



**Waterford Lakes Community Association
Architectural Review Committee Meeting Minutes
August 2, 2022**

1. Meeting called to order at 6:35PM by chair
 - a. Quorum Established: Mark Coleman (chair), Beatress Little, Jason Frank (absent with notice)
2. Proof of Notice: WLCA website and at WLCA main office
3. Reviewed minutes from July 26, 2022 meeting
 - a. Motion to approve as written: Beatress
 - b. Second: Mark
 - c. Motion carried: Vote 2:0
4. Adoption of Consent Agenda:
 - a. Approved with one addition:
 - i. Discussion on moving more items to the fast-track approval process (currently called the "fab five")
 - b. Vote 2:0
5. Special Guests:
 - a. Alexandria Zook, Becky Black, Keith Boyd
6. Old Business:
 - a. Continued discussion on ARC meeting cadence:
 - i. Tabled until all members are in attendance
7. New Business:
 - a. Discussion on moving additional categories to fast-track approval process:
 - i. Considering landscaping, windows, aerials/antennas, flags, & pools
 - ii. Will consider a proposal at the next ARC meeting for the board to move these items, with the understanding that the ARC will pull them back if issues arise.
 - b. **Please see log sheet agenda for this week's ARAs**
 - c. Total Applications: 6
 - d. Approved: 6
 - e. Disapproved: 0
 - f. Tabled: 0
 - g. Feedback for ARC Guidelines Committee:
 - i. None at this time
8. Next meeting: August 9, 2022 at WLCA Main Office
9. Meeting Adjourned at 7:40PM

8/16/22





**Waterford Lakes Community Association
Architectural Review Committee Meeting Minutes
August 16, 2022**

1. Meeting called to order at 6:35PM by chair
 - a. Quorum Established: Mark Coleman (chair), Beatress Little
 - b. Absent: Jason Frank (absent with notice)
2. Proof of Notice: WLCA website and at WLCA main office
3. Reviewed minutes from Aug 2, 2022 meeting
 - a. Motion to approve as written: Beatress
 - b. Second: Mark
 - c. Approved/Vote 2:0
4. Adoption of Consent Agenda:
 - a. Approved/Vote 2:0
5. Special Guests:
 - a. Alexandria Zook, Becky Black, Keith Boyd
6. Old Business:
 - a. Tabled discussion on ARC meeting cadence:
 - i. Tabled until all members are in attendance
 - b. Tabled the idea to make a motion to the Board of Directors to amend the "Fab Five" process for now.
7. New Business:
 - a. **Please see log sheet agenda for this week's ARAs**
 - b. Total Applications: 14
 - c. Approved: 8
 - d. Disapproved: 6
 - e. Tabled: 0
 - f. Feedback for ARC Guidelines Committee:
 - i. Pool R&R #10 seems to require details on pool walkway finishes, but because it's in a back yard, do we need to know and/or can we even rule on the finish?
 - ii. Suggest requiring roof submissions to include a copy of the contractor proposal/contract to verify the materials and colors being proposed.
 - g. ARC is finding issues where a neighborhood defaults to WLCA, but there isn't clear guidance on if the WLCA ARC needs to enforce/consider local association R&R that conflict/exceed WLCA R&R. Need to discuss further and consider approaching the Board of Directors for guidance.
 - i. Mark suggested that if the local association defaults to WLCA, that should constitute a forfeiture of the enforcement of the local association's R&R and the WLCA ARC can/will only consider/enforce WLCA R&R. This should also include

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paint color books, which are currently considered by WLCA even if they conflict/exceed WLCA restrictions.

