

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Unapproved Draft Minutes

Tuesday, April 17, 2012

#### **CALL TO ORDER**

Peg Porter (board member) called the meeting to order at 6:02 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members:

Lisa Deprez  
Wes Richardson  
Winston Palmer

A quorum was established.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the March 20, 2012 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes. The motion was seconded by Lisa Deprez and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

None

#### **ARC REQUEST:**

None

#### **STATUS OF PREVIOUS ARC REQUESTS**

5893 Newbury Circle – fence stain – approved per standard

#### **VIOLATION REPORT**

Management reviewed the spreadsheet containing all violations and their status.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **ARC APPEALS/HEARING COMMITTEE MEETS**

Hearing committee did not met

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be May 15, 2012 at 6:00 PM at the offices of Fairway Management.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deprez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:13 PM.

Minutes Prepared By: FairWay Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, March 20, 2012**

**CALL TO ORDER**

Cami Hester (board member) called the meeting to order at 6:07 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Lisa Deprez	Wes Richardson
Susie Krell	Irene Demeo
Winston Palmer	Sallie Studds

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the January 17, 2012 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes. The motion was seconded by Lisa Deprez and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

Debbie Boywid submitted an application to paint the exterior of her home.

**ARC REQUEST:**

5834 Newbury Cir. – Tree removal, after the fact. Wes Richardson made a motion to accept as presented. Irene Demeo seconded and the motion passed unanimously.

5791 Newbury Cir – Tree removal, after the fact. Lisa Deprez made a motion to accept as presented. Winston Palmer seconded and the motion passed unanimously.

5996 Newbury Cir. – Exterior paint. Wes Richardson made a motion to disapprove the application and send it to the board for review and approval. Susie Krell seconded and the motion passed unanimously. After some discussion, Wes Richardson made a motion to withdraw his previous motion. Susie Krell seconded and the motion passed unanimously. Lisa Deprez made a motion to approve the body and trim color per the color book. The owner will seek approval for the front door color at another time. Sallie Studds seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**VIOLATION REPORT**

Management reviewed the spreadsheet containing all violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

Susie Krell stated that it was discovered during the last inspection that some of the lamp post fixtures are not approved models. Mrs. Krell continued by stating that she felt as long as they looked similar in style and color, they should be acceptable. Irene Demeo stated that there was an approved style sent to the original homeowners and that she would locate the information for discussion at the next meeting.

**ARC APPEALS/HEARING COMMITTEE MEETS**

Hearing committee met

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be April 17, 2012 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:35 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, January 17, 2012**

**CALL TO ORDER**

Bill Hall (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Lisa Deprez  
Susie Krell  
Winston Palmer

A quorum was established.

Wes Richardson arrived after a quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the November 8, 2011 meeting to the ARC members for review. Lisa Deprez made a motion to approve the minutes. The motion was seconded by Susie Krell and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

6136 Arlington Circle – Front Door color. Lisa Deprez made a motion to accept the color as presented. Susie Krell seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

5815 Newbury Circle – Fountain. Request was denied per the current standard. Resident made an appeal to send the matter to the board. Lisa Deprez made a motion to send the appeal to the board. Wes Richardson seconded and the motion passed unanimously.

**VIOLATION REPORT**

Management reviewed the spreadsheet containing all violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be March 20, 2012 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:16 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, November 8, 2011**

**CALL TO ORDER**

Peg Porter (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Lisa Deprez  
Sallie Studds  
Winston Palmer

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the October 18, 2011 meeting to the ARC members for review. Lisa Deprez made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

None

**STATUS OF PREVIOUS ARC REQUESTS**

None

**VIOLATION REPORT**

Management reviewed the spreadsheet containing all violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

The Hearing Committee met and voted to impose fines on the following properties:

5815 Newbury – Unapproved fountain in front landscape bed.

5821 Newbury – Unapproved “No Trespassing” sign on fence.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be January 17, 2012 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Sallie Studds and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:10 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, October 18, 2011**

**CALL TO ORDER**

Cami Hester (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Lisa Deprez  
Susie Krell  
Wes Richardson  
Winston Palmer

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the September 20, 2011 meeting to the ARC members for review. Lisa Deprez made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

None

**STATUS OF PREVIOUS ARC REQUESTS**

6167 Arlington Cir – Concrete work was approved via e-mail

**VIOLATION REPORT**

Management reviewed the spreadsheet containing all violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be November 8, 2011 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deprez and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:08 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, September 20, 2011**

**CALL TO ORDER**

Steve Fisher (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Lisa Deprez  
Susie Krell  
Wes Richardson  
Sallie Studds

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the August 16, 2011 meeting to the ARC members for review. Susie Krell made a motion to approve the minutes. The motion was seconded by Sallie Studds and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

5867 Arlington Circle – Tree removal. Wes Richardson made a motion to approve. Lisa Deprez seconded and the motion passed unanimously

6167 Arlington Cir. – Install of concrete pad in backyard. Application was tabled until questions regarding size and placement of pad could be answered.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**VIOLATION REPORT**

Management reviewed the spreadsheet containing all violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 18, 2011 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deprez and seconded by Sallie Studds. The motion carried unanimously and the meeting adjourned at 6:30 PM.

Minutes Prepared By: FairWay Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, August 16, 2011**

**CALL TO ORDER**

Peg Porter (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Susie Krell  
Wes Richardson (via telephone)  
Winston Palmer

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the July 19, 2011 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

William Parros stated that he was working on his lawn issues and asked for recommendations to help him make the corrections.

**ARC REQUEST:**

5790 Newbury Cir. – Request to install hurricane shutters. Susie Krell made a motion to approve. Winston Palmer seconded and the motion passed unanimously.

5877 Arlington Cir. – After the fact request to install a garden area. Wes Richardson made a motion to approve. Winston Palmer seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be September 20, 2011 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Susie Krell and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:28 PM.

Minutes Prepared By: FairWay Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, July 19, 2011**

**CALL TO ORDER**

Cami Hester (board member) called the meeting to order at 6:12 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Lisa Deprez  
Wes Richardson (via telephone)  
Winston Palmer

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the June 21, 2011 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

Scott Lanford appeared before the committee to present his application for approval of an addition to his pool area.

**ARC REQUEST:**

5905 Newbury Cir. – Request to add a summer kitchen and gazebo to pool area. Lisa Deprez made a motion to approve. Winston Palmer seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

Recommendation to Board of Directors – Wes Richardson made a motion to recommend that the Board of Directors appoint Sallie Studds to the ARC. Lisa Deprez seconded and the motion passed unanimously.

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be August 16, 2011 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:24 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, June 21, 2011**

**CALL TO ORDER**

Simon Bland (board member) called the meeting to order at 6:03 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Susie Krell  
Wes Richardson  
Winston Palmer

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the May 17, 2011 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

5797 Newbury Cir. – Pool. Winston Palmer made a motion to approve the application as long as the applicant can be determined to be the owner of record. Susie Krell seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

6024 Newbury Cir. – Hurricane Shutters: Approved per standard  
5791 Newbury Cir. – Garage Door Paint: Approved per standard  
3232 Windsor Estates Dr. – Roof: Approved per standard  
5876 Newbury Cir. – Driveway Pavers: Approved per standard  
6177 Arlington Cir. – Fence replacement: Approved per standard

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be July 19, 2011 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deprez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:22 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, May 17, 2011**

**CALL TO ORDER**

Bill Hall (board member) called the meeting to order at 6:13 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Lisa Deprez  
Wes Richardson  
Winston Palmer

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the April 19, 2011 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes. The motion was seconded by Lisa Deprez and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

5833 Newbury Cir. – Fence replacement and stain. Winston Palmer made a motion to approve the fence replacement and deny the proposed color of the fence stain per the current standard. Lisa Deprez seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

5870 Arlington – Exterior Paint – Approved  
5896 Newbury – Driveway Pavers- Approved by BOD

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 21, 2011 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deprez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:22 PM.

