

**Notice of an Architectural Review Committee Meeting**  
**Key West Golf Club Homeowners' Association, Inc.**  
**Architectural Review Meeting Minutes**  
**74 Golf Club Drive**  
**Key West, Florida 33040**

**November 12th, 2024**  
**Tuesday 6:15 pm**

**Purpose: Conduct Business as Properly Brought Before the Committee.**

**AGENDA**

- 1. Call Meeting to Order- Katee called to order at 6:15**
- 2. Determination of Quorum- Mark, Katee, Zach, Paul all in attendance**
- 3. Proof of Notice- Noticed posed at HOA office and emailed to homeowners.**
- 4. Approval of Agenda- Motion to approve minutes by Katee, 2<sup>nd</sup> by Mark, passes with all in favor.**
- 5. Approval of Minutes – October 8, 2024- Motion to approve minutes by Katee, 2<sup>nd</sup> by Mark, passes with all in favor.**
- 6. Consent Agenda**
  - a) 137 Golf Club Drive – Repair/replace fence posts as needed, at least 3. Repair/replace front and rear fence gates as needed. All are repairs of existing structures. Paint fence and gates to match existing shade of white. Repair/replace A/C support structure. Stain deck and front and rear stairs to match existing color.- Motion to approve by Katee, 2<sup>nd</sup> by Mark, passes with all in favor.**
- 7. Unfinished Business**
  - a) 100 Golf Club Drive – Install roller shades inside of our screened in back porch. Install pavers along the side walkway and back outdoor area of our home. The style would look very similar to our neighbors (attached) at 98 golf club drive. This would also include a small deck (wooden) bridge similar to several I have seen in the front side to span over the root system of our existing tree. This would be then painted to match the deck color in the front. – Homeowner to produce picture of pavers and drawing as well as what type of shade and color of shade.- Motion to deny request by Katee, 2<sup>nd</sup> by Mark, passes with all in favor**
  - b) 52 Merganser Lane – No request submitted. Review of panels installed on back deck and curtains on front porch.- Motion to deny by Katee, 2<sup>nd</sup> by Mark, passes with all in favor. Letter to be sent to homeowner that panels should be removed.**
- 8. New Business / Action Items**
  - a) 36 Kingfisher Lane – Request to remove the old windows and doors and install new ones. The doors and windows look exactly the same as the old ones. The front door will be 1 light with in glass min-blinds. -Motion to approve windows by Katee, 2<sup>nd</sup> by Mark, widows approved with all in favor. Motion to deny the door portion of the request by Katee, 2<sup>nd</sup> by Mark, motion passes with Katee and Mark in favor and Zach apposed.**
  - b) 5 Kestral Way - Install medium size granite gray rock to landscape areas. Install 3 gallon Foxtail Ferns, 3 gallon Red Sister Ti's, one 15 gallon standard Hibiscus tree to existing landscape beds. Install 7 gallon Arica palms left side of house along the walkway. Soil included for new plants. This includes 9 total hours of paver work per request. Also will include sanding for pavers to fill in any gaps. Existing irrigation will be repaired if existing system cannot be repaired - microjet irrigation system for new plantings. Removal, install, clean up and debris haul away included.- Motion to approve by Mark, 2<sup>nd</sup> by Katee, passes with all in favor.**
  - c) 19b Golf Club Drive - Repair, repaint front steps/rails. Paint colors do not change. Maintain same paint colors. Touch up paint fence, fresh coat, maintain same paint color. Replace current broken, old multiple size concrete pavers with new concrete pavers. Same layout design, just new and placed spaced properly. Replace sliding glass**

door to back porch with new door, same size, style - bringing it up to current code. This is the only door/window we are replacing at this time. Touch up back porch paint - maintaining the same color. We did want to inquire about replacing an area of the current pavers with artificial turf. We are not sure if we will be going in this direction but would like approval just in case. **-Motion to approve by Katee, 2<sup>nd</sup> by Zach, motion passes with all in favor.**

- d) **92 Golf Club Drive** – Mike Posada hand made screen door with palm tree design.-**Motion to approve Katee, 2<sup>nd</sup> Zach, passes with all in favor.**
- e) **11 Spoonbill Way** - Front porch and steps. Replace with Trex approved composite in approved gray color. Matches existing color. Deck boards will be finished in picture frame design.- **Motion to approve by Katee, 2<sup>nd</sup> by Zach, passes with all in favor.**
- f) **8 Spoonbill Way** - Would like to build a shed behind the fence on the right side on the front side of the right side. The shed will be 8 x 5 feet and colors that match the house and fence so it will blend in. It will be about 2 inches shorter than the fence in height. It will have a metal roof. The building will also use hurricane strapping to secure it. It will be similar to the one on Spoonbill 11.-**Motion to approve by Katee, 2<sup>nd</sup> by Mark, passes with all in favor.**
- g) **9 Spoonbill Way** - We would like to replace the entire front porch, steps and railings. We would use Timbertech composite decking in the color Cypress. Porch floor edges would be done with picture frame edge. We would like to replace the railings with Timbertech composite railing - Radiance Rail-Matte White. Balusters will be solid composite, square, in matte white. Stairs will be replaced with Timbertech composite decking in Cypress, but with Shipyard White risers. The ends will be finished. 4x4 posts will have "Island Style" caps (photo included). Porch/steps size and layout will reflect the current porch.-**Motion to approve by Zach, 2<sup>nd</sup> by Katee, passes with all in favor.**
- h) **259 Golf Club Drive** - Two sheds. Shed A to left of driveway aligned with front porch (modeled after shed next door at 257 Golf Club Drive). Shed B at end of driveway next to house at gap between car port and house (modeled after shed at 253 Golf Club Drive, although similar to many). The sheds will be custom built on site. Framing will be pressure treated material. Roofing will be standing seam metal. The base of sheds to be 4" thick concrete pads. Finish materials will be Hardi plank siding to match that on the house in style/size and color. Trim will be either Hardi plank trim or Azek trim, also to match existing house trim in look and color, using standard approved white paint. Doors to be smooth finish pairs of doors for access to sheds.-**Motion to table by Katee, 2<sup>nd</sup> by Mark, passes with all in favor and a request for the homeowner to attend the next ARC meeting.**
- i) **88 Golf Club Drive** – No request submitted. Change to front door.- **Motion by Zach to send letter to homeowner to removed door and replace with original style of door or submit and ARC request for new door, 2<sup>nd</sup> by Mark, passes with all in favor.**

#### 9. Committee Discussion

- a) Status of inspections for work approved by the Committee – Update from CAC-**All inspections have been done or work is in progress.**
- b) Review of proposed changes to Design Guidelines – Doors/Windows. **-Zach to send our questions to Katee to bring to the board and we will discuss at the next ARC meeting**

10. Member Input-Will brought up his concerns with consistency with approvals from one ARC committee to the next ARC committee.

11. Adjourn-Motion to adjourn by Katee, 2<sup>nd</sup> by Zach, passes with all in favor at 8:01

Regards,

Architectural Review Committee  
Key West Golf Club Homeowners' Association, Inc.

