Meeting Minutes - Siena Valley Club DRB
May 6, 2025 @ 9:00
Via Zoom

Donald Jennings - DRB Chairman
Melanie Sos – DRB Member
Brenda Conrad – DRB Member
Mark Noel – DRB Architectural Advisor
Paige Scudder - DRB Administrator
Matt Hayden – POA Community Liaison

Board
Having established that a quorum was present with Don & Brenda, Don Jennings called the meeting to order at 9:12 a.m.

1. **Advisory Committee**

The DRB had no new architectural submittals to review. The focus of the meeting was to discuss improving the tracking procedures for fees and deposits. The final consensus was that approvals should only be granted after the fees are collected. Mark suggested adding a "construction approval checklist" step to the procedure. Matt mentioned the Acosta home at 77 Bucktail never paid a deposit and we discussed a plan to get it paid by asking the homeowners. Concerns were expressed regarding Construction Management Plans for cabin lots facing space constraints, carpooling options were discussed. The need for designated parking at job sites, proper fencing, and the importance of consistent approval enforcement for unauthorized installations, such as hot tubs. Charging a fee for unauthorized projects was discussed. Matt Hayden clarified his role in enforcement by sending notices of noncompliance.

Main Topics Discussed

1) Improving tracking procedures for fees and deposits
2) Construction Management Plans
3) Procedure for unauthorized projects
4) Compliance and Enforcement

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Action Items

1. Mark & Paige update DRB guidelines to include fee and deposit collection prior to final approval.
2. Mark create construction checklist to get deposit back.
3. Mark respond to Spanagers gutter request.
4. Mark research unauthorized hot tub installation and determine appropriate action.
5. Don implement new construction management procedures.
6. Don research Acosta lot issue and conduction inspection of any noncompliance items.
7. Matt continue monitoring neighborhood for covenant enforcement issues.

Announcement

1. Upcoming DRB Meeting date – Tuesday, June 3rd @ 9:00 a.m.

Meeting End

May 6, 2025 Via Zoom
Motion to adjourn was made at 10:02 a.m. by Don.

Respectfully submitted,
Paige Scudder, Administrator to the Siena Valley Club Design Review Board

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