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, April 19, 2011**

**CALL TO ORDER**

Peg Porter (board member) called the meeting to order at 6:01 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Lisa Deprez  
Wes Richardson  
Susie Krell  
Winston Palmer

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the January 18, 2011 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

3265 Helmsdale Ct. – Driveway Expansion. Lisa Deprez made a motion to approve the application. Susie Krell seconded and the motion passed unanimously.

5870 Newbury Cir. – Driveway Pavers. Wes Richardson made a motion to refer the application to the Board of Directors for approval as it does not conform to the current driveway paver standard. Susie Krell seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

5976 Arlington – Exterior Paint – Approved  
5976 Arlington – Tree removal – Approved  
5893 Newbury – Fence replacement - Approved

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

The Windsor Estates Hearing Committee reviewed the properties in violation and voted unanimously to impose a fine of \$50.00 per day on the following until the \$1000 maximum is reached or the violation is corrected:

6097 Arlington Cir. – Broken Basketball Equip.  
3232 Windsor Estates Dr. – Mismatched Paint

5640 Sheffield Pl. – Rust on exterior. Mold on roof.  
5715 Sheffield Pl. – Lawn issues.  
5900 Newbury Cir. – Weeds. Exterior needs to be painted.  
5857 Arlington Cir. – Weeds.  
5866 Arlington Cir. – Broken tree rings. Lawn issues.  
6016 Arlington Cir. – Complete sod project.  
6026 Arlington Cir. – Complete irrigation repair. Repaint mailbox.  
6076 Arlington Cir. – Remove oil stain.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be May 17, 2011 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Winston Palmer and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:37 PM.

Minutes Prepared By: FairWay Management



**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, January 18, 2011**

**CALL TO ORDER**

Bill Young (board member) called the meeting to order at 6:08 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer  
Susie Krell

Lisa DePerez  
Stephen Townsend

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the December 14, 2010 meeting to the ARC members for review. Lisa Deprez made a motion to approve the minutes. The motion was seconded by Stephen Townsend and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

None.

**STATUS OF PREVIOUS ARC REQUESTS**

None pending.

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

The Windsor Estates Hearing Committee reviewed one matter and voted unanimously to impose a fine of \$50.00 per day on 6027 Arlington Cir. Until the unapproved mailbox post is removed and replaced with the approved style.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be March 15, 2011 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Winston Palmer and seconded by Lisa DePerez. The motion carried unanimously and the meeting adjourned at 6:12 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, December 14, 2010**

**CALL TO ORDER**

Cami Hester (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Stephen Townsend
Lisa Deprez	Susie Krell
Wes Richardson	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the November 16, 2010 meeting to the ARC members for review. Lisa Deprez made a motion to approve the minutes. The motion was seconded by Wes Richardson and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

None

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

Cami Hester asked if all of the current ARC members were interested in remaining. Stephen Townsend stated that he would not be returning.

**ARC APPEALS/HEARING COMMITTEE MEETS**

One home was brought before the hearing committee.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be January 18, 2011 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deprez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:17 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, November 16, 2010**

**CALL TO ORDER**

Peg Porter (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Stephen Townsend
Lisa Depez	Susie Krell

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the September 21, 2010 meeting to the ARC members for review. Stephen Townsend made a motion to approve the minutes. The motion was seconded by Susie Krell and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

5906 Arlington Cir. – Exterior paint. Lisa Depez made a motion to accept following colors:

Body – SW6143 Basket Beige

Trim – SW6140

Front Door – SW6146

Garage Door – SW6140

The motion was seconded by Winston Palmer and passed unaimously.

5912 Newbury Circle – Replacment of Front Door. Lisa Depez made a motion to accept the application. Winston Palmer seconded and the motion passed unaimously.

6019 Newbury Circle – Screening A/C Equipment. Application was tabled as the propsed materials were not acceptable per the standard.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.  
No Hearing Committee issues.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be December 14, 2010 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Stephen Townsend and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:23 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, September 21, 2010**

**CALL TO ORDER**

Steve Fisher (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:                      Winston Palmer                      Stephen Townsend  
   Wes Richardson

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the August 17, 2010 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes. The motion was seconded by Stephen Townsend and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

3222 Windsor Estates Dr. – Amended application for new front door. Winston Palmer made a motion to approve the application. Wes Richardson seconded. After a period of discussion, the motion passed unanimously.  
5867 Arlington Cir. – New front door. Removal of oak tree. Stephen Townsend made a motion to approve the tree removal. Winston Palmer seconded the motion. After a period of discussion, the motion passed unanimously.  
Wes Richardson made a motion to approve the new front door. Winston Palmer seconded the motion. After a period of discussion, the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

Wes Richardson reported that the Newbury Lake had algae and trash that needed to be addressed.

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.  
No Hearing Committee issues.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 19, 2010 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Winston Palmer and seconded by Stephen Townsend. The motion carried unanimously and the meeting adjourned at 6:16 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, August 17, 2010**

**CALL TO ORDER**

Bill Hall (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Susie Krell
Wes Richardson	Lisa Depez

A quorum was established. .

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the July 20, 2010 meeting to the ARC members for review. Lisa Depez made a motion to approve the minutes. The motion was seconded by Susie Krell and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

3222 Windsor Estates Dr. – New front door. Susie Krell made a motion to approve the application. Wes Richardson seconded. After a period of discussion, the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

The Hearing Committee met and voted unanimously to fine the following lots \$50.00 per day up to \$1000.00 unless the noticed violation is corrected:

- 5685 Sheffield Pl.
- 5640 Sheffield Pl.
- 5881 Newbury Cir.
- 6027 Arlington Cir.
- 6026 Arlington Cir.
- 5720 Sheffield Pl.
- 5712 Newbury Cir.
- 3221 Windsor Estates Dr.
- 6016 Arlington Cir.
- 3211 Windsor Estates Dr.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be September 21, 2010 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deprez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:17 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, July 20, 2010**

#### **CALL TO ORDER**

Simon Bland (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer

Susie Krell

Steven Townsend

Lisa Deprez

A quorum was established. .

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the June 15, 2010 meeting to the ARC members for review. Lisa Deprez made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

None

#### **ARC REQUEST:**

None

#### **STATUS OF PREVIOUS ARC REQUESTS**

None

#### **PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

#### **NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

The Hearing Committee met and voted unanimously to fine 6036 Newbury Circle \$100.00 per day up to \$1000.00 unless the noticed violation is corrected.

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be August 17, 2010 at 6:00 PM at Faith Fellowship Church in Melbourne.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deprez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:16 PM.

Minutes Prepared By: Fair/Way Management



A motion was made to adjourn the meeting by Lisa Deprez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:16 PM.

Minutes Prepared By: FairWay Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, May 18, 2010**

**CALL TO ORDER**

Cami Hester (board member) called the meeting to order at 6:12 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:                      Winston Palmer  
   Wes Richardson              Stephen Townsend

A quorum was established. Lisa Deprez arrived after a quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the April 20, 2010 meeting to the ARC members for review. Stephen Townsend made a motion to approve the minutes. The motion was seconded by Wes Richardson and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

None

**STATUS OF PREVIOUS ARC REQUESTS**

One application was on hold until the board issues the new landscaping standard.

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 15, 2010 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deprez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:18 PM.

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, April 20, 2010**

**CALL TO ORDER**

Bill Young (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Lisa Deprez
Wes Richardson	Stephen Townsend
Susie Krell	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the March 16, 2010 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes. The motion was seconded by Susie Krell and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

5815 Newbury – Request to replace oak trees with palms and renovate landscaping. Wes Richardson made a motion to approve request to replace bushes but tabled request to replace trees until board drafts standard allowing such a change. Stephen Townsend seconded and the motion passed.

3265 Helmsdale – Request to remove three palm trees in rear yard. Wes Richardson made a motion to approve request with the condition that 6 required trees exist on the property. Lisa Deprez seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

Management reviewed the applications that were approved prior to the meeting as they were in compliance with existing standards.

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

Wes Richardson asked about the restriction on screen doors in the community. Bill Young stated that he would address this with the board.

