curtis, AMI Property Manager, and Donna Mulig, UP Board Liaison. Discussion centered on modification of Violation Letters, per direction of Board of Directors and Compliance Committee. Owners will now be sent a First Notice violation, followed by a Final Notice violation. If there is no compliance after the Final Notice, a Hearing Notice letter will be sent scheduling a hearing before the Compliance Committee. Following the hearing, the Owner will receive a letter from the Board of Directors, notifying them of any fines to be levied as a result of the decision of the Compliance Committee on the Hearing Date, or other action. *Stephanie Curtis will modify the existing letters to fit this format, including inserting language that substantiates the process from the previous Attachment Letter.* Discussed several anomalies in Violation Notices issued prior to Christmas '07, which did not follow the specified format. Stephanie Curtis attributed this to the changeover and transition of personnel working on the University Place account and *will monitor going forward.*
- **Continued Discussion of Mission/Procedures**  
The Committee reviewed the third draft of the Compliance Committee Mission, Policies & Procedures, which reflected input from the committee on the mission and incorporates the Violation Letter procedure described above. The Committee approved the Mission statement as presented; the Committee made minor changes to the procedures, specifically to direct AMI to re-inspect or to refer to ARC for action, rather than the Compliance Committee assuming responsibility for re-inspection or determining the status of ARC approvals. The Committee noted that the Board of Directors may have different opinions on the Compliance Committee's role as stated in this document. *Next steps: Acting Chair Cambridge will modify the existing document based on the Committee's input and forward to Compliance Liaison Donna Mulig to present to the Board of Directors for review, comment and/or approval.*
- **Review of Current Violation Notices** Committee reviewed current Violation Notice status based on the AMI database for as of 02/07/08.
  - **1<sup>st</sup> Violation Notices for Visible Air Conditioning and/or Pool Equipment.** It was noted that several residents receiving these notices have asked for information on how to comply and appear to be favorable towards complying. *The committee agreed to direct AMI to re-inspect First Notices for these violations in April, when owners have had time to comply and situation is more favorable for planting bushes*

*to screen A/C and/or pool equipment. Committee will then review this report and direct AMI to send hearing notices as needed. Acting Chair Cambridge to request AMI to make clear in the Violations database which violations are for screening of air conditioning equipment.*

- **7628 Charleston St**  
Owner received 1<sup>st</sup> Notice Violation for “Visible Pool Spa or Play Equipment” on 10/27/07 and another 1<sup>st</sup> Notice Violation for “Visible Pool Spa or Play Equipment” on 1/15/2008. *AMI should dismiss the violation notice from 10/27 and re-inspect in April based on the violation notice from 1/15.*
- **7706 Charleston St.**  
Owner received two First Notice violations on 1/15/2008, one for “weeds in beds” and one for “not maintaining your lawns and landscaping.” *“Weeds in bed” violation should be dismissed and the property re-inspected at the next inspection for “not maintaining your lawns and landscaping.”*
- **7704 Drayton Circle**  
AMI database shows a final notice sent to the Owner on 12/20/2007 for “landscaping-beds bare” and a 1<sup>st</sup> notice sent on 1/15/2008 for “Landscaping.” *AMI to be instructed to consider the final notice in abeyance and re-inspect at the next inspection for issuance of a Final Notice letter if no compliance.*
- **7802 Drayton Circle**  
AMI database shows that final notice with hearing date of 1/14/08 was issued on December 18 and December 19. Compliance Committee not aware in advance of hearing date and owner did not appear. *AMI to re-inspect and advise of status prior to next meeting (March 10).*
- **7822 Drayton Circle**  
Owner issued 1<sup>st</sup> notice on 10/27 for “unapproved buffer” of pool equipment that had been installed as a result of a previous violation notice in early 2007. Per Stephanie Curtis, this was because fencing was leaning in opposite directions. Owner has fixed fencing and on 1/15/08 inspection, it was agreed not to issue a Final Notice. *Committee agreed that this violation should be dismissed.*
- **7826 Drayton Circle**  
Owner was to have appeared before Compliance on 8/20/2007 for “No ARC Approval” for wooden fencing around pool equipment. Owner has since replaced wooden fencing with landscaping. *Committee agreed that violation should be dismissed.*
- **7420 Green St.**  
Owner received Final Notice Letters on 12/19 and 12/20 advising of hearing on 1/14/2008. Compliance was not advised of this hearing date and owner did not appear. *AMI to re-inspect at next inspection and issue a Hearing Notice if not in compliance.*
- **7633 Heyward Circle**  
Owner received Final Notice on 12/20/08 but with no hearing date. *Instruct AMI to re-inspect and issue Hearing Notice if no compliance.*
- **7638 Heyward Circle**  
Owner received 1<sup>st</sup> Notice on 12/12/07 for Statues or Decorative Objects in lawn. *Instruct AMI to check for ARC application for approval of Statues or Decorative Objects.*

