

Architectural Control Committee

MINUTES

Date: Tuesday, April 4th, 2023

Time: 9:30 a.m. in the Clubhouse

1. Call to Order
2. Pledge of Allegiance @ 9:34 AM
3. Roll Call: Bob Burns, Bill Linhares, Michael Johnson, District Manager Miguel Garcia Jr., and Trustee- Dave Curtis. **(All present)**
4. Applications for Review
5. Suggestions, Problems, Issues or Concerns
6. Public Comments
7. ACC Board Member Comments
8. Adjournment

Applications

Applicant:	Timothy Huss (Resident Not Present)
Address:	318 Holiday Park
Application:	Re-roof
Contractor:	All Florida Weatherproofing & Construction
Action:	Application approved. Motion made by Bob, seconded by Mike. All in favor.

Applicant:	Paul P Miller (Resident Nancy Miller Present)
Address:	1020 Little Ct. NE
Application:	Hurricane shutters installation
Contractor:	Maximum Resistance
Action:	Application approved. Motion made by Bob, seconded by Mike. All in favor.

Applicant:	David Peck (Resident Present)
Address:	1014 Willow Ct. NE
Application:	Remove dead tree
Contractor:	Owner
Action:	Application approved. Motion made by Bob, seconded by Mike. All in favor.

Applicant:	Lynne Brown (Resident Not Present)
Address:	1028 Willow Ct. NE
Application:	Remove dead tree
Contractor:	Owner
Action:	Application approved. Motion made by Bob, seconded by Mike. All in favor.

Updates	
1285 Dove	Still waiting on demolition. The resident has been reached out to. They are still in the process of submitting the ACC application. They are getting ready to send the plot details to Tropical Demolition via email.
194 HPB	Mobile is set up. Waiting on carport, shed, and driveway to be completed.
254 HPB	Still waiting on demolition. The resident stated that they are still working on getting the ACC application submitted. So far notarized documents have been sent to Tropical Demolition.
334 HPB	Attorney sent letter to resident. Resident has been working on property.

Notes:

- All ACC applications need to be submitted 7 days prior to the meeting.
- All ACC applications need to be completed in full or they will be rejected. Signatures from both owners and contractors need to be on the application. Furthermore, the contractors need to submit valid licenses and insurance documents.
- All residents are required to maintain their property even while away. You may fill out an authorization to enter form for someone to maintain your property in your absence.
- If you have pending violations, please contact the district office when you correct them. Failure to do so will result in another violation notice. The office does not do extensions for violations, residents have 90 days to address them.
- The District Office only handles documentation for the ACC Board. For specific information needed on a case-by-case basis, residents will need to contact ACC board members directly.

Discussion:

- Ben Cominskie asked the ACC Board about his landscaping work he is planning and if he needs an ACC Application. Bill Linhares responded, stating that the resident will be needing an ACC Application.
- Karen Foote came to the stand to clarify what kinds of work requires ACC Applications. The applications need to be submitted and reviewed before the City of Palm Bay can give permits. She expressed the need for inspections before Snowbirds leave.
- Bill Linhares spoke on 195 Holiday Park Blvd, which had recently received a stop work order. He stated that a document had been submitted by an individual that is to indicate a transfer of ownership / authority over the property. The individual will need to send in a completed ACC Application for the roof work order. Once the application is received, the matter will be reviewed again.
- Karen Foote stated the need for new members for the ACC Board.
- The ACC Board is still looking for new members, all current ACC members terms are up in June. Inspections will continue.

Meeting Adjourned at 10:02 AM.

Motion made by Bob; Mike seconded. All in favor.

Next Meeting is April 18th, 2023.

Minutes typed by Toni-Ane.