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

Stephen Townsend, Winston Palmer and Lisa DePerez convened the Hearing Committee meeting and reviewed the following violations:

3255 Helmsdale Ct. - Voted unanimously to recommend fines for conditions listed on checklist.

3256 Helmsdale Ct. - Voted unanimously to recommend fines for conditions listed on checklist.  
5960 Sheffield Pl. - Voted unanimously to recommend fines for conditions listed on checklist.  
5713 Newbury Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
5900 Newbury Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
6036 Newbury Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
5967 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be April 20, 2010 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:22 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, March 16, 2010**

**CALL TO ORDER**

Cami Hester (board member) called the meeting to order at 6:02 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Lisa Deprez
Wes Richardson	
Cami Hester	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the January 19, 2010 meeting to the ARC members for review. Lisa Deprez made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

None

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

Stephen Townsend of 5755 Newbury Circle volunteered to serve on the ARC. Wes Richardson made a motion to recommend his appointment. Winston Palmer seconded and after a period of discussion, the motion passed unanimously.

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.  
No matters came before the Hearing Committee.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be April 20, 2010 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:22 PM.

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, January 19, 2010**

**CALL TO ORDER**

Peg Porter (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Lisa DePerez
Wes Richardson	Bill Hall
Cami Hester	Susie Krell

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the December 15, 2009 meeting to the ARC members for review. Susie Krell made a motion to approve the minutes. The motion was seconded by Bill Hall and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

5784 Newbury Circle submitted an application to install an attic fan. Wes Richardson made a motion to approve the application. Lisa DePerez seconded and after a period of discussion, the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

None pending.

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

Wes Richardson inquired of Peg Porter how the board planned to resolve the sidewalk maintenance issue. Mrs. Porter presented the ARC with her explanation of the promulgated rule that has been established regarding sidewalk maintenance.

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

No matters came before the Hearing Committee.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be March 16, 2010 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Lisa DePerez. The motion carried unanimously and the meeting adjourned at 6:15 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, December 15, 2009**

**CALL TO ORDER**

Joe Demeo (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Lisa DePerez
Irene Demeo	Susie Krell
Wes Richardson	Bill Hall
Cami Hester	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the November 17, 2009 meeting to the ARC members for review. Irene Demeo made a motion to approve the minutes. The motion was seconded by Wes Richardson and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

Management reported that one request for paint was returned as it was incomplete.

**STATUS OF PREVIOUS ARC REQUESTS**

None pending.

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

Management presented the proposed Hearing Committee Checklists. After a period of discussion, Susie Krell made a motion to recommend the board approve the new list. Cami Hester seconded and the motion passed unanimously.

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

Wes Richardson, Bill Hall and Lisa DePerez convened the Hearing Committee meeting and reviewed the following violations:

3221 Windsor Estates Dr. - Voted unanimously to recommend fines for conditions listed on checklist.  
3232 Windsor Estates Dr. - Voted unanimously to recommend fines for conditions listed on checklist.  
3212 Windsor Estates Dr. - Voted unanimously to recommend fines for conditions listed on checklist.  
3232 Windsor Estates Dr. - Voted unanimously to recommend fines for conditions listed on checklist.  
3252 Windsor Estates Dr. - Voted unanimously to recommend fines for conditions listed on checklist.  
3262 Windsor Estates Dr. - Voted unanimously to recommend fines for conditions listed on checklist.  
5640 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.

5650 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5655 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5665 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5700 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5755 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5775 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5725 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5737 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5760 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5790 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5821 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5833 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5851 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5876 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5882 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5888 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5900 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5923 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5947 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5960 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5965 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5995 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
5996 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
6001 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
6013 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
6018 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
6036 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
6042 Newbury Circle - Voted unanimously to recommend fines for conditions listed on checklist.  
3200 Helmsdale Ct. - Voted unanimously to recommend fines for conditions listed on checklist.  
3215 Helmsdale Ct. - Voted unanimously to recommend fines for conditions listed on checklist.  
3266 Helmsdale Ct. - Voted unanimously to recommend fines for conditions listed on checklist.  
5917 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
5967 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
5977 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
6017 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
6027 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
6047 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
6127 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
6136 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
6146 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.  
6147 Arlington Cir. - Voted unanimously to recommend fines for conditions listed on checklist.

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be January 18, 2010 at 6:00 PM at Faith Fellowship Church in Melbourne.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene Demeo and seconded by Cami Hester. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, November 17, 2009**

**CALL TO ORDER**

Joe Jenne (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Lisa DePerez
Irene Demeo	Susie Krell
Wes Richardson	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the October 20, 2009 meeting to the ARC members for review. Irene Demeo made a motion to approve the minutes. The motion was seconded by Wes Richardson and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

None

**STATUS OF PREVIOUS ARC REQUESTS**

None pending.

**PRIOR VIOLATIONS**

Management reviewed the spreadsheet containing all prior violations and their status.

**NEW VIOLATIONS**

Management reviewed the spreadsheet containing all new violations and their status.

**OLD BUSINESS**

None

**NEW BUSINESS**

Irene Demeo asked that management bring all relevant documents to all future Hearing Committee Meetings

**ARC APPEALS/HEARING COMMITTEE MEETS**

No ARC appeals were heard.

Wes Richardson, Winston Palmer and Lisa DePerez convened the Hearing Committee meeting and reviewed the following violations:

3221 Windsor Estates Dr. - Voted unanimously to recommend fines for conditions listed on checklist.

3232 Windsor Estates Dr. - Voted unanimously to recommend fines for conditions listed on checklist.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be December 15, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deperez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 7:15 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, October 20, 2009**

**CALL TO ORDER**

Steve Fisher (board member) called the meeting to order at 6:06 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Lisa DePerez
Irene Demeo	Susie Krell

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the September 15, 2009 meeting to the ARC members for review. Lisa Deperez made a motion to approve the minutes. The motion was seconded by Susie Krell and passed unanimously with Irene Demeo abstaining.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

None

**STATUS OF PREVIOUS ARC REQUESTS**

5967 Arlington Circle – Extension of pool deck and new screen enclosure. Approved by management per standards and reviewed at the meeting.

**PRIOR VIOLATIONS**

Winston Palmer asked that Steve Fisher bring the issue of the lawn at 3221 Windsor Estates Dr. to the board for Self Help action.

**NEW VIOLATIONS**

Spreadsheet attached.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

No hearing

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be November 17, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Lisa Deperez and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 7:15 PM.

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, September 15, 2009**

**CALL TO ORDER**

Fletcher Carter (board member) called the meeting to order at 6:01 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer  
Cami Hester

Lisa DePerez  
Wes Richardson

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the August 18, 2009 meeting to the ARC members for review. Cami Hester indicated the word "post" on line 29 should be changed to read "pots". Mrs. Hester made a motion to approve the minutes as amended. The motion was seconded by Lisa DePerez and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

1. 5772 Newbury Circle – Exterior paint. Cami Hester made a motion to approve the request for exterior paint as submitted. Lisa DePerez seconded and the motion passed unanimously.
2. 5864 Newbury Circle – Fence installation, second request. Winston Palmer made a motion to deny the request on the grounds that the fence is not compliant with the documents. Cami Hester seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

5760 Newbury Circle – Front door paint. Cami Hester made a motion to approve the request as submitted on the grounds that color is similar to existing color in color book. Lisa DePerez seconded and the motion passed unanimously.

**PRIOR VIOLATIONS**

Spreadsheet attached

**NEW VIOLATIONS**

Spreadsheet attached.

**OLD BUSINESS**

**NEW BUSINESS**

Winston Palmer made a motion to recommend Bill Hall to the Board of Directors for appointment to the ARC. Cami Hester seconded. Winston Palmer and Cami Hester voted in favor. Wes Richardson and Lisa DePerez voted against. Motion failed.

Lisa DePerez made a motion to recommend Chris Wagner, Bill Hall and Susie Krell to the Board of Directors for appointment to the ARC. Cami Hester seconded and the motion passed unanimously.

