

**IRISH BEACH ARCHITECTURAL DESIGN COMMITTEE**

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July 21, 2012

DRAFT MINUTES

**Open meeting, 10AM at the Garcia Grange, 43970 Crispin Road, Manchester, CA 95459**

**CALL TO ORDER:**

The meeting was called to order at 10:10AM. Committee members present: R.J. Dial, Nik Epanchin, John McGehee and Sharon Robards, acting secretary. Others present: Bettye Winters, Su Whitaker, Steve Whitaker, Lynn Vierra and Dave Vierra.

**APPROVE MINUTES OF 05/19/2012:** Approval of the minutes was tabled as no minutes were available.

**NEW BUSINESS:**

**Seghesio 2/2 (44961 Arena Circle): Minor Exterior Improvement application. Extend deck, replace all windows, new enclosures for propane tank and garbage containers, and replace all siding.**

1. Deck Extension: 5' out and 4' off the ground, on condition of approval of county permit. No impact on any other properties.
2. Garbage Enclosure: R. J. Dial reported Gordon Moores' concerns that there be a roof over the top of the enclosure as it is visible from the properties above. The enclosure is currently three sided and located on the SE corner of the property. Nik suggested the committee recommend it be moved to the NE corner. John made a motion that a roof be required for the garbage enclosure. It was seconded by Nik and passed without objection.
3. Propane Tank: the proposal is for an above-ground tank with a 4-sided enclosure, no roof. Proposal for placement (which mirrors the tank on neighboring property to the N) and the structure was approved; however, the committee will suggest that it be placed underground for both visual and economic reasons. Recovery of the cost for underground is approximately 7-8 years.
4. Replacement of siding: Replacement and color choices of all siding and windows was approved by their notification to the committee and no permit is required.

**COMMUNICATIONS:**

**Vera-Lee Kaiser and Brian Carter 3/26 (14555 Cypress Point Road) Completion of Minor Exterior Improvement Permit. #0326-0911:**

**Verbal communication from Lynn and Dave Vierra:** Lynn and Dave Vierra on Cypress Parkway would like to replace a portion of the existing hedge/fence with like materials and eliminating the barbed wire. No permit is required. The committee asked for a courtesy notice.

## **UNFINISHED BUSINESS:**

**Modification to the Minor Exterior Improvement Permit in order to reduce the waiting period.** The following is a summary of the proposed procedure for Minor Exterior Improvements in an effort to expedite the process:

1. Homeowner sends letter and information on the MEI to ADC.
2. ADC recipient sends immediately to all ADC members.
3. If no permit required per the Minor Improvement Guidelines, a simple e-mail discussion and consensus by minimum of 3 members by the end of 7 days. Approval (or decline and why) is then sent back to homeowner. If request also contains permit items (like the Seghesio's), that letter will also explain what they need to do for that portion of the request. If total of 3 members don't reply, the chairman makes the call (silence is consent). Decision is recorded in the next meetings minutes under Correspondence.
4. If permit is required and the information required was not included, we send them the letter of explanation (like above step). Once it is received, the mailing is done immediately, and comments are shared with ADC as they come in. ADC members also weigh in via e-mail during that time. At end of 30 days, if no letters received of consequence, ADC notifies homeowner of the approval or conditional approval, and it is recorded in the next meetings minutes under Correspondence.
5. If the outcome was an ADC decline or is controversial (comments received), the homeowner is notified and it would go onto the next meeting agenda (regular or special meeting).

The above would get non permit MEI's back in 10 days and permit MEI's resolved in <45.

**Determining appropriate action against a property owner's failure to get a Minor Exterior Project Permit, CC&R parking Section 5.7 Off-Street Parking violation resulting of garage conversion to living space and using remodeled area in violation of local and county codes which prohibit multi-family dwellings. (Three notices were mailed to the owner who did not answer the letters).** Much discussion followed as to how to handle such situations. The property is located on Arena Circle and the converted garage is now a rental unit. There appears to be three ways to go: 1) Contact the County to investigate county violations. 2) File in Civil Court or 3) take the property owner to Small Claims Court. The committee decided to contact the county as well as send a formal DEMAND letter to the property owner advising of the violation(s) and the penalties (tripling of the fees), asking for a response within 30 days. If no response, proceed with Small Claims Court. Placing a mechanics lien on the property can be looked into. R. J. will get copies of the previous 3 letters.

## **ADJOURNMENT/NEXT MEETING:**

**The next meeting is scheduled for September 15, 2012. Meetings are usually scheduled for the third Saturday of every odd month and are subject to cancellation due to lack of New Business or quorum.** The meeting was adjourned at 11:15AM.