

Fox Wood Modifications Committee Meeting Minutes of our October 6, 2005 meeting

Members present for our 6:30 PM meeting at Trinity Outpatient Center on the 6th of October 2005 were: Tim Gibson, chairman, Alan Allred, Larry Black, Wendy Dong, Mandy Gibson, Ken Houck, David Jones, Diane Kocienda, and Bob Niemiec. There were no residents, who attended our public meeting.

The Modification Committee Guidelines for the committee and each member were discussed. Comments from the last Committee meeting have been incorporated. Please use these as guidelines in the application of the deed restrictions and standards. (see below)

Guidelines and Responsibilities of Modification Committee Members

Application for Modification:

The Committee has divided the Community into several segments so as to equitably divide the Community and allow each member to easily participate in the review and approval process. Each Committee Member is assigned a specific segment (which may from time to time be modified). Each Member is also provided with the section of the Fox Wood Modifications Committee Data Base corresponding to their segment. The data base lists each lot number and address, as well as the approved modifications, and the date approved along with items noted but not approved.

The Committee Member is responsible for visiting their assigned segment at least once monthly to determine if any changes are being or have been made outside the review and approval process. These should be brought to the attention of the Modifications Committee Chair for further action. Each segment's data base content is updated periodically by Diane Kocienda and redistributed. The updates reflect the actions of the Committee in approving or rejecting Applications for Modification.

When an Application for Modification is received, the Committee Member should:

- *Check all information on the Application. The actual application may be the current form or an older version. It also may be a letter, fax or other means of communication which conveys a resident's desire to make a modification to their property. We accept almost anything which communicates what is desired. The Committee Member should be sure the name and address are correct as well as the lot number and make corrections as applicable. Please verify difficult names with legible spelling and identification of spouses as appropriate. If only a single*

owner, please verify that as well. (To be properly completed the Application should have all owners' names and signatures.)

- *Be sure the project or modification is understood. Do not assume that something may be done because it usually is. Have the resident describe to you what is planned, do not read to them what is on the Application. Have the information provided to you, and ask any necessary questions, so you can fully explain the modification to the Committee. For example, an Application may say a pool is to be installed. There may be no mention of an enclosure. Do not assume one will be part of the actual modification. Ask if it is and obtain a description and add it to the Application so it will be complete. There is nothing wrong with asking questions, it is our responsibility to ensure that the conditions, restrictions and standards are fairly applied. This means you must understand what is planned by the resident so you can provide the Committee with sufficient information to make a proper and informed decision.*
- *Many modifications require a site plan. This is a document which is similar to an actual survey and will demonstrate where the modification is to be placed on the property. Items requiring a site plan include pools, structural changes and fences. Others may be included.*
- *Some modifications require at least a diagram and/or a detailed plan. These include landscape modifications, landscape lighting and curbing, placement of play sets or other equipment and placement of ponds, fountains and lawn ornaments.*
- *Modifications involving colors require a sample of the color, e.g., chips or swatches of the planned paint color, sheets from the installer or contractor of color selections available with the designated color documented. These may include painting of any type or landscape curbing, as well as colored lawn ornaments.*
- *Sufficient details should be added in the notes or on the back of the application to ensure the Committee and future Committee's will understand exactly what is planned and what was to be completed.*
- *Review the Application with the resident and against the established covenants, restrictions and standards. Advise the resident of special conditions pertinent to that particular project, such as the disposal of acid wash residue from pool installations, **no** advertising signs for any work and the several conditions pertaining to fence installations, among others.*
- *If all is in agreement with the covenants and standards, and all details are complete on the application, advise the resident that this will be recommended or not recommended as you see fit, and*

presented to the Committee at the next meeting and the resident will be advised as to the outcome.

- *If there are questions, contact the MC Chair or designee as soon as possible and gain resolution in a timely manner so the approval process can move forward.*
- *Complete the portion of the Application pertinent to your visit and be prepared to discuss it at the next Committee Meeting.*
- *It is understood that each Committee Member may need assistance on modifications of an unusual nature and even some common modifications depending upon the background and experience on the CM. Don't hesitate to discuss it with other Committee Members or with the Chair person. The most important factor is to gain sufficient information so the Committee can make an informed decision. Another important factor is not to commit the Committee with a decision when you don't have all the details or information. In almost all cases the resident should be advised that it is a Committee decision and they will be advised of the outcome as soon as possible.*
- *Remember – the applicant is a resident just like you are! They hold no power over you and you have none over them. Treat them like you would like to be treated. Each application is an opportunity for the Committee and the Fox Wood Community Association to have a positive experience with the resident. That is exactly what we would like for each one to be. Be positive, know the restrictions and the standards for each application, brush up before you discuss it with the resident. Do not hesitate to discuss anything with the Chair or other CMS. It is perfectly acceptable to say “I don't know, but I will find out the correct answer for you”.*
- *Do not be bullied and do not take abuse. If a resident becomes irate or abusive, you may try to calm them but, if not say that you or someone else will get back to them and quietly depart the property. It is best to not get confrontational and make matters worse.*

There was a discussion on landscape curbing colors, the acceptable colors that can be used for lava rocks and rubber mulch and curbside numbers and. (see below).