**ARC APPEALS/HEARING COMMITTEE MEETS**

Committee met to discuss the current list of homes on 30 day notice.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 20, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Winston Palmer and seconded by Lisa Deperez. The motion carried unanimously and the meeting adjourned at 7:15 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, August 18, 2009**

**CALL TO ORDER**

Josh Field (board member) called the meeting to order at 6:03 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Lisa DePerez
Cami Hester	
Wes Richardson	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the July 21, 2009 meeting to the ARC members for review. Cami Hester indicated that there was an omission and that it be corrected. Lisa Deperez made a motion to approve the minutes as amended. The motion was seconded by Lisa DePerez and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

3205 Helmsdale Ct. sent a written appeal to having to remove her flower pots from her mailbox. The appeal was read aloud by Wes Richardson. After some discussion, Cami Hester made a motion to deny the appeal on the grounds that the post do not comply with the Mailbox Standard. Lisa Deperez seconded and the motion passed unanimously.

5983 Newbury Circle made an oral appeal to management which was relayed by Eric Byrd to the ARC for their consideration. Cami Hester presented a photograph of the landscaping in question for committee review. After discussion Cami Hester made a motion to deny the appeal on the grounds that the landscaping does not meet the requirements set forth in the documents. Winston Palmer seconded and the motion passed unanimously.

Joan Galanes of 5966 Newbury Circle appeared before the committee in to appeal the prohibition of grass within her tree rings. Wes Richardson suggested that she either remove the grass or remove the tree rings. Mrs. Galanes indicated the she intended to do neither. Wes Richardson made a motion to deny the appeal on the grounds that grass in the rings does not comply with the Landscape Standard. Cami Hester seconded and the motion passed unanimously.

**ARC REQUEST:**

3. 6057 Arlington Circle – Fence continuation and tree removal. Wes Richardson made a motion to approve the request for a fence continuation as submitted. Cami Hester seconded and the motion passed unanimously.  
Wes Richardson made a motion to deny the tree removal request on the grounds that the home would no longer be compliant with the documents. Cami Hester seconded and the motion passed unanimously.
4. 5864 Newbury Circle – Fence installation. Winston Palmer made a motion to deny the request on the grounds that the fence is not compliant with the documents. Lisa Deperez seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Spreadsheet attached

**NEW VIOLATIONS**

Spreadsheet attached.

**OLD BUSINESS**

Joe Jenne appeared on behalf of the Board of Directors to hear some of the concerns from the ARC members regarding the recent overturning of ARC rulings by the board. Mr. Jenne asked that to better communication between the board and the ARC that both bodies be forwarded copies of each others minutes.

**NEW BUSINESS**

Wes Richardson made a motion to recommend Chris Wagner to fill the seat vacated by Nick Hellaris. Lisa Deperez seconded and the motion passed unanimously.

**ARC APPEALS/HEARING COMMITTEE MEETS**

Committee met to discuss the current list of homes on 30 day notice.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be September 15, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Lisa Deperez. The motion carried unanimously and the meeting adjourned at 7:15 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, July 21, 2009**

**CALL TO ORDER**

Sharon Schaper (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Lisa DePerez
Cami Hester	Irene Demeo
Wes Richardson	Debra Smith

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the June 16, 2009 meeting to the ARC members for review. Cami Hester made a motion to approve the minutes. The motion was seconded by Lisa DePerez and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

Bill Young reported that Nick Hellaris has officially tendered his resignation from the Windsor Estates ARC.

**ARC REQUEST:**

5. 5795 Sheffield Pl. – Tree removal. Wes Richardson made a motion to deny this request in the basis that it does not appear that tree is a threat to the surrounding property or diseased.
6. 5760 Newbury Circle – New door. Irene Demeo made a motion to approve the door style and deny the color choice as submitted. Mrs. Demeo requests that the homeowner be informed that they must complete the exterior paint application and submit to the ARC before the door color would be considered. Wes Richardson seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Spreadsheet attached

**NEW VIOLATIONS**

Spreadsheet attached.

**OLD BUSINESS**

None

**NEW BUSINESS**

Irene Demeo reported to the committee that an ARC request previously denied by the committee was overturned by the board at the June 16 meeting. After a period of discussion, the committee asked Sharon Schaper to take the Shutter Standard to the board.

Debra Smith asked Ms. Schaper to request members of the board attend the next ARC meeting to address the reasoning for the recent allowances made by the board after the ARC has denied applications or appeals.

**ARC APPEALS/HEARING COMMITTEE MEETS**

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be August 18, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Cami Hester and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:35 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, June 16, 2009**

**CALL TO ORDER**

Simon Bland (board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Winston Palmer	Lisa DePerez
Cami Hester	
Wes Richardson	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the May 19, 2009 meeting to the ARC members for review. Lisa DePerez made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed with Cami Hester abstaining.

**APPEALS/RESIDENT PARTICIPATION:**

None

**ARC REQUEST:**

7. 5864 Newbury Circle. – Concrete. Winston Palmer made a motion to accept the application with the condition that future applications be submitted before any work may commence. Wes Richardson seconded and the motion passed unanimously.
8. 5765 Sheffield Pl. – Tree removal. Wes Richardson made a motion to accept the application with the condition the tree be replaced with another oak. Lisa DePerez seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Spreadsheet attached

**NEW VIOLATIONS**

Spreadsheet attached.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 16, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Cami Hester and seconded by Lisa DePerez. The motion carried unanimously and the meeting adjourned at 6:35 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, May 19, 2009**

**CALL TO ORDER**

Bill Young (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Debra Smith	Winston Palmer
Nick Hellaris	Lisa DePerez
Wes Richardson	Irene Demeo

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the April 21, 2009 meeting to the ARC members for review. Debra Smith made a motion to approve the minutes. The motion was seconded by Nick Hellaris and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

Nicole Willner of 5867 Arlington Circle was present and made an appeal to the committee to approve her paint color. Mrs. Willner provided a second choice to the committee in the event her first color was not approved.

**ARC REQUEST:**

9. 58674 Arlington Cir. – Paint. Irene Demeo made a motion to deny the application on the grounds that the body color was not in the color book. Debra Smith seconded and the motion passed unanimously.
10. 5685 Sheffield Pl. – Tree planting. Irene Demeo made a motion to table this request until the board has had an opportunity to address the enforcement of this issue.

**STATUS OF PREVIOUS ARC REQUESTS**

None

**PRIOR VIOLATIONS**

Spreadsheet attached

**NEW VIOLATIONS**

Spreadsheet attached.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ARC APPEALS/HEARING COMMITTEE MEETS**

An appeal letter from 3211 Windsor Estates Dr. appealing the decision to require that the architectural detail over the garage be painted the same color as the trim or body was read aloud by Debra Smith. After a period of discussion, Irene Demeo made a motion to deny the appeal and require the homeowner to repaint the area. Debra Smith seconded and the motion passed by a vote of 5-1.

**Windsor Estates Homeowners Association, Inc.**

**Architectural Review Committee  
Minutes  
Tuesday, May 19, 2009**

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 16, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Nick Hellaris and seconded by Lisa DePerez. The motion carried unanimously and the meeting adjourned at 6:48 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, April 21, 2009**

**CALL TO ORDER**

Joe Demeo (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Debra Smith	Cami Hester
Winston Palmer	Nick Hellaris
Wes Richardson	Irene Demeo
Lisa DePerez	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the March 17 , 2009 meeting to the ARC members for review. Cami Hester made a motion to approve the minutes. The motion was seconded by Nick Hellaris and passed with Lisa DePerez abstaining.

**APPEALS/RESIDENT PARTICIPATION:**

Jackie Donaldson presented her ARC application to the committee for review. After a brief discussion Irene Demeo made a motion to accept the application with the condition that they abide by the regulations set forth in the Hurricane Shutter Standard. Lisa DePerez seconded and the motion passed unanimously.

Bill Young presented an article to the committee regarding painting house numbers on the curb in the street to provide assistance to emergency vehicles. Wes Richardson made a motion to send the issue of having the association provide for the painting of house numbers on the street, below the mailbox, for all residences. The motion was seconded by Irene Demeo and passed unanimously.

