Meeting Minutes - Siena Valley Club DRB
February 03, 2026 @ 9:00 am MDT
Via Zoom

Donald Jennings - DRB Chairman
Aaron Kaplan – DRB Member
Brenda Conrad – DRB Member
Matt Hayden – Association Manager
Mark Noel – DRB Architectural Advisor
Karla Chávez - HOA Administrator for Mark Noel – Architect, Inc.
Brett Lehr – Shepherd Resources - Carillo Representative
Adam Harrison - Shepherd Resources - Carillo Representative
Melanie Soos – Property Owner
Marie-Laure LaBolle – Property Owner
Don Janklow – Property Owner

Board
Having established that a quorum was present, Don Jennings called the meeting to order at 9:08 a.m. (after dealing with some minor technical issues).

Donald Jennings announces he will recuse himself from voting on the Two Plots Resubmission and Construction Schedules due to a potential conflict of interest.

September 2025 meeting minutes approved unanimously.
Mark Noel informs The Board that the meeting minutes will start being published on the Brightwater and Siena webpages.

Advisory Committee:

F2, Lot 96 – 0203 Cutbow – Carillo – New House – Changes to Approved Plans

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

- This project was initially reviewed and unanimously approved at the board meeting of August 5th, 2025. Architect Brett Lehr (present at the meeting) requested revisions to the previously approved plans approximately 1.5–2 months ago.

Mark Noel - Architect, Inc.
0189 Aspen Way, Glenwood Springs, CO 81601
mark@mnmarchitect.com | tel. 970.379.3778

- Key Changes include flat roofs changed to shed roofs, updates to material and color palette, the addition of window wells to provide a more open, gradual line down to the basement.
- After a preliminary review of the proposed changes, concerns were raised by Mark Noel and Don Jennings regarding the window wells extending outside the building envelope.
- Based on this feedback, Architect Brett Lehrer changed the architectural configuration of the plans which now include an egress window that goes into the window well and another egress window, everything within the building envelope. The changes also include a different access to the basement via a sliding door and exterior stairs leading to the backyard.
- Mark recommended approval for this project and opened the meeting for comments from Board Members and Property owners

Board Member comments:

- *Don Jennings* demonstrated his appreciation for the Carillo's design team willingness to adjust their design based on the concerns regarding the foundation wall possibly encroaching beyond the building envelope and remarked he is pleased with the new plans.
- *Brenda Conrad* expressed her satisfaction with the changes to the approved plans.
- *Aaron Kaplan* remarked on the non-extensive nature of the proposed changes and their alignment with the vision of the community overall.

Comments from Property Owners:

- *Melanie Soos* agreed that the new plans are a big improvement and had general comments about the lightness of the stucco.
- Melanie would prefer for the submittals to the board to have an actual specification of color to avoid possible discrepancies between what is depicted electronically and how the color looks in real life. With the goal of avoiding extremely light colors in any future project.
- *Don Janklow* remarked that as a neighbor across the street from this project he would encourage the DRB to follow the preferred colors set out in the DRB Guidelines.
- *Marie-Laure LaBolle* agreed with both Melanie Soos and Don Janklow and remarked she prefers earth tones for the neighborhood.

Project Approval and Next Steps:

Mark Noel - Architect, Inc.
0189 Aspen Way, Glenwood Springs, CO 81601
mark@mnmarchitect.com | tel. 970.379.3778

- Unanimous approval of the project in its current form.
- Karla Chávez tasked with creating and sending the project approval letter.
- Additional comments by Shepherd Resources suggesting that the Board require physically built mockups for submittal.
- Mark Noel agrees to take it into consideration and to possibly review this matter in the next meeting.

F4, Lot 23 – 071 Tallgrass – Two Plots, LLC – New House – Resubmission for Final Review

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

- This project was reviewed and unanimously approved at the board meeting of May 2, 2023. Approval expired two years later on May 8, 2025. Two Plots, LLC is interested in moving forward with the construction and has reapplied for approval.
- There have been no changes to the originally approved plans.
- Due to the fee increase for plan check fees, Two Plots, LLC will have to pay $5,000 for this review and approval.

Board Member comments:

- No comments from Board Members

Comments from Property Owners:

- *Melanie Soos* raised concerns regarding the proposed exterior light fixture and whether it truly meets dark sky requirements, particularly regarding potential uplighting and the use of a milk glass lens.
- Don Jennings responded that the intended fixtures would be replaced with fixtures that are to be dark sky compliant.
- Mark Noel proposed that The Board move forward to approve the project with the contingencies.