Architectural Standards for:

Landscape Curbing, Lava Rock and Rubber Mulch and Curbside House Numbers

Landscape Curbing: *colors shall be concrete, brown and earth tone shades compatible with the house color. Blues and bright reds and lighter shades of green are among colors not permitted (Having landscape curbing installed requires prior review and approval by the Modifications Committee.)*

Lava Rock and Rubber Mulch are limited to colors similar to natural mulch such as cypress, hardwood bark, cedar, or pine bark. Blue, green and bright red are among the colors not permitted. (Prior review and approval are not required as long as the colors meet the standard)

Curbside house numbers are to be white on a dark green base. (Prior review and approval is not required as long as the colors meet the white on green standard.)

There was a discussion concerning our Color Book. It was felt that a committee needed to be set up so that we can keep our book up to date. The committee to work on the colors is: Diane Kocienda, Bob Niemiec, and Wendy Dong. They will get together next week to add colors, make any changes that need to be made so that our book is kept up to date. Also the question was asked whether there are homes in Foxwood that have been painted without permission and the colors used are not in our color book. Everyone was asked to check their area for unapproved paintings and we will in turn check the files to see if the color being used was an original color. Once these have been noted a deed restriction letter will be sent to the homeowner for one painting without approval and two for using an unapproved color.

Another topic of discussion was concerning the process we are using when someone paints their home the same color as it was originally. Presently we are requiring all painting to be submitted with color swatches so that our records are up to date. It was decided to check with other developments in the area to see what procedure they follow if the home is being painted the same as the original color. The following will be checked: Mandy - Heritage Springs, Larry - Lansbrook, Trinity Oaks and other Fox Hollow enclaves along Robert Trent Jones. This will be discussed at our next Committee Meeting.

The painting of concrete driveways is a big concern. The standards say that the color must be the same as the surrounding concrete. This is not the case. We have yellow, white, blue, dark grey, and all the shades in between. So far there are 29 driveways that have been painted and none have received permission to paint. We have been doing research on the best way to keep our driveways nice and painting and staining do not appear to be the solution. Cleaning them and then sealing them so that they do not look shiny may be a solution. We are still working on coming up with solutions for this problem. It certainly doesn't look nice when you can tell someone has painted and the color is different from the surrounding concrete. More research will be done to come up with a solution for oil stain and rust removal.

On all future approval letters sent to residents, the residents will be given 90 days from the date of approval to complete the project.

The following items were brought to the committee for approval, denial, or more info:

<u>Name</u>	<u>Address</u>	<u>lot #</u>	<u>project</u>	<u>Outcome</u>
Werneken	1908 Cardamon Dr	887	repave driveway	HOLD need sample
McDougall	9842 Balsaridge Ct.	10	landscape, repaint, swing set	approved
Wellington	1807 Latelia Ct.	115	pool & repaint	approved
Twombly	1850 Linton Lane	232	repaint	HOLD color SW
Evers	1624 Crossvine Ct.		replacing lanai with alum roof	HOLD await specs
Wheeldon	10538 Peppergrass	554	pool & enclosure	approved
Nerad	1744 Broadleaf Ct.	94	landscape curbing	need info from
Chalmers	9835 Balsaridge Ct.	23	repaint	approved
Parks	1900 Firefern Ct	868	pool & enclosure	approved
Dornarasky	1736 Broadleaf Ct.	96	landscape curbing	need info from
Thompson	2336 Winsloe	878	landscape curbing	approved
Thompson	2336 Winsloe Dr.	878	playset	approved
Gould	1740 Broadleaf Ct.	95	landscape curbing	HOLD for color
Jirsa	10641 Northridge Ct.	754	landscape changes, pavers	approved
Marshall	10601 Northridge Ct	799	repaint & landscaping	approved
Cowgill	1717 Crossvine Ct.	177	pavers replacing mulch	sent to DREC
Stirn	1930 Alecost Ct.	854	bricks replacing landscape	sent to DREC
Marsalisa	1544 Bayfield Ct.	41	paint driveway & walkway	denied
Lopez	1730 Lady Palm Ct.	699	landscape changes	will verify -ok
Palamar	10322 Tecoma Dr	602	pool & enclosure	approved
Turner	1930 Larkspur Ct.	387	repaint trim & accent	approved
Burden	1735 Roseroot Ct.	676	tint east & west windows	approved
Creely	1739 Daylily Dr.	76	replace windows with vinyl	approved
Ferreira	1814 Arturus Lane	200	repaint	approved
Petika	1907 Lusterleaf Pl	234	repaint & new front door	approved
Widman	2324 Winsloe Dr.	880	landscape curbing & gutters	approved
Hornblower	1826 Cardamon Dr.	895	repaint	approved
DeVecchis	2130 Edelweiss	338	solar panels	approved
Black	2108 Hammock Park Ct	353	solar roof vents	approved
Villasmil	1803 Broadleaf Ct	87	paint shutters and door	approved

Our next Modifications meeting will be held at the Trinity Outpatient Center on November the 4th at 6:30 PM.

Respectfully submitted by Mandy Gibson.