The committee reviewed the appeal submitted by Mr. and Mrs., Studds of 6019 Newbury Circle. After some discussion, Wes Richardson made a motion to grant the appeal with the condition the homeowners' submit an ARC application stating the reasons why they removed the tree. If the reasons are consistent with the appeal letter, the application will be approved. Lisa DePerez seconded and the motion passed unanimously.

**ARC REQUEST:**

11. 6147 Arlington Cir. – Paint. Wes Richardson made a motion to deny the application on the grounds that the body color was not in the color book and that the matter be taken to the board for approval. Cami Hester seconded and the motion passed unanimously.
12. 6157 Arlington Cir. – Paint. Nick Hellaris made a motion to approve the application on the grounds the colors are the equivalent of those in the color book with the condition that the homeowner is sent a reminder that work may not begin on an improvement until the ARC has reviewed the application. Lisa DePerez seconded and the motion passed unanimously.
13. 6077 Arlington Cir. – Landscaping. Wes Richardson made a motion to approve the application with the condition that no new trees are planted or existing trees are removed. Winston Palmer seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

**3211 Windsor Estates Dr. – Paint (Chose from pre-approved colors)**

**PRIOR VIOLATIONS**

See Attached list

**NEW VIOLATIONS**

Eric Byrd presented the committee with the spreadsheet from the April inspection.

**OLD BUSINESS**

Irene Demeo requested that 3212 Windsor Estates Dr. be sent a 30 day letter regarding their barking dog.

**NEW BUSINESS**

**ARC APPEALS/HEARING COMMITTEE MEETS**

None

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be May 19, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 7:03 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, March 17, 2009**

**CALL TO ORDER**

Peg Porter (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Debra Smith	Cami Hester
Winston Palmer	Nick Hellaris
Wes Richardson	Irene Demeo

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the February 17 , 2009 meeting to the ARC members for review. Cami Hester made a motion to approve the minutes. The motion was seconded by Debra Smith and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

Bill Young made a request from Joe Jenne asking the ARC to submit any items they would like to see in the next community newsletter.

**ARC REQUEST:**

14. 5941 Arlington Cir. – Fence. Irene Demeo made a motion to accept with the condition that the plan meets all community standards and county building codes. Wes Richardson seconded and the motion passed unanimously. Application was not present.

**STATUS OF PREVIOUS ARC REQUESTS**

- 5760 Sheffield Pl. – Paint (Chose from pre-approved colors)
- 5876 Arlington Cir. - Paint (Chose from pre-approved colors)
- 5974 Arlington Cir. – Pavers (Approved)
- 5947 Newbury Cir. – Concrete seating area (Approved)
- 6087 Arlington Cir. – Door Paint (Chose from pre-approved colors).

**PRIOR VIOLATIONS**

See Attached list

**NEW VIOLATIONS**

Eric Byrd presented the committee with the spreadsheet from the March inspection.

**OLD BUSINESS**

No Old Business

**NEW BUSINESS**

Irene Demeo asked the committee to review the landscaping curbing standard to define what makes a bed. The issue was taken to the board by Peg Porter.

**ARC APPEALS/HEARING COMMITTEE MEETS**

See Attached List

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be April 21, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Cami Hester and seconded by Debra Smith. The motion carried unanimously and the meeting adjourned at 6:55 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, January 20, 2009**

**CALL TO ORDER**

Cami Hester (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Debra Smith	Lisa Deperez
Wes Richardson	Irene Demeo

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the December 16, 2008 meeting to the ARC members for review. Debra Smith made a motion to approve the minutes. The motion was seconded by Lisa Deperez and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

No appeals were made to the committee.

**ARC REQUEST:**

15. 5966 Arlington Cir. – Patio extension. Irene Demeo made a motion to accept with the condition that permits are submitted to the ARC. Wes Richardson seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests to be reviewed at this time.

**PRIOR VIOLATIONS**

5978 Newbury Circle has a cure date of January 29th. Must comply by January 29th or fine will be imposed.

**NEW VIOLATIONS**

Eric Byrd presented the committee with the spreadsheet from the January inspection.

**OLD BUSINESS**

No Old Business

**NEW BUSINESS**

No new business

**ARC APPEALS/HEARING COMMITTEE MEETS**

The hearing committee met on 3 properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be March 17, 2009 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene Demeo and seconded by Lisa Deperez. The motion carried unanimously and the meeting adjourned at 6:35 PM.

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, December 16, 2008**

**CALL TO ORDER**

Cami Hester (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Nick Hellaris	Debra Smith
Winston Palmer	Irene Demeo
Chris Wagner	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the November 18, 2008 meeting to the ARC members for review. Irene Demeo made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously. Lisa DePerez and Debra Smith abstained from voting.

**APPEALS/RESIDENT PARTICIPATION:**

Debra Boywind of 5996 Newbury Circle appeared before committee to present an amendment to her previously approved driveway modification. She indicated that there would be a slightly different angle and that there would be different qtys. Of shrubs planted. Project to be completed by the end of January.

Robert Kennedy of 5695 Sheffield Pl. reported to the committee that he has complied with the landscaping requirement and has asked that the matter be considered resolved. The committee agreed that he has complied and thanked Mr. Kennedy for his effort to comply.

**ARC REQUEST:**

16. 5785 Newbury Circle – Exterior Paint. Selected from pre-approved paint colors.

17. 5927 Arlington Cir. – New Front Door. Irene Demeo made a motion to accept with the condition that the door remains a mahogany color. Chris Wagner seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests to be reviewed at this time.

**PRIOR VIOLATIONS**

5840 Newbury Circle has a cure date of December 18<sup>th</sup>. Must comply by Dec. 18 or fine will be imposed.

**NEW VIOLATIONS**

Tom Dillon presented the committee with the spreadsheet from the December inspection.

**OLD BUSINESS**

**Landscape Curbing Standard** – Irene Demeo presented the committee with language changes to the landscaping standard with regards to the curbing. Standard to read “All landscape curbing must be free of grass and weeds.” Irene Demeo made a motion to send new wording to board. Debra Smith seconded and motion passed unanimously.

**NEW BUSINESS**

No new business

**ARC APPEALS/HEARING COMMITTEE MEETS**

The hearing committee met on 2 properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be December 16, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene Demeo and seconded by Lisa Deperez. The motion carried unanimously and the meeting adjourned at 6:41 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, November 18, 2008**

**CALL TO ORDER**

Cami Hester (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Nick Hellaris	Wes Richardson
Winston Palmer	Irene Demeo
Chis Wagner	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the October 21, 2008 meeting to the ARC members for review. Chris Wagner made a motion to approve the minutes. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

Margaret Komoir of 5840 Newbury Circle appeared before committee to state that she had tried every product she knew of to remove the rust from her driveway. Wes Richardson recommended she purchase Sno Cap from ACE Hardware. Mr. Richardson moved that her cure date be extended to December 18<sup>th</sup>. Nick Hellaris seconded and the motion passed unanimously.

**ARC REQUEST:**

18. 6019 Newbury Circle: Landscaping. Chris Wagner made a motion to accept as presented. Wes Richardson seconded and the motion passed unanimously.
19. 5695 Sheffield Place: Landscaping. Irene Demeo made a motion to accept as presented under the condition that the improvements are made by the December 16<sup>th</sup> cure date and that the new landscaping be maintained per the documents. Chris Wagner seconded and the motion passed unanimously.
20. 6047 Arlington Circle: Exterior Paint. Irene Demeo made a motion to accept the request as presented. Winston Palmer seconded and the motion passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests to be reviewed at this time.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

Eric Byrd presented the committee with the spreadsheet from the November inspection.

**OLD BUSINESS**

There was no old business to discuss at this time.

