

ARCHITECTURAL REVIEW COMMITTEE

Meeting Minutes

Thursday, September 5, 2024, at 6:00 p.m.

1. Call to Order:
 - a. Meeting called to order by
 - i. Jennifer Vurno, Association VP, and Architectural Committee Chair
2. Agenda Item
 - a. Application - Barn
 - i. Complete Barn Application received from Lot: K-3
 1. Four (4) Stall Barn for review, approval, or denial.

Meeting Abstract:

The meeting focused on reviewing an application for a construction project, specifically a 4-stall barn, and addressing concerns about the timeline, completion date, and details of the property's renovation. The committee also discussed the need for the Board to enforce any mismatches in construction and the importance of the barn meeting required setbacks. Lastly, the committee reviewed and discussed various concerns and updates, including the use of the old community checklist and the proximity of a wetland area, and approved a proposal with the suggestion of creating a checklist for future reference.

Next steps:

1. Jennifer to draft a potential checklist for the ARC committee to use for future reviews.
2. Christopher to follow up with the attorney regarding the premature start of the barn's construction.
3. Christopher to discuss with the property owner any discrepancies between the approved plans and the actual construction as Mr. Saltzman, committee member, states *"the barn is not positioned correctly on the property"*.

Summary:

Reviewing 4-Stall Barn Application

Jennifer explained she was attending from her car due to a medical emergency involving her dog. The meeting was called to order, and participants identified themselves. The main agenda item was to review an application for a 4-stall barn.



Review of Construction Project Application

The meeting focused on the review of an application for a construction project. The Architectural Review Committee (“Committee”) members discussed the timeline of the project, with one member questioning the start date of September and the status of the construction. The committee chair clarified that the start date was not on the agenda for discussion, but the committee was reviewing the application and supporting documentation. The committee also discussed the ongoing conversation with the property owner, which was deemed privileged information.

Property Renovation Discussion:

Painting and Roofing

The meeting involved a discussion about the details of a property's renovation, specifically the painting and roofing of a barn. Committee member Ed, expressed concerns about the lack of information provided in the information packet, including paint colors and roofing materials. Christopher clarified that the application stated, in writing, the barn's paint color and shingles used on the house would match Ed, however, was unable to read the details on the provided prints due to their small size. Committee member, Ed stated he would like to have a larger set of plans as they were required; however, Christopher explained that architectural drawings of larger size (i.e., 18”x24”) are not required to be submitted for the committee to review.

Addressing Tool Application and Barn Setbacks

Committee member, Ed stated the prior committee had a checklist; however, the current Committee doesn't use a check list. The prior check list was provided to the Committee by the prior Committee Chair; however, the check list is longer valid. As per the association governing documents, the Architectural Review Committee's responsibility is to follow the wording listed under Article IV. Section 1-10 and Article II, Section 2, 4, 7, 9. Under these Articles and Sections the Committees responsibilities regarding the “Approval” process of a submitted application is as follows:

1. review a complete set of building plans**
 - a. flooring layout
 - b. shows elevations
 - c. is constructed to be architecturally harmonious with the dwelling
 - d. meets the minimum building code of Palm Beach County
 - i. the engineer(s) is responsible for ensuring the plans meet the minimum standards for the county and does so by endorsing/stamping said plans.



Addressing Application and Barn Setbacks

Jennifer and Christopher discussed the application and the need for the Board to enforce any mismatches in construction. They also addressed concerns about the positioning of a barn on the plans. Committee member Ed noted that the barn appeared to be off to the left side and possibly not in compliance with the setback and the Committee can force the property owner to tear down the structure. Christopher clarified that the committee does not have the authority to order a property owner to tear down a structure, and any such decision would come from the board. They agreed to continue with the meeting and to handle any violations of governing documents through the attorney, with the main point of the agreement being that the barn should meet the required setbacks, regardless of minor deviations from the plans.

Final Review of Agenda Item:

Checklist Review and Updates

Jennifer led a meeting where the committee reviewed and discussed various concerns and updates. The main points included a discussion about the use of the old Committee checklist, and a review of the submitted application and its supporting documents. There was also a mention of a concern about the proximity of a wetland area. The conversation ended when the floor was closed by the Committee Chair, Jennifer. The floor was opened for comments from the community, during which Judy and Lee Jones raised a question about the receipt of sealed plans and an updated survey. Although the floor was open for comments, Christopher answered Judy and Lee Jones' question as the Committee received a set of plans approved by the engineer and the property owner received approval from Palm Beach County to build. The conversation ended with a request for more pleasant interactions among the Committee members.

Committee Proposal for an Approval

Jennifer led a discussion where the Committee members voted on the proposed agenda item. The proposal was approved by Adam, Joni, Joe, and Jennifer. Ed also voted in favor, but suggested a new checklist be created for future reference. Christopher agreed to this idea and asked Jen to start the development of a checklist. The proposal was approved with no denials, and the meeting was closed.

****Additional notes for clarification; however, not part of the meeting minutes.**

A. Fox Trail POA, Governing Document

1. **Article II., Section 1**

a. Outbuildings shall be constructed to be architecturally harmonious with the dwelling.

2. **Article IV., Section 4**

a. The Committee shall **“Encourage Innovative Design”** in plans and shall be **“Empowered”** to **“Waive”** any **condition of the minimum standards** set forth in Article II, Sections 2, 4, 7, 9, and the restrictions on height and **“Materials”** set forth in Article II Section 1.



Attendees:

Jennifer Vurno
Christopher LaRue
Joni Reilly
Joseph D'Amico
Adam Gernat
Ed Saltzman
Sharion Watson
Sandra Crete
Nancy Gribble
Lee and Judy Jones
Denise Burk