



ARCHITECTURAL DESIGN & REVIEW COMMITTEE MINUTES
February 18, 2016

The regular meeting of the Architectural Design & Review Committee (ADRC) was held on Thursday, February 18, 2016, and was called to order at 1:00 p.m. by Chair Reed in the Administration Conference Room followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mrs. J. Reed, Chair	Ms. K. Rapp
	Mrs. M. Dodero	Mrs. M. Wood
	Mr. P. Hood (1:42 p.m.)	Ms. R. Winkler, Ex-Officio
	Mr. B. Lukoff	

Absent: Ms. L. Stone, Vice Chair

Also Present: Mr. R. Ankeny, Executive Director
Mr. M. Weaver, Facilities Director
Mrs. L. Whitlock, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Mrs. H. MacLaren, Shareholder, Mutual Two

CHAIR'S ANNOUNCEMENTS

Chair Reed mentioned that the time change on the agenda should have been posted as 1:00 p.m. and not 10:00 a.m. She also welcomed the Committee members, guests and staff to the meeting and asked everyone to please turn off all cell phones.

APPROVAL OF THE MINUTES

There being no objections, the minutes from the meeting of January 18, 2016, were approved as presented.

SHAREHOLDER / MEMBER COMMENTS (Agenda Items Only)

One shareholder commented on an item on the agenda.

OLD BUSINESS

Onsite Sales Office

Facilities Director reported that the Sales Office and Café signs are scheduled to be installed on February 29, 2016. He also reported that Hoskins + Hoskins provided a

landscaping plan for the entryway area into the community and would like to recommend the contract be awarded to them for this project.

After a brief discussion, Ms. Rapp MOTIONED, seconded by Mrs. M. Wood and unanimously carried with Mr. Hood and Ms. L. Stone being absent –

TO recommend to the Physical Property Committee that the landscape and architecture contract for the Sales Office area be awarded to Hoskins + Hoskins and forward to the Board and the Finance Committee for approval.

Planter Area Behind Administration Building

Facilities Director reported that Hoskins + Hoskins provided a landscaping plan for this area and would like to recommend the contract be awarded to them for this project.

After a brief discussion, Ms. Rapp MOTIONED, seconded by Mrs. M. Wood and unanimously carried with Mr. Hood and Ms. L. Stone being absent –

TO recommend to the Physical Property Committee that the landscape and architecture contract for the Planter Area be awarded to Hoskins + Hoskins and forwarded to the Board and the Finance Committee for approval.

Logo – Design Modifications and Update

Executive Director reported that he is working with a local graphic artist to complete the modification to our logo. He will provide an update at a future meeting. No action taken.

Floor Selection / Configuration (Clubhouse 4)

Facilities Director provided four (4) flooring designs for Clubhouse 4, as prepared by Hoskins + Hoskins and sample materials for the Committee's review. After a discussion, a Committee mentioned a preference for Option #1 with full-length planks in opposed to cut pieces, and take the corner pattern and create a diamond-shaped piece in the middle of each section.

Chair Reed called a five-minute break at 1:21 p.m. Meeting reconvened at 1:26 p.m.

After further discussion, Mr. Lukoff MOTIONED, seconded by Ms. Rapp and unanimously carried with Mr. Hood and Ms. L. Stone being absent –

TO select floor design Option #1, with modifications for Clubhouse 4. This recommendation is to be forwarded to the Physical Property Committee for initial approval, then forwarded to the Board and the Finance Committee for final approval.

Christmas Tree Decorations

Chair Reed reported that she contacted the Recreation Supervisor and inquired if there was funding for the Christmas decorations, as ADR Committee does not have a budget to maintain these items. Therefore, Chair Reed would like to forward this item to the Recreation Committee for consideration and budgeting purposes.

STAFF REPORTSFacilities Director

Nothing further to report at this time.

Executive Director

Executive Director suggested the following for the ADR Committee:

- Examination of the of the exterior of Clubhouse 6 for paint recommendation to Physical Property Committee; and
- Examination of the Hospitality Area for improvement/replacement of space and flooring to the Recreation Committee.

Executive Director had nothing further to report.

Committee Member Comments

Two Committee members spoke on the proceedings of the Committee meeting.

Chair's Comments

Chair Reed mentioned that the Meeting and Work Study Session calendar needs to be corrected. She also thanked everyone for participating in today's meeting.

ADJOURNMENT

Chair Reed adjourned the meeting at 2:02 p.m.



Joy Reed, Chair
ARCHITECTURAL DESIGN & REVIEW COMMITTEE

law/02-23-16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE ARCHITECTURAL
DESIGN & REVIEW COMMITTEE MEETING**

MOTIONS

- There being no objections, the minutes from the meeting of January 18, 2016, were approved as presented.
- **TO** recommend to the Physical Property Committee that the landscape and architecture contract for the Sales Office area be awarded to Hoskins + Hoskins and forwarded to the Board and the Finance Committee for approval.
- **TO** recommend to the Physical Property Committee that the landscape and architecture contract for the Planter Area be awarded to Hoskins + Hoskins and forwarded to the Board and the Finance Committee for approval.
- **TO** select floor design Option #1, with modifications for Clubhouse 4. This recommendation is to be forwarded to the Physical Property Committee for initial approval, then forwarded to the Board and the Finance Committee for final approval.

ACTIONS

- Examination of the of the exterior of Clubhouse 6 for paint recommendation to Physical Property Committee; and
- Examination of the Hospitality Area for improvement/replacement of space and flooring to the Recreation Committee.
- Forward responsibility of Christmas Tree decorations to the Recreation Committee.