**NEW BUSINESS**

- 1) Maintenance Letter – Irene Demeo reported that the next inspection, scheduled for December 11, should focus on the issues presented in the recently mailed maintenance letter.
- 2) Covenant amendments – Wes Richardson requested that the board review the proposed amendment on replacing trees and specify which types of palms will be allowed.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

Mr. Roper of 3232 Windsor Estates Dr. submitted a written appeal requesting that he be granted an extension to cure his violation. (Copy of appeal in file) Irene Demeo made a motion the committee agree that the violation has not been cured. Chris Wagner seconded and the motion passed unanimously. Irene Demeo moved that Mr. Roper be granted an extension, moving his cure date to November 26, 2008 and that if uncured, fines will begin November 28, 2008. Chris Wagner seconded and the motion passed unanimously.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be December 16, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene Demeo and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, October 21, 2008**

**CALL TO ORDER**

Bill Hall (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Nick Hellaris	Wes Richardson
Winston Palmer	Lisa Deprez

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the September 18, 2008 meeting to the ARC members for review. Wes Richardson indicated that Nick Hellaris was not in attendance and needed to be removed from the minutes. Winston Palmer made a motion to approve the minutes as amended. The motion was seconded by Lisa Deprez and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

Sandy Spence of 6097 Arlington Cir. was in attendance to present her request to the committee.

**ARC REQUEST:**

21. 5967 Arlington Circle – Fence – Wes Richardson made a motion to approve as submitted. Lisa DePerez seconded and motion passed unanimously.
22. 6097 Arlington Circle – Exterior paint – Color is in approved color book.
23. 3265 Helmsdale Court – Shed – Wes Richardson made a motion to deny request on the grounds that it does not meet the current shed standard. Lisa DePerez seconded and the motion passes unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests to be reviewed at this time.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

Tom Dillon presented the committee with the spreadsheet from the October inspection.

**OLD BUSINESS**

Shutter Standard – After vigorous discussion, Wes Richardson made a motion to strike the word “frame” from section 4 of the shutter standard and submit to the BOD for review and adoption. Lisa DePerez seconded and the motion passed unanimously.

**NEW BUSINESS**

- 3) Palm Trees – Wes Richardson requested that the next covenant inspection focus on the number of dead palm trees currently in the neighborhood. Management reported that many of these homes were noted during the October inspection.
- 4) Shed issues – Wes Richardson asked if there were currently any shed issues. None were reported at this time.

**ARC APPEALS/HEARING COMMITTEE MEETS**

There was no hearing committee at this time.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 21, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Nick Hellaris and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:30 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, September 16, 2008**

**CALL TO ORDER**

Sharon Schaper (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo	
Debra Smith	Wes Richardson
Winston Palmer	Lisa Deprez

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the August 26, 2008 meeting to the ARC members for review. Winston Palmer made a motion to approve the minutes as presented. The motion was seconded by Lisa Deprez and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

There was no resident participation at this time.

**ARC REQUEST:**

There were no ARC requests at this time.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests to be reviewed at this time.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

LeTisha Labbate stated that the drive through needed to be scheduled for September.

**OLD BUSINESS**

There was no new business to be discussed at this time.

**NEW BUSINESS**

- 1) Shutter Standard – Irene DeMeo presented the Shutter Standard to the ARC for discussion. Mrs. DeMeo questioned whether the ARC felt that the trim work around the window was considered “trim” or window “frame”. After further discussion, this item was tabled until the October meeting in order to allow time for rewording.

**ARC APPEALS/HEARING COMMITTEE MEETS**

There was no hearing committee at this time.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 21, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Debra Smith and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:30 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, August 26, 2008**

**CALL TO ORDER**

Cami Hester (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo	Nick Hellaris
Debra Smith	Wes Richardson
Winston Palmer	Lisa Deprez

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the July 15, 2008 meeting to the ARC members for review. Winston Palmer made a motion to approve the minutes as presented. The motion was seconded by Lisa Deprez and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

There was no resident participation at this time.

**ARC REQUEST:**

- 1) 5864 Newbury Circle – Exterior Painting – Lisa Deprez made a motion to deny the request as presented. The motion was seconded by Wes Richardson and passed with a vote of 5 – 1. Debra Smith made a motion to send the color to the Board for inclusion in the approved color book. The motion was seconded by Irene DeMeo and passed with a vote of 5 – 1. Cami Hester stated that she would present the color to the Board at the next meeting

**STATUS OF PREVIOUS ARC REQUESTS**

- 1) 5996 Newbury Circle – Driveway Extension – LeTisha Labbate stated that this request was approved via email with the condition that it did not exceed 7 ½ feet from side property line and any landscaping would have to be maintained in accordance with the declaration of covenants.
- 2) 3225 Helmsdale Ct – Shed – Irene DeMeo made a motion to deny the request based on the fact that the roof appears to be higher than 7'. The motion was seconded by Debra Smith and passed unanimously.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

See Spreadsheet

**OLD BUSINESS**

- 1) Fence Stain – LeTisha Labbate presented the DP318 Sable stain color that was previously approved to the ARC for review. Debra Smith questioned whether an additional color should be added to the standard. Wes Richardson explained the reasoning behind picking the darker color when originally discussed in 2005. After further discussion, Irene DeMeo made a motion to revise the standard so that item 2 reads as follows, "...or Behr DP318 Sable (semi) or Behr DP530 Woodbridge (Semi) only. A sample of the Sable and Woodbridge Stain is available through the ARC". The motion was seconded by Lisa Deprez and passed unanimously.

**NEW BUSINESS**

- 1) There was no new business to be discussed at this time.

**ARC APPEALS/HEARING COMMITTEE MEETS**

- 1) The hearing committee met on 10 properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be September 15, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Debra Smith and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, July 15, 2008**

**CALL TO ORDER**

Bill Young (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Nick Hellaris  
Wes Richardson

Debra Smith  
Winston Palmer

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the June 17, 2008 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes as presented. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

- 1) Deborah Boywid of 5996 Newbury Circle was present to address the ARC regarding the possible expansion of her driveway. There was some question as to whether or not the driveway would be able to extend to the property line. After further discussion, this item was tabled until the ARC could look through the covenants more closely.
- 2) John Middleton of 5984 Newbury Circle was present to address the ARC regarding his request to install Hurricane Shutters on his home. Mr. Middleton explained that he would like to install Colonial Style Shutters, which are currently not allowed within the standard. After looking at the request, Nick Hellaris made a motion to incorporate the Colonial Style Shutters into the Hurricane Standard. The motion was seconded by Winston Palmer and passed unanimously. Wes Richardson made a motion to approve the revision of the standard under Permanent Installation to read, "4. Colonial Style Shutters. These may be of wood, PVC or metal and must be painted to match the house or window frame trim or white." The motion was seconded by Winston Palmer and passed unanimously. Wes Richardson made another motion to move the revision of the Hurricane Standard to the Board of Directors for final approval and to approve the application upon acceptance of the standard by the Board with the Bahama Style Shutter portion being denied. The motion was seconded by Nick Hellaris and passed unanimously.

**ARC REQUEST:**

- 2) 5947 Newbury Circle – Install Window in garage – Debra Smith made a motion to approve the request based on the window being installed within the next 30 days. The motion was seconded by Nick Hellaris and passed unanimously.
- 3) 5906 Newbury Circle – Exterior Painting – Debra Smith made a motion to approve the request based on the body color being equivalent to Bonafide Beige in the approved color book, and deny the trim. The motion was seconded by Nick Hellaris and passed with a vote of 3 – 1 with Wes Richardson opposed.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

See Spreadsheet

**OLD BUSINESS**

- 1) There was no old business to be discussed at this time.

### **NEW BUSINESS**

1) There was no new business to be discussed at this time.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- 2) A written appeal from 5827 Newbury regarding the two storage sheds on the property was presented to the ARC for review. After some discussion, Wes Richardson made a motion to move the appeal to the Board of Directors. The motion was seconded by Winston Palmer and passed unanimously.
- 3) The hearing committee met on 19 properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be August 19, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Nick Hellaris and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

Architectural Review Committee

Minutes

Tuesday, June 17, 2008

## **CALL TO ORDER**

Joe DeMeo (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

## **DETERMINATION OF QUORUM**

Present were committee members:

Debra Smith

Nick Hellaris

Wes Richardson

Winston Palmer

Lisa Depez

A quorum was established.

