

**Lenox Place at Sunnyside  
Homeowner's Association  
Architectural Review Committee Meeting Minutes  
Sunday, December 4, 2016**

**CALL TO ORDER**

The December meeting of the ARC was held on Sunday, December 4, 2016. Nicholas Toaso called the meeting to order at 5:00 p.m. in the Courtland Circle park.

**ARC MEETING ATTENDANCE:**

Nicholas Toaso  
Joe Gunta  
TJ Turgeon

**NEW BUSINESS**

- A. Committee approved September 18, 2016 meeting minutes.
- B. EPF Review – the following EPFs have been approved via email since last meeting
  - a. 3805 Courtland Cir – windows and sliding doors. Vote: Approved.
  - b. 3906 Charles Ave – front door and storm door with brushed nickel hardware. Vote: Approved.
  - c. 3844 Charles Ave – windows and sliding doors. Vote: Approved during Sep 18<sup>th</sup> meeting, but corrected Capitol's letter.
  - d. 3840 Charles Ave – replace/repair wood around bay window and front door. Vote: Approved.
  - e. 3821 Courtland Cir – deck replacement. Vote: Approved.
  - f. 3805 Courtland Cir – electronic deadbolt. Vote: Approved.
  - g. 3804 Elbert Ave – paint color assistance (No EPF required)
  - h. 3911A Elbert Ave – window replacement. Vote: Approved.
  - i. 3801 Elbert Ave – storm door. Vote: Approved.
- C. Committee voted to approve Appendix F Exterior Accessory Specification and Specification Summary updates. These included adding brushed nickel as an exterior hardware option and requiring all hardware to match (door hardware, exterior lights, and house numbers). The Spec Summary sheet also has updated manufacturer codes for paint colors. Not all paint colors could be updated but committee will continue to update the Spec Summary as they are found. Vote: Approved.
- D. Action item opened to continue to find paint codes for remaining colors.
- E. Due to the slow nature of exterior projects in the winter, the committee will meet again when needed. As of now, the next meeting will be in a To Be Determined status.

**ADJOURN**

*Joe Gunta moved to adjourn, TJ Turgeon seconded, motion unanimously passed, meeting adjourned at 5:10 pm.*

Next Meeting – TBD