Meeting Minutes - Siena DRB
March 7, 2023 @ 9am
Via Zoom

Donald Jennings- DRB Chairman
Curtis Amburn-DRB Member
Aaron Kaplan– DRB Member
Mark Noel – DRB Architectural Advisor
Ariel Mellon- DRB Administrator
Matt Hayden – Project Manager

Approval of Minutes
Establishment of DRB meeting format.

Board
The Design Review Board, new Architectural Advisor and guests were introduced. Donald (Don) Jennings was nominated as the new Chairman. A motion to elect Don was made by Mark Noel and all DRB members present voted in favor and Don was confirmed as the new Chairman.

Advisory Committee
Ariel Mellon was introduced and assigned as the administrator for the Siena DRB. Ariel's role will be the following: point of contact for homeowners & architects with new jobs that they want to submit, organize meetings and help prepare reports. Mark and Don will be primary points of contact with each other.

Main Topics Discussed
Format of process approval -
Architect and or homeowner submit packet of drawings to google drive, which will initiate review/approval process.

Ariel double checks packet is complete, confirms with Mark to evaluate conformance to all DRB guidelines. Report will be created, and packet will be uploaded to cloud file; there is will 3 levels of security on google drive:

- Open to public
- Homeowners & Architects
- DRB only

Packet must be submitted 2 weeks prior to monthly DRB meeting schedule.

Submittal packets that were on previous agenda were mentioned and briefly reviewed to get familiar with process of approval. These residences will officially be reviewed at the next meeting.

1. Fleet Residence 53 Foxprowl / Lot 3

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

2. Rutty Residence 42 Bluestem / Lot 25

3. Acosta-Rita Residence 77 Bucktail / Lot 48

Mention of reconvening in 2 weeks on current projects in submittal.
Meeting was recorded for future reference.

Action Items
Future submittal deadline & meeting schedule options will be drafted by Curtis & Ariel, then approved by DRB.
Don & Mark reaching out to these homeowners and architects to let them know DRB met, and projects are in process & stay in primary point of contact.
Next meeting DRB will formally vote to incorporate the new official guidelines.

Announcements

Meeting End

March 7th, 2023 Via Zoom
Motion to adjourn was made at 9:55 a.m. by Aaron and was passed unanimously.

Respectfully submitted,
Ariel Mellon, Administrator to the Siena Design Review Board

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