Project Approval and Next Steps:

- Don recused himself from voting due to a potential conflict of interest.
- Unanimous approval of the project with the contingency that the project needs to use a more appropriate exterior wall sconce for the exterior lighting.
- Karla Chávez tasked with creating and sending the project approval letter.

Mark Noel - Architect, Inc.
0189 Aspen Way, Glenwood Springs, CO 81601
mark@mnmarchitect.com | tel. 970.379.3778

F5, Lot 05 – 148 Tallgrass – Two Plots, LLC – New House – Construction Schedule Extension

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

- This project was reviewed and approved. Portions of the initial construction schedule were started. However, all projects in Siena are required to be completed in 18 months unless there is a request to extend the schedule.
- Two Plots, LLC is requesting approval to extend the construction schedule to 03/31/2027

Board Member comments:

- No comments from Board Members

Comments from Property Owners:

- *Melanie Soos* raised concerns regarding the engineered lumber framing has been sitting exposed to the weather beyond standards of trust. She noted that there might be a need for a backup plan in the construction schedule in case said lumber framing cannot be used.
- *Don Jennings* responded that the duration of all the materials has been reviewed and any material that needs to be replaced will be.
- *Melanie Soos* replied she wanted Don to be aware that the floor joists should have been inspected by a structural engineer and signed off on before the project went vertical.

Project Approval and Next Steps:

- Don recused himself from voting due to a potential conflict of interest.
- Unanimous approval to extend construction schedule.
- Karla Chávez tasked with creating and sending the project approval letter.

F4, Lot 03 – 84 Tallgrass – Two Plots, LLC – New House – Construction Schedule Extension

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

- This project was reviewed and approved. Portions of the initial construction schedule were started. However, all projects in Siena are required to be completed in 18 months unless there is a request to extend the schedule.

Mark Noel - Architect, Inc.
0189 Aspen Way, Glenwood Springs, CO 81601
mark@mnmarchitect.com | tel. 970.379.3778

- Two Plots, LLC is requesting approval to extend the construction schedule to 04/30/2027

Board Member comments:

- No comments from Board Members.

Comments from Property Owners:

- No comments from Property Owners.

Project Approval and Next Steps:

- Don recused himself from voting due to a potential conflict of interest.
- Unanimous approval to extend construction schedule.
- Karla Chávez tasked with creating and sending the project approval letter.

F2, Lot 65–154 Herons Way – Two Plots, LLC – New House – Construction Schedule Extension

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

- This project was reviewed and approved. Portions of the initial construction schedule were started. However, all projects in Siena are required to be completed in 18 months unless there is a request to extend the schedule.
- Two Plots, LLC is requesting approval to extend the construction schedule to 01/31/2027

Board Member comments:

- No comments from Board Members.

Comments from Property Owners:

- No comments from Property Owners.

Project Approval and Next Steps:

- Don recused himself from voting due to a potential conflict of interest.
- Unanimous approval to extend construction schedule.
- Karla Chávez tasked with creating and sending the project approval letter.

Mark Noel - Architect, Inc.
0189 Aspen Way, Glenwood Springs, CO 81601
mark@mnmarchitect.com | tel. 970.379.3778

F2, Lot 45 – 32 Foxprowl – Two Plots, LLC – New House – Construction Schedule Extension

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

- This project was reviewed and approved. Portions of the initial construction schedule were started. However, all projects in Siena are required to be completed in 18 months unless there is a request to extend the schedule.
- Two Plots, LLC is requesting approval to extend the construction schedule to 02/28/2027

Board Member comments:

- No comments from Board Members.

Comments from Property Owners:

- Don Jenings clarified that Two Plots, LLC is being through with construction, that they do have a structural engineer inspecting everything and that if anything needs to be replaced at their recommendation it will be.

Project Approval and Next Steps:

- Don recused himself from voting due to a potential conflict of interest.
- Unanimous approval to extend construction schedule.
- Karla Chávez tasked with creating and sending the project approval letter.

Old Business - Compliance Issues - DRB Guidelines and Updates:

- No old business, compliance issues, DRB Guidelines or Updates to discuss.

Announcements

1. Tuesday, March 3 scheduled as next meeting date with a February 17th submission deadline.

Meeting End

February 3, 2026 Via Zoom

Mark Noel - Architect, Inc.
0189 Aspen Way, Glenwood Springs, CO 81601
mark@mnmarchitect.com | tel. 970.379.3778

Motion to adjourn was made at 9:42 a.m. by Don Jennings.

Respectfully submitted,
Karla Chávez, HOA Administrator for Mark Noel – Architect, Inc.

Mark Noel - Architect, Inc.
0189 Aspen Way, Glenwood Springs, CO 81601
mark@mnmarchitect.com | tel. 970.379.3778