- **7704 Heyward Circle**  
Owner received Final Notice for “weeds in beds” with hearing date of 1/14/089. Compliance was not advised of this hearing date and owner did not appear. *Instruct AMI to re-inspect and schedule new hearing date.*
- **7739 Heyward Circle**  
Owner was issued “2<sup>nd</sup> Notice” on 01/10/2008 with no hearing date for “weeds in beds.’ Committee believes ownership has changed. *Instruct AMI to check on ownership and re-inspect at next inspection.*
- **8036 Indigo Ridge**  
Owner issued Final Notice for “weeds in beds” with hearing date of 1/14/08. Compliance not advised of this hearing date and owner did not appear. Committee believes it is in foreclosure. *Check with BOD to see if further information can be obtained on status of property. Meanwhile, no action.*
- **8222 Indigo Ridge**  
Owner issued Final Notice for “not maintaining lawn or landscaping” on Dec 18 and 20 with hearing date of 1/14. Compliance not advised of this hearing date and owner did not appear. Owner (loan company) has done work to clean up property as a result of Final Notice and so informed AMI. *Instruct AMI to re-inspect and dismiss if judged compliant.*
- **8231 Indigo Ridge**  
Owner issued Final Notice on December 18 & 20, 2007 with hearing date of January 14, 2008 for “No ARC Approval” for white picket fencing on landscaping bed. Owner in letters contends that ARC approval was applied for and received by telephone. Search of ARC records shows several approval/disapprovals for this property for other changes dating from 2006, but none for landscaping. *Cambridge to draft letter to be sent by AMI to owner notifying them that no evidence has been found of ARC approval for white picket fencing as part of a landscaping plan and requesting them to re-submit for ARC approval.*
- **7432 Sea Island Lane**  
Owner received final notice and schedule of hearing on 11/12/07 for replacement of dead oak tree. Owner responded with e-mail on November 10 to AMI saying that owner had “gone into the website to find the form in order to have the dead tree replaced.” The tree is still there and still dead. *Instruct AMI to check to see if this is a failure of the owner or TLC (Carriage Run Maintenance) to take action, and report at next meeting.*

*Acting Chair Cambridge to follow-up with AMI to make sure database is updated and used for future inspections.*

- **Access to ARC records and Communication with ARC** Upon research and contact with ARC, committee member Alasdair MacLauchlan recommended that any information needs Compliance has for ARC records be referred to ARC with their responsibility for follow-up. It was noted that there are file drawers in the Charleston Court office labeled ARC, but these are locked.
- **Other Violation Situations**  
**7845 Ashley Circle**  
*Committee is waiting for definitive direction from ARC on issue of curbing at this property. Also, instruct AMI to inspect for overhead trellis in fenced area on this property for potential violation.*

**7911 Ashley Circle]**

Complaint received from neighbor to BOD regarding rear yard landscaping, preserve overgrowth. *Acting Chair Cambridge to follow-up with BOD and complainant, as owner has taken steps to remedy. Report for next meeting.*

- **Update on Design Guidelines Document**  
PDF of Design Guidelines has been saved as text and images for future editing. *Files sent to Donna Mulig and disc will be transferred to new Compliance Chair.*
- **Article for UP Newsletter Articles** on screening of Air Conditioning/Pool Equipment and Power Washing of Driveways were submitted for inclusion in next UP Newsletter. *Status and means of distribution of newsletter currently unclear.*
- **Compliance Committee Succession** Carol Cascio is willing to succeed as Compliance Committee Chair and Vicki Kahle as Vice-Chair, subject to Board of Directors approval. *Acting Chair Cambridge will turn over files to Carol Cascio prior to next meeting.* It was noted that more Committee members are needed to insure a quorum when current committee members are absent.
- **Meeting adjourned at 7:05 p.m.**
- **Confirmation of next meeting date: Monday, March 10, 2008**

Respectfully submitted,

Dan Cambridge

Acting Chair, Compliance Committee