

The Villages at Queen Creek Homeowners Association

Architectural Committee Meeting

Saturday, November 19, 2011

1:00 PM

1. Open Meeting

Members John Haman, Joyce Schaffer, Dennis Lorbeske, Todd Sautter, Joe Witherow and Terri Lehman were in attendance. Homeowner Rudy Cannon was also in attendance.

2. Nominate New Chair Person

Terri Lehman and Joyce Schaffer submitted letters of intent to serve as Chair of the Architectural Committee. Joe Witherow suggested having both Terri and Joyce Co-Chair the Committee. Terri would Chair the Tuesday meetings, Joyce would Chair the Thursday meetings. Tuesday meetings will be moved to 8:00p.m. due to Joyce's schedule. Terri, Joyce and all other members approved as long as it was approved by the Board of Directors.

3. Discuss & Set 2012 Meeting Schedule

The 2012 Architectural Committee Meeting Schedule is as follows:

Thursday, January 19, 2012 @ 7:00p - Tuesday, February 21, 2012 @ 8:00p - Thursday, March 15, 2012 @ 7:00p
Tuesday, April 16, 2012 @ 8:00p - Thursday, May 17, 2012 @ 7:00p - Tuesday, June 19, 2012 @ 8:00p
Thursday, July 19, 2012 @ 7:00p - Tuesday, August 21, 2012 @ 8:00p - Thursday, Sept. 20, 2012 @ 7:00p
Tuesday, October 16, 2012 @ 8:00p - Thursday, Nov. 15, 2012 @ 7:00p - Tuesday, Dec.18, 2012 @ 8:00p

4. Set Minimum Attendance Guidelines for Architectural Committee Members

There was no decision or recommendation to the Board for minimum attendance guidelines for Architectural Committee members.

5. Unfinished Business

Prior submittals in need of discussion or decision:

-Yoshitake/23251 S. 216th Street/VQ-0013-0018 - REAR YARD LANDSCAPE - Previously Approved w/ Stipulations "*Please provide grass sample.*" Homeowner provided artificial turf sample for the Committee's review and is requesting final approval. **Approved.**

-Holland/21183 E. Creosote Circle/VQ-006B-0052 - STONE FACING - Pending from October as there were only 2 members in attendance at the October 18th Architectural Committee meeting. **Approved.**

6. New Business

Pending submittals in need of decision:

-Tolmie/22736 S. 212th Street/VQ-006B-0043 - PERGOLA - **Approved.**

-Solberg/21396 E. Camina Plata/VQ-0009-0025 - REAR YARD LANDSCAPE - **Approved w/ Stipulation, Please provide a sample of the artificial turf.**

-Cannon/21391 E. Via Del Oro/VQ-0010-0033 - PERGOLA - **Approved.**

-Sulzbach/22148 E. Calle De Flores/VQ-0012-0088 - PAINT EXTERIOR - **Approved.**

-Pyne/21860 E. Via Del Rancho/VQ-0013-0037 - GOLF NET ALTERATIONS - **Approved.**

-Fodroczi/21807 E. Via Del Palo/VQ-0018-0038 - GOLF NET - **Denied, additional information is required.**

7. Close Meeting

There being no further business to discuss, the meeting ended at 2:00p.m.