8. Next meeting: August 23, 2022 at WLCA Main Office
9. Meeting Adjourned at 8:42PM



8/23/22



Waterford Lakes Community Association
Architectural Review Committee Meeting Minutes
August 23, 2022

1. Meeting called to order at 6:35PM by chair
 - a. Quorum Established: Mark Coleman (chair), Beatress Little, Jason Frank (via Zoom)
2. Proof of Notice: WLCA website and at WLCA main office
3. Reviewed minutes from Aug 16, 2022 meeting
 - a. Motion to approve as written: Jason
 - b. Second: Beatress
 - c. Approved/Vote 3:0
4. Adoption of Consent Agenda:
 - a. Added three items to the consent agenda:
 - i. Discuss upcoming outdoor structures amendment
 - ii. Discussion on possibly moving from HOA Life to Tops ONE for ARC management
 - iii. Discuss prospective ARC Committee member Sharon Knight
 - b. Approved/Vote 3:0
5. Special Guests:
 - a. Alexandria Zook, Becky Black, Keith Boyd, Sharon Knight (prospective ARC Committee member)
6. Old Business:
 - a. Tabled discussion on ARC meeting cadence:
 - i. Tabled until all members are in attendance
 - b. Tabled the idea to make a motion to the Board of Directors to amend the "Fab Five" process for now.
 - c. Discussed requirement to have a shingle sample submitted with a roof ARA
 - i. This is apparently already required- no changes needed
 - ii. Staff will try to enforce this more stringently to help avoid issues
 - d. The Board of Directors clarified that any ARA that is defaulted to WLCA does not need to have the local association rules and regulations considered
 - i. WLCA will consider and enforce only WLCA R&R
7. New Business:
 - a. Discuss upcoming outdoor structures amendment
 - i. Concern was expressed over the fact that the upcoming vote on the amendment for backyard structures, if approved, will allow said structures but does not provide rules and regulations to govern them.
 - ii. Seeking advice as to what to do with any applications that are submitted prior to the adoption of R&R for backyard structures.
 - iii. Becky indicated that even if approved, the amendment will not be effective until officially recorded with the county.

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- b. Discussion on possibly moving from HOA Life to Tops ONE for ARC management
 - i. Integrated with most other WLCA functions currently
 - ii. Should allow the ARC to login and review/approve electronically
 - iii. Auto-generation of letters to homeowners (can be printed and/or sent electronically)
 - c. ****Please see log sheet agenda for this week's ARAs****
 - d. Total Applications: 3
 - e. Approved: 3
 - f. Disapproved: 0
 - g. Tabled: 0
 - h. Feedback for ARC Guidelines Committee:
 - i. See notes above (7.a.) about upcoming amendment for backyard structures
 - i. Discussed Sharon joining the ARC Committee
 - i. Sharon indicated that she would like to join the committee
 - ii. Board of Directors will need to approve at next month's meeting to make it official
8. Next meeting: August 30, 2022 at WLCA Main Office
9. Meeting adjourned at 8:10PM


8/22/22

A handwritten signature in black ink, appearing to be 'W. White', written in a cursive style.



**Waterford Lakes Community Association
Architectural Review Committee Meeting Minutes
August 30, 2022**

1. Meeting called to order at 6:38PM by chair
 - a. Quorum Established: Mark Coleman (chair), Beatress Little, Jason Frank
2. Proof of Notice: WLCA website and at WLCA main office
3. Reviewed minutes from Aug 23, 2022 meeting
 - a. Motion to approve as written: Beatress
 - b. Second: Jason
 - c. Approved/Vote 3:0
4. Adoption of Consent Agenda:
 - a. Added one item to the consent agenda:
 - i. Discuss prospective ARC member Mary Kuntz
 - b. Approved/Vote 3:0
5. Special Guests:
 - a. Alexandria Zook, Becky Black, Keith Boyd, Mary Kuntz (prospective ARC committee member)
6. Old Business:
 - a. None at this time
7. New Business:
 - a. Discuss approved outdoor structures amendment
 - i. The ARC will not be accepting or considering submissions for any backyard structures until the guidelines have been developed and approved
 - b. **Please see log sheet agenda for this week's ARAs**
 - c. Total Applications: 11
 - d. Approved: 8
 - e. Disapproved: 3
 - f. Tabled: 0
 - g. Feedback for ARC Guidelines Committee:
 - i. None at this time
 - h. Discussed Mary joining the ARC Committee
 - i. Mary indicated that she would like to attend the ARC Guidelines Committee meeting before deciding
8. Next meeting: September 6, 2022 at WLCA Main Office
9. Meeting adjourned at 8:30PM


10/4/22