## **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

## **READING AND APPROVAL OF MINUTES**

The minutes were presented from the May 20, 2008 meeting to the ARC members for review. Winston Palmer made a motion to approve the minutes as presented. The motion was seconded by Debra Smith and passed unanimously.

## **APPEALS/RESIDENT PARTICIPATION**

There were no appeals at this time.

## **ARC REQUEST**

- 1) 5864 Newbury Circle- Landscape Plan and Exterior Painting-Wes Richardson made a motion to approve the landscape plan request as long as it stays in compliance with the covenants and standards. The motion was seconded by Debra Smith and passed unanimously.
- 2) 5864 Newbury Circle – Exterior Paint – The paint request has been denied as the body color is not in the color book, nor is there an equivalent. Wes Richardson made a motion to **not** send the color up to the board for approval. Lisa Depez seconded the motion. The motion passed 4-1 with Nick Hellaris opposed.
- 3) 6177 Arlington Circle-Storage Shed- Nick Hellaris made a motion to approve the shed as submitted. Lisa Depez seconded the motion and it passed unanimously.
- 4) 6177 Arlington Circle- Exterior Paint- The paint request has been denied as the body color is not in the color book, nor is there an equivalent. Debra Smith made a motion to send the color up to the board for approval and possible addition to the color book. Nick Hellaris seconded the motion. The motion passed 4-1 with Wes Richardson opposed.
- 5) 5645 Sheffield Place-Storage Shed- Wes Richardson made a motion to approve the shed as submitted. Debra Smith seconded the motion and it passed unanimously.
- 6) 3225 Helmsdale Court-Storage Shed-Wes Richardson made a motion to table this request in order to get additional information from the homeowner. Information needed is height of shed and the plot plan (location) on the property. Lisa Depez seconded the motion and it passed unanimously.
- 7) 6167 Arlington Circle-Storage Shed- Nick Hellaris made a motion to approve the shed as submitted. Debra Smith seconded the motion and it passed unanimously.

## **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

## **PRIOR VIOLATIONS**

See Spreadsheet

## **NEW VIOLATIONS**

See Spreadsheet

## **OLD BUSINESS**

- 1) Shutters need to be added to paint form request to eliminate errors as discussed in previous meetings.

2) Mailbox numbers need to be ordered and installed as discussed in previous meetings.

NEW BUSINESS

There was no new business to be discussed at this time.

ARC APPEALS/HEARING COMMITTEE MEETS

Unable to have the hearing committee meet due to paperwork not being present.

NOTIFICATION OF NEXT MEETING

The next meeting of the ARC will be July 15, 2008 at 6:00 pm at Faith Fellowship Church in Melbourne.

CALL TO ADJOURN

A motion was made to adjourn the meeting by Nick Hellaris and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:55 pm.

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, May 20, 2008**

**CALL TO ORDER**

Bill Young (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo  
Debra Smith  
Chris Wagner

Nick Hellaris  
Wes Richardson  
Winston Palmer

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the April 15, 2008 meeting to the ARC members for review. Nick Hellaris made a motion to approve the minutes as presented. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time

**ARC REQUEST:**

- 4) 6097 Arlington Circle – Addition – Wes Richardson made a motion to approve the request with the following conditions: Must meet all required county setbacks and architectural standards, Permits are the homeowners responsibility, Must conform to all requirements stated in Article II Section 10 Building Location, Any damage done to neighboring properties or common area must be repaired at your expense in a timely fashion, The port-o-let must be placed close to the house (garage) to be as unobtrusive as possible. The motion was seconded by Chris Wagner and passed unanimously.
- 5) 5645 Sheffield Place – Exterior Painting – LeTisha Labbate presented a paint request to the ARC for review. It was noted that the color was not exact from the book, however it was questioned whether it would be considered equivalent to one of the colors as allowed in the standard. Wes Richardson made a motion to deny the request as presented and move it up to the Board for review. The motion was seconded by Irene DeMeo and died with a tie vote of 3 – 3. After further discussion, Debra Smith made a motion to approve the application as presented based on the color being equivalent to one in the book. The motion was seconded by Nick Hellaris and passed with a vote of 4 – 2.
- 6) 5755 Newbury Circle – Shutter tracks – Wes Richardson made a motion to approve the request as presented. The motion was seconded by Winston Palmer and passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

See Spreadsheet

**OLD BUSINESS**

- 1) There was no old business to be discussed at this time.

**NEW BUSINESS**

1) There was no new business to be discussed at this time.

**ARC APPEALS/HEARING COMMITTEE MEETS**

There were no hearings at this time.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 17<sup>th</sup>, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Nick Hellaris and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 6:45 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, April 15, 2008**

**CALL TO ORDER**

Peg Porter (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo  
Lisa Deprez  
Winston Palmer

Nick Hellaris  
Debra Smith

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the March 18, 2008 meeting to the ARC members for review. Lisa Deprez made a motion to approve the minutes as presented. The motion was seconded by Winston Palmer and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time

**ARC REQUEST:**

- 1) 5766 Newbury Circle - Exterior Painting – Irene DeMeo made a motion to approve the request with the condition that there were no decorative shutters on the home. The motion was seconded by Lisa Deprez and passed unanimously.
- 2) 5755 Newbury Circle – Shed – LeTisha Labbate stated that this request was approved with the condition that it conforms to the revised shed standard.
- 3) 5833 Newbury Circle – Driveway Staining – LeTisha Labbate stated that this request was approved with the condition that it conformed to the approved driveway maintenance standard.
- 4) 6137 Arlington Circle – Exterior Painting – LeTisha Labbate stated that this request was approved with the condition that it conformed to the approved driveway maintenance standard

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

See Spreadsheet – LeTisha Labbate explained that a letter was drafted to address the condition of the mailboxes in the community. Mrs. Labbate also noted that there were approximately 160 homes out of 211 on the list for various mailbox issues.

**OLD BUSINESS**

- 1) There was no old business to be discussed at this time.

**NEW BUSINESS**

- 1) Miscellaneous – Irene DeMeo noted that the paint form needs to be updated to indicate whether the home had decorative shutters, because if so, this could potentially allow for another color on the house (three is the maximum allowed).

**ARC APPEALS/HEARING COMMITTEE MEETS**

There were no hearings at this time.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be May 20, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Lisa Deprez. The motion carried unanimously and the meeting adjourned at 6:45 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, March 18, 2008**

**CALL TO ORDER**

Cami Hester (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo	Wes Richardson
Nick Hellaris	Lisa Deprez
Debra Smith	Chris Wagner
Winston Palmer	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the January 15, 2008 meeting to the ARC members for review. Lisa Deprez made a motion to approve the minutes as presented. The motion was seconded by Debra Smith and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time

**ARC REQUEST:**

- 1) 6137 Arlington Circle – Exterior Painting – Irene DeMeo made a motion to deny the request as presented. The motion was seconded by Winston Palmer and passed unanimously.
- 2) 5800 Sheffield Place – Tree Removal – Irene DeMeo made a motion to approve the request with the condition that the property must meet the requirements as listed in Article II Section 5C and that it must be replaced with a live oak. The motion was seconded by Nick Hellaris and passed unanimously.
- 3) 5645 Sheffield Place – Shed – Irene DeMeo made a motion to deny the request as presented. The motion was seconded by Lisa Deprez and passed unanimously.
- 4) 5887 Newbury Circle – Addition – Nick Hellaris made a motion to approve the request with the condition that the portolet be moved closer to the house as to be as unobtrusive as possible. The motion was seconded by Winston Palmer and passed with a vote of 5 –1.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

See Spreadsheet

**OLD BUSINESS**

- 1) There was no old business to be discussed at this time.

**NEW BUSINESS**

- 1) 5887 Newbury Circle – Construction prior to approval – Irene DeMeo presented the background to this application by stating that the construction had begun prior to the homeowner having obtained written approval by the ARC. After some discussion, Irene DeMeo made a motion to send this issue up to the Board for fining as stated in the declaration with regard to construction without prior approval. The motion was seconded by Chris Wagner and passed with a vote of 6 – 1.
- 2) Miscellaneous – Some discussion ensued with regard to the protocol of the ARC Approval Sheet which was implemented previously as a courtesy to the homeowners who had submitted requests that could not wait until

the next meeting date for approval. It was agreed unanimously that the ARC would do away with this courtesy and all applications must wait until the next ARC meeting date for approval, unless they are standard approvals (i.e. colors from the book, driveway staining, etc.) and could be done through the management office.