Architectural Committee Minutes for Tuesday December 20, 2011

- 1) Open Meeting: Members present; Terri, Joe and Joyce.
- 2) Homeowner Forum: Homeowner's in attendance, none.
- 3) Review pending submissions: Michael Ferrence Lot: 0016-0018 Denied need plot plan and dimensions of solar lights and placement on property. Sharron Owen: Lot 000R-0040 Approved. Jon & Tamara Chamblin Lot: 006A-0002 Approved. Scott Roberts Lot 000R-0007 Denied need more information.
- 4) Review Prior Architectural Committee Meeting Minutes: Read out-loud by Co-Chair Terri
- 5) Confirm Architectural Committee Membership for 2012: Committee members in good standing need to submit their Letter of Intent prior to January 2012 BOD meeting if interested in serving on Committee to serve.
- 6) Obtain Updated Contact Information for all Members: Form filled out by all in attendance at the meeting.
- 7) Confirm 2012 Architectural Committee Meeting Schedule: Confirmed the ARCH meetings for 2012 with the stipulation that the month of December that there will be no meetings for December 2012.
- 8) Discuss date time of submittals by homeowners to the Committee: A Resolution Adopted by the Committee that needs to be ratified by the BOD. The last day in which a Homeowner can submit a submittal to the Property Management for the Architectural Committee to review, whether new, or previously submitted with a stipulation is: a week prior to the next scheduled monthly Architectural meeting to be considered for review. Those that do not meet the cut-off time will be reviewed the following month
- 9) Meeting Attendance Guidelines - Recommendation to Board of Directors: A Resolution for the following suggestion is based on approval by the BOD for January 2012, if ratified, will be implemented beginning, February 2012.

Meetings are every month alternating every Tuesday and Thursday each month of the third week of each month excluding December. Members must e-mail Chair(s) if they WILL NOT be attending meetings, unless discussed at prior meeting and noted in minutes that a Committee member will not be present at the next ARCH meeting and therefore will be excused and not counted against them as a "no-show" or as a "mark" of not wanting to be active on the Committee.. Three-quarters (3/4 or 75%) or Seventy-five percent of the time a member must be present through-out the year and is considered still active on the committee if noted in minute meeting the month prior. This will assist the Committee in placing a request to have an "alternate committee member" to be contacted to attend a meeting as an official member "on-call alternate" to be scheduled no less than 2-weeks notice given to an alternate or requested by an "active" Committee Member. For example: A committee member gives notice at meeting that they will not be available at next month's Tuesday meeting. Since

Committee member gave notice a month in advance, it is considered an excused absence. Therefore, an "on-call alternate" will be called to attend the next month Tuesday meeting. Notice shall be given not less than two-weeks prior to alternate. Once a Committee member has already stated that they will not be available and an alternate has already been contacted to replace them, the "alternate" has precedence.

If an "active" Committee member does not contact a Chair in writing, and is a no-show at a meeting without notifying two-weeks in advance of said absence, it will be an un-excused absence of Service on the Committee and logged and account record kept on file by the Office Community Manager. Once an "active" Committee member has reached a Twenty-five percent "no-show" factor they will be subject to review by the BOD for removal off the Committee. It is possible that an "active member" with continuing absence without due notice or not giving notice a month prior, which is the preferred method, shall be subject to review to the BOD at the request of any Committee member in good-standing. This is to be fair to those who want to be "active" on the Architectural Committee, and allows meeting to not be cancelled or post-pone in assisting Homeowners with their submittals as much as possible in a timely fashion, and allowed by the guidelines. The ARCH Committee is requesting two (2) alternates for the Committee to assist as an "on-call alternate" designated only for this Committee.

10) Close meeting: 8:50pm meeting concluded.

Minutes taken by Terri Lehman

From: joyce schaffer [jjforjoy@hotmail.com]
Sent: Thursday, January 19, 2012 11:37 PM
To: Cindy Anderson; terri laymen; todd hoa; jhaman@q.com;
witherowjoe@gmail.com
Subject: Arch meeting **01/19/2012

Arch meeting Thursday, January 19, 2012

Begin : 7:00 pm

In Attendance:

Joyce Schaffer

Dennis Lorbeske

Todd Sautter

Joe Witherow

New Business:

4 submittals

Scott Roberts

VQ 000R-0007-Disapproved-no plot plan, need city approval

Tom and Pam Suelzle

(2) VQ-0021-0019-Paint approved

Front landscape approved

Todd Sauter

VQ-005-0025 driveway and walkway pavers approved

Meeting adjourned 7:45 pm

Joyce Schaffer 
Queen Creek, Az. 