Meeting Minutes - Siena Valley Club DRB
August 4, 2025 @ 9:00 am MDT
Via Zoom

Donald Jennings - DRB Chairman
Aaron Kaplan – DRB Member
Brenda Conrad – DRB Member
Mark Noel – DRB Architectural Advisor
Melanie Soos – Property Owner
Brett Lehr – Carillo Representative
Adam Harrison – Carillo Representative
John Warnock – Property Owner
Carolyn Israel - Property Owner

Board
Having established that a quorum was present, Don Jennings called the meeting to order at 9:14 a.m. (after dealing with some technical issues)

Advisory Committee:

F2, Lot 96 – 0203 Cutbow - Carillo Residence – New House - Final Review

Mark Noel presented the project on the agenda for review and open discussion.

- Five-bedroom, five-bath residence approximately 7,000 square feet presented by Brett and Adam representing architects
- Unique archaeological challenge: house designed on existing 2008 foundation that was abandoned during recession and revegetated
- Dark sky compliant lighting confirmed with fixtures directing light downward into glass lenses
- Melanie Soos raised concerns about tight driveway approach requiring curve smoothing for vehicle navigation
- 12-foot wide driveway confirmed, with Don Jennings suggesting potential widening to 14 feet if regulations permit
- Smooth stucco finish specified for exterior consistency with neighborhood standards
- Water management systems (gutters/downspouts) and upper deck wearing surface details still need development

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- Garage door height correction needed - currently drawn too short by approximately 18 inches
- Project approved unanimously with contingency for significant changes if foundation archaeological work reveals issues

F4, Lot 11 – 0316 Tallgrass - Warnock Residence – New House - Final Review

Mark Noel presented the project on the agenda for review and open discussion.

- Three-bedroom, three and a half bath house approximately 3,100 square feet on Tall Grass lot presented by John and Carolyn Warnock
- Project redesigned from mountain rustic to modern style after initial board feedback requesting more contemporary approach
- Eric Vogelman, architect, confirmed owners ultimately preferred the modern redesign over original mountain rustic plans
- Materials include Corten steel corrugated pre-rusted roofs, cedar siding, black-clad windows, and rustic stone
- Exterior lighting limited to down-lighting in overhangs for dark sky compliance
- Don Jennings requested additional landscaping on back and left sides for golf course buffering and visual screening
- Landscaping plan held as placeholder with contingency for revised plan before final inspection due to need for strategic tree placement after house construction
- Gas fireplace with side-wall venting confirmed - no chimney required
- Corten roof materials must include pre-patinated flashing and trim to match weathered appearance
- Project approved unanimously with landscaping contingency

DRB Guidelines Updates

- Mark Noel proposed new project application form and closeout procedure to formalize project initiation and completion processes
- Closeout procedure triggers around Certificate of Occupancy timing with final inspection walkthrough
- Don Jennings emphasized need for additional fees when projects require extra review time beyond standard scope, citing Warnock project took triple normal time
- Application and closeout procedures approved unanimously for integration into DRB guidelines

Acosta Property Enforcement Issues

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- Don Jennings identified multiple non-compliance issues at Acosta property requiring immediate attention
- Issues include: unapproved 20x20 wooden deck, non-compliant lighting (driveway lights, landscape lights, floodlights), and unsightly dirt piles
- Action required: formal notification letter to Acosta residents about unapproved structures and lighting violations

Main Topics Discussed

1. Meeting called to order by Don Jennings (DRB President) with quorum established, addressing initial technical issues successfully.
2. Review of F2 Lot 096 – 0203 Cutbow - Carillo Residence.
3. Review of F4 Lot 011 – 0316 Tallgrass - Warnock Residence.
4. DRB Guidelines Update
5. Acosta Property Enforcement Issues

Action Items

Mark Noel:

- Troubleshoot Google Drive sharing permissions for meeting materials accessibility
- Share Fireflies AI meeting notes with participants after meeting completion
- Integrate approved application form and closeout procedures into official DRB guidelines (01:16:56)
- Send updated guidelines to Matt Hayden for website publication
- Provide Acosta property contact information to Don Jennings for enforcement letter

Don Jennings:

- Send formal notification letter to Acosta residents regarding non-compliance issues including unapproved deck and lighting violations
- Conduct walkthrough inspection with Carrillo architects once foundation is uncovered

Carrillo Representatives (Brett/Adam):

- Submit revised landscaping plan showing updated driveway configuration
- Coordinate with Don Jennings for foundation inspection walkthrough after archaeological excavation
- Address garage door height correction in construction drawings

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- Contact DRB if significant architectural changes result from foundation archaeological work

Announcements

1. Next DRB Meeting date – Tuesday, September 2nd, 2025 @ 9:00 a.m. Submittal Deadline will be August 19th, 2025 (by 4:00pm)

Meeting End

August 4th, 2025 Via Zoom
Motion to adjourn was made at 10:20 a.m. by Don.

Respectfully submitted,
Mark Noel, Architectural Advisor to the Siena Valley Club Design Review Board

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