

The Terraces Homeowners Association  
Architectural Committee

**Date:** January 6, 2007

**To:** Karen Ballard (Karen B) 3150 Ottawa Ct.  
Donna Eriksen (Donna E) 3157 Ottawa Ct.  
Casey Holscher (Casey H) 3171 Ottawa Ct.  
Karen Kilianek (Karen K) 3210 Ottawa Ct.  
John McGann (John M) 3158 Regina Ct.  
Bonnie Oberg (Bonnie O) 3209 Ottawa Ct  
Greg Seaman (Greg S) 3151 Ottawa Ct

**From:** Marcos A. Sola Cruz (Marc S)

**Subject:** Minutes of the first meeting of the Committee – January 1, 2007

- 1. Committee Members:** Pending approval by the Board of Directors, the Addressees of these minutes will be the members of the Terraces Architectural Committee. Marc S. is the Chairman of the Committee.
- 2. Procedures:** There was a brief discussion of preliminary procedures. Comments on these were submitted by committee members. Action items were taken on some of these and will be summarized later in these minutes. Among these is the fact that covenants summarized in the Chairman's initial letter are incorrect. These were extracted from the draft of the covenants created by the developer. The official covenants are those on file with Brevard County. A copy of these was provided to the chairman. A revised version of these procedures will be issued to account for the inputs received during the meeting. The revised copy will be forwarded the Committee and to the Board.
- 3. Use of e-mail:** It was agreed that e-mail should be used to communicate information on requests from homeowners and other Committee business. Contact data for Committee members is summarized later in these minutes.
- 4. Newsletter:** It was agreed that a Committee newsletter would be drafted on a periodic basis to communicate the work of the Committee to homeowners.
- 5. Homeowners in Violation of Covenants:** It was agreed that the Committee would draft recommendations to the Board with respect to homeowners in violation of covenants.
- 6. Submittal of Architectural Requests:** It was agreed that architectural request from homeowners should be submitted through block captains.

Block captains will then route the request to the Committee chairman or alternate Committee chairman in the formers absence.

7. **Calgary Entrance:** Jim Jacobson has offered to landscape the area around the sign of the Calgary entrance at his expense. The Committee agreed to accept his offer. This will be communicated to him.
8. **Leaning Post on Croton Road:** Carl Oberg has volunteered to straighten up the leaning post on Wickham Road. The Committee agreed that he be allowed to do so.
9. **Web Site:** The Committee discussed ways of communicating with homeowners. It was agreed that the preferred method would be the creation of a website for The Terraces Homeowners Association.

Marcos A. Sola Cruz  
Chairman – Architectural Committee

**MEMBER CONTACT INFORMATION:**

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>e-mail</b>
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\*e-mail address revision supplied by Tina McGann

**Action Items:** The following action items discussed during the meeting. They have been assigned to the person best suited to follow-up on the same so as to level the workload. In the future, we will try to assign the items during the meeting. Please let me know of any items that do not accurately reflect the discussions.

<b>Item</b>	<b>Description</b>	<b>Party</b>	<b>Date</b>
1	Communicate to block captains the process for architectural requests	KarenK	12 Jan
2	Revise procedures in the light of the correct covenants. Forward to the Committee and to the Board.	MarcS	8 Jan
3	Call Jim Jacobson to communicate approval of the landscaping of the Calgary St. entrance	MarcS	4 Jan
4	Develop newsletter for The Terraces. CaseyH will provide the date for the completion of this item.	CaseyH	Pending
5	Look into the creation of a website for the posting of Committee actions and report to the Committee.	MarcS	12 Jan
6	Draft recommendation to the Board on current violations of covenants. Recommendations can be submitted to MarcS. He will consolidate and submit to the Board.	All	12 Jan
7	Straighten up post on Croton Road. BonnieO will provide the date for this item.	BonnieO	Pending