

KEY WEST GOLF CLUB HOMEOWNERS' ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

74 Golf Club Drive
Key West, Florida 33040
Tuesday, May 14th, 2024
6:15 PM

1. CALL TO ORDER:

The Architectural Review Committee meeting was called to order at 6:17 PM by Katee Martineau

2. DETERMINATION OF QUORUM:

Zach Goodfellow, Mark Machcinski, Katee Martineau, Paul Sandholm (via Zoom) provide Determination of Quorum. Pat Labrada was present in person on behalf of CAC Management

3. PROOF OF MEETING NOTICE:

The CAC Management sent a mass email and posted the agenda on the message board.

4. APPROVAL OF MINUTES April 9, 2024:

Motion by Zach to approve April 9, 2024 minutes, second by Mark. Motion carried with all in favor.

5. OLD BUSINESS: None

6. CONSENT AGENDA:

a) **197 Golf Club Drive** - Repaint outside of home, in kind, Peach (Palazzo) – approved by all present

b) **71 Golf Club Drive** - Repaint outside of home and replace pavers, in kind - approved by all present

c) **16 Merganser Lane** – Replace entry door, same color white and same type of door, 9 panel window on top half, change to hurricane impact door. - approved by all present

7. Unfinished Business:

a) **291 Golf Club Drive** – Replace front porch and rear deck, bottom and top. Replace fencing in front and rear of house. Would like to use polywood. The porches will be grey and the fences will be white. - Discussed type of composite wood that would be used. Motion to approve by Katee using Timbertech with approved colors and using shipyard white. Seconded by Zach, Approved by all present.

b) **9 Kestral Way** – Install screen and door on back porch, all windows for impact windows - Discussion regarding changing of windows to sliding not single hung. Windows would maintain dividers. Screen in back porch would maintain black no-seeum screen. Motion to approve screen of back porch and screen door with black screen. Motion to approve window with single hung by Katee. Motion to amend by Zack to approve sliding with grid pattern of 6 over 6 colonial pattern or similar grid pattern to of side windows- motion seconded by Mark. Vote = Mark, Zach- approve. Katee = disapprove.

8. NEW BUSINESS/ ACTION ITEMS:

- a) **106 Golf Club Drive** - MMI Door, 36 in. x 80 in. Classic Left-Hand Inswing 9-Lite Clear Low-E Primed Steel Prehung Front Door on 6-9/16 in. To be painted white. - Motion to approve by Katee, Seconded by Mark, Approved by all present
- b) **34 Kingfisher Lane** - Every window except two in the upstairs master bedroom (back of the house) will get replaced. I will also be replacing the front door, the balcony doors, and the back slider. The windows and doors are hurricane impact. - Discussed regarding in-kind replacement. Motion to approve by Katee, Seconded by Zach, Approved by all present.
- c) **83 Golf Club Drive** - Screen the back porch, add screen door. Door is Phiher, Eggshell White, Black Screen, metal door, bottom of the door will have a slide in metal piece, also eggshell white – Discussion regarding eggshell white color- tabled to later when owner present. - Motion to approve screen door in shipyard white or to provide a better picture of the color used, also to approve the screening with black screen with white trim by Katee, Seconded by Zach. Approved by all present.
- d) **46 Merganser Lane** - Wanted to know if the porch and steps, both in front and back, can be replaced with trex decking instead of wood -Discussed and realized it was a question. Motion to table by Katee, seconded by Zach
- e) **102 Golf Club Drive** - Repair and paint (White current color) back fence. In contact with a landscaper to clean up the current condition of the landscaping to be in compliance with the landscaping guidelines. Meeting with the landscaper to get a quote the week of May 13 - May 20. -Motion to approve by Katee as long as using shipyard white and no change. Seconded by Zach. Approved by All present
- f) **67-1 Spoonbill Way** - Enclose front and rear upper porches. 4 over 1 grid windows on the front and casement windows on the back. Repaint to Benjamin Moore Jack Frost 729 - Discussion regarding windows used, Motion to approve the enclosure and color by Mark, Seconded by Paul. Vote passed by Mark and Paul, Katee disapproved - Hoping to get started in August – finished by December.

9. COMMITTEE DISCUSSION:

- a) Review proposed updated language for Design Guidelines –fencing, decks, approved composite colors and usage -----Motion to approve Deck guideline updates and to approve colors of samples by Katee, seconded by Zach. Approved by all present. Fencing – discussed maintaining 4ft height in garden. Motion to approve by Katee, seconded by Zach, approved by all present.
- b) Process for inspections on completion of ARC approved improvements
Discussed how the inspection timing work. 90 days from after approval of work, if no Notice of Completion received from the homeowner, CAC will follow up for status of the work and see if timeline shift needs to be adjusted. Once Notice of Completion is received, CAC will inspect work within timelines, set out in the declarations and verify correct work was done. CAC will verify the work and then inform ARC Committee of any discrepancies.

c) Process for addressing construction done without ARC approval – CAC proposes issuing a stop work order to be placed on the door for work in progress. CAC should maintain a record of ARC approved work in the HOA office.

If a homeowner has a complaint regarding alleged nonconforming work, they should email the office /CAC. Take each item as a “Case by Case basis” regarding complaints of “Non-conforming Work” submitted to CAC by homeowners.

Code compliance regarding permits should fall on the responsibility of Key West Code Compliance.

d) Discussion with public - none

10. ADJOURN:

Motion to adjourn by Katee, seconded by Zach, motion carried at 7:54 PM