#### **ARC APPEALS/HEARING COMMITTEE MEETS**

- 1) 5840 Newbury Circle – Rust on Driveway
- 2) 5690 Sheffield Place – Weeds in beds / Mildew on side of house / Grass in driveway cracks
- 3) 3221 WED – Mildew on columns / Weeds in beds
- 4) 5866 Arlington Circle – Dry areas in grass
- 5) 5864 Newbury Circle – Rust by garage / Weeds in sidebeds / Mildew on roof
- 6) 5881 Newbury Circle – Rust on driveway and house
- 7) 5900 Newbury Circle – Rust on columns / Dead bushes in landscaping

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be April 15, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:45 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, January 15, 2008**

**CALL TO ORDER**

Cami Hester (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo  
Nick Hellaris  
Debra Smith

Wes Richardson  
Lisa Deprez

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the November 20, 2007 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes as presented. The motion was seconded by Nick Hellaris and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time

**ARC REQUEST:**

1) There were no ARC requests at this time.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

The drive through was scheduled with Lisa Deprez for January 18th, 2008

**OLD BUSINESS**

1) There was no old business to be discussed at this time.

**NEW BUSINESS**

1) There was no new business to be discussed at this time.

**ARC APPEALS/HEARING COMMITTEE MEETS**

1) There were no appeals at this time.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be March 18, 2008 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:20 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, November 20, 2007

#### **CALL TO ORDER**

Joe DeMeo (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo	Wes Richardson
Nick Hellaris	Winston Palmer
Lisa Deprez	Debra Smith

A quorum was established.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the September 18, 2007 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes as presented. The motion was seconded by Nick Hellaris and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time

#### **ARC REQUEST:**

- 1) 5735 Sheffield Pl: Exterior Painting – Management stated that this request was previously approved.
- 2) 5888 Newbury Cr: Replace front door – Management stated that this request was previously approved.

#### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

#### **PRIOR VIOLATIONS**

See Spreadsheet

#### **NEW VIOLATIONS**

See Spreadsheet

#### **OLD BUSINESS**

- 1) Paint Book – LeTisha Labbate stated that the Color Book had been updated with the approved colors and presented the book to the ARC for review.

#### **NEW BUSINESS**

- 1) There was no new business to be discussed at this time.

#### **ARC APPEALS/HEARING COMMITTEE MEETS**

- 1) 6042 Newbury Sidewalk needs cleaned
- 2) 6067 Arlington Rust on house ./ no mailbox numbers
- 3) 6026 Arlington Dead areas in grass and mildew on roof
- 4) 5978 Newbury Weeds in side yard
- 5) 5858 Newbury Weeds in beds

- |                    |                                     |
|--------------------|-------------------------------------|
| 6) 5779 Newbury    | Side beds need landscaped           |
| 7) 5719 Newbury    | Rust on side of house               |
| 8) 6097 Arlington  | Mildew on side of house             |
| 9) 5953 Newbury    | Dead grass in yard                  |
| 10) 5947 Arlington | Dead areas in yard                  |
| 11) 6016 Arlington | Sidewalk needs cleaned              |
| 12) 3205 Helmsdale | Remove pots on mailbox              |
| 13) 3242 WED       | No mailbox numbers                  |
| 14) 5977 Arlington | Weeds in beds                       |
| 15) 3215 Helmsdale | Rust on sidewalk and driveway       |
| 16) 5755 Sheffield | Rust on sidewalk and driveway       |
| 17) 3232 WED       | Weeds in beds / Dry areas by street |
| 18) 5947 Newbury   | No house numbers                    |
| 19) 6030 Newbury   | No side numbers on mailbox          |
| 20) 5866 Arlington | Grass in tree rings and beds        |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be December 18, 2007 at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:35 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, September 18, 2007

#### **CALL TO ORDER**

Sharon Schaper (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo	Wes Richardson
Nick Hellaris	Winston Palmer
Lisa Deprez	Chris Wagner
Debra Smith	

A quorum was established.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the August 21, 2007 meeting to the ARC members for review. Irene DeMeo made a motion to approve the minutes as presented. The motion was seconded by Wes Richardson and passed with a vote of 5 – 2 with Debra Smith and Chris Wagner abstaining.

#### **APPEALS/RESIDENT PARTICIPATION:**

- 1) The owner of 5802 Newbury Circle submitted a written appeal to the ARC for review. The appeal addressed the reflectors that are placed on the post of the mailbox. Discussion ensued as to the amount of time that has passed since the reflectors had been installed and Wes Richardson mentioned that the Board originally passed a motion to install reflective tape on all mailboxes in 2003, however when the standard was adopted it did not include the reflective tape. After further discussion, the ARC suggested that the Board revisit the motion made in 2003 and stand with the decision that the reflectors must be removed.

#### **ARC REQUEST:**

- 1) 5778 Newbury Cr: Lightening Protection – A plan for installing lightening protection on the exterior of the home was presented to the ARC for review. It was noted that the owner had just had a lightening strike damage his roof and short out the majority of his electronics as well as leave a hole in his roof. Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Lisa Deprez and passed unanimously.
- 2) 5749 Newbury Cr: Exterior Painting – This request was tabled until the paint standard was revisited.

#### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

#### **PRIOR VIOLATIONS**

See Spreadsheet

#### **NEW VIOLATIONS**

See Spreadsheet

### **OLD BUSINESS**

1) Paint Standard – The paint standard was presented to the ARC for review. After some discussion, the ARC voted against accepting it as written and stated that they would be revisiting the wording before presenting it to the Board for approval.

### **NEW BUSINESS**

1) There was no new business to be discussed at this time.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- |                   |   |
|-------------------|---|
| 1) 5840 Newbury   | Rust on driveway / dead grass by street |
| 2) 5905 Newbury   | Mailbox needs straightened              |
| 3) 6116 Arlington | Mailbox needs straightened              |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 16, 2007 at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:15 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, August 21, 2007**

**CALL TO ORDER**

Joe Jenne (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo	Wes Richardson
Nick Hellaris	Winston Palmer
Lisa Deprez	

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the June 19, 2007 meeting to the ARC members for review. Irene DeMeo made a motion to approve the minutes as presented. The motion was seconded by Wes Richardson and passed with a vote of 4 – 1 with Lisa Deprez abstaining.

**APPEALS/RESIDENT PARTICIPATION:**

There was no resident participation at this time.

**ARC REQUEST:**

- 1) 5886 Arlington Cr: Driveway and sidewalk staining – Management presented a request for the staining of the driveway and walkway to the Board for review. After some discussion, Nick Hellaris made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

**PRIOR VIOLATIONS**

See Spreadsheet

**NEW VIOLATIONS**

See Spreadsheet

**OLD BUSINESS**

- 1) Miscellaneous – LeTisha Labbate presented a complaint from a homeowner regarding mildew on the roofs of various homes in the community. It was noted that there were no addresses listed on the complaint, however they were visible from this owners rear patio area. After further discussion, it was noted that in the future, all complaints must come with addresses attached for easier clarification.

**NEW BUSINESS**

- 1) Driveway Maintenance Standard – It was suggested that a line be added that indicates where the owners should go to see the approved colors for the stains. After further discussion, Wes Richardson made a motion to add the line, "See Management Company for reference colors". The motion was seconded by Lisa Deprez and passed unanimously. Joe Jenne was directed to take this to the Board for approval.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- |                       |  |
|-----------------------|--|
| 1) 3200 Helmsdale     | Mailbox needs straightened                           |
| 2) 3205 Helmsdale     | Paint mailbox post                                   |
| 3) 5700 Sheffield Pl. | No mailbox numbers                                   |
| 4) 5802 Newbury       | Remove reflector on mailbox                          |
| 5) 5839 Newbury       | Dead grass in lawