

The Terraces Homeowners Association
Architectural Committee

June 8, 2007

To: James Eriksen
Robert Taylor
Adrian Seaman

cc: Karen Ballard
Casey Holscher
Karen Kilianek
John McGann
Bonnie Oberg

From: Marcos A. Sola Cruz

Subject: Architectural Committee Meeting Minutes – Meeting of June 5, 2007

A meeting of the Architectural Committee was held on the subject date. Its purpose was to review all matters being handled by the Committee, most of which consisted of the following:

- Processing the necessary quotations required to handle ground improvements.
- Processing homeowner complaints or comments regarding the recent community assessment.
- Processing complaints that some homeowners had about other homeowners that were aired during the previous board meeting.

For simplicity's sake, we will structure these minutes in the form of a discussion of the items handled during the meetings where necessary and in addition, most other issues discussed will be presented in the form a table containing all items discussed. Items will remain on this table until they are resolved. The table will identify the committee member responsible for resolution.

Once an issue is identified as being resolved, it will be removed from the next edition of the table. This table maybe updated between meetings and will serve as a working document for all committee work in progress.

Marcos A. Sola Cruz
For the Architectural Committee

1. **Homeowner Complaints- Re: Community Assessment:** The following is a summary of homeowner's complaints to the Community Assessment, as well as others arising during the General Meeting of May 20th.
 - **Ollie Olsen – Height of shrubs exceeds 6 feet:** Ollie Olson complained to Marc the same day that he received his letter. The nature of his complaint was that he was a good homeowner and that he had always maintained his property well. He mentioned that his shrubs were scheduled to be trimmed on the next day, which was a Monday. Ollie has indicated that he keep his shrubs down to six feet, but not trim them below that height.
 - **Jason Stanley – Commercial vehicle:** Jason complained at the general meeting that his vehicle has a sign, but that it is the only vehicle that he has. The association has been through this before. There was someone who had a van with a sign that he used to park in his driveway. He was cited for that (years ago). He wrote, stating the sign on his van did not make it a commercial vehicle (the letter should be in the association files). Ollie and I consulted an attorney and also consulted City Hall. It was determined, at the time, that the van was not defined in either our covenants or by the city as commercial vehicle and we were forced to desist at the time.
 - **Eric Taylor – Called Marc on the critique of the color of his house trim:** The trim was different colors. He told me that that was the way the house was when he purchased it. I only told Eric that we would look into the matter. During the meeting, Karen Kilianek indicated that the matter had been settled and that the trim had been repainted and is now all in a single color.
 - **Jeremy Jensen – Parking of Boat:** Ollie Olsen complained during the general meeting about Jeremy Jensen parking his boat on the street, to which Jeremy responded that he had a special situation related to the repair of the boat. This led to Jeremy complaining about the height of Ollie's shrubs. Jeremy would like to see the shrubs cut down to three feet for safety reasons (cars cannot see Calgary when approaching from the West and this may present a danger to children who are playing in the street). While the community can restrict the shrubs to a height of six feet, it has no grounds in the covenants or in the city code for demanding that the shrubs be trimmed below six feet. If this is a public safety issue then the complainant may bring it before city authorities as such and request a variance for public safety reasons.

1. Other Items Discussed during the Meeting:

Note: Items will be deleted from this list after they have been marked as having been completed. All items have been updated with the information discussed. New items may be added prior to the next ArchComm meeting and updated after the discussions take place. These will always be a part of the meeting minutes.

Item	Description	Progress Notes	Status
1	Contract vendor to remove trees on Croton	<p>A summary of the quotations receive has been issued to the board. Alternative approaches to bidder selection have been explored in order to keep the price low. The preferred bidder is Quality Tree Experts.</p> <p>Jason Stanley attempted to obtain FPL participation in the removal of the trees. Their will be no FPL participation.</p> <p>Early this week, we negotiated with Josh Taylor the concept of having one of the trees trimmed. This will allow all to see how the timed trees will look and then make a decision based on evidence rather than conjecture. This concept has been submitted to the board for action. Josh will be notified as soon as we have board approval.</p> <p>If the trees can be trimmed instead of being remove, it will result in considerable savings since the cost of removal is greater, and the work would not require landscaping, permits, replanting, etc.</p>	<p>Must notify Josh Taylor after board approves plan presented in the third paragraph of this Item.</p> <p>Contracting of vendor is pending for either trimming or removing trees as the case may be.</p>
3	Contract Vendor to perform lawn maintenance	Expert Pest Control is the preferred vendor.	Contracting of vendor is pending.
4	Contract vendor to perform maintenance around the pond areas.	The recommendation has been finalized and sent to the Board on 5/11/2007. I believe that Dan Jeffrey is the preferred vendor.	Contracting of vendor is pending.
5	Contract Vendor to maintain the sprinkler system.	Recommendation was sent to the Board sent on 5/12/07. Preferred vendor is Roberts Irrigation.	Contracting of vendor is pending.

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6	Need to check the storm drains and call the City if work has not been done	The storm drains were checked by Robert Kilianek on 5/9/07. They had not been cleaned as of that date. The City was contacted again. We are still on their list of pending tasks. The City could not tell us when the drains will actually be cleaned. We will continue to check the drains periodically and will continue calling the City until they are cleaned.	Not cleaned as of 06/05/07. Action pending by City.
7	Clean-up of ponds, repair of pipes, and general improvement of the pond areas.	Many companies were called and we currently have two bids. Two contractors have inspected and ponds and have supplied estimates for the work. Jason Stanley has found a third contractor willing to bid for the pond clean-up. We have met with him and he is in the process of supplying a bid.	In Progress.
8	Action to transfer ownership of the ponds the Terraces HOA	This is in progress by Karen Kilianek.	In Progress
9	Third Quarter Newsletter	The newsletter has been sent to all homeowners by Casey Holscher.	Completed
10	Definition of commercial vehicle	Marc Sola Cruz will research previous actions on the matter of commercial vehicle to determine the resolution of similar disputes in the past.	In progress
11	Schedule and ArchComm meeting.	We addressed a number of open issues, including disagreements between the ArchComm and a number of homeowners who disagree with the contents of the letters they have receive as a result of the community assessment. To my knowledge, verbal or written complaints have been received from the following homeowners: <ul style="list-style-type: none"> • Ollie Olsen – Height of shrubs exceeds 6 feet. • Jason Stanley – Commercial vehicle • Eric Taylor – Called Marc on the critique of the color of the trim on his house. <p>Additional information on these issues is presented in Section 1 of these minutes.</p> <p>There may be other issues that I may not be aware of. Please send any info on calls that you may have receive to Marc for inclusion in this list.</p>	A meeting is scheduled for Jun 5 th .

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12	Respond to letter from Josh Taylor	Josh Taylor wrote a letter in which he explains his efforts to correct violations and offers his services for the removal of the trees. He would like to have a response as to why he has not been selected. It should be noted that given the discussion in Item 1, this decision is being revisited. If so any further discussion of this situation will be carried in Item 1.	Bob Taylor has sent a response to Josh. Item Closed
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For the Architectural Committee

Marcos A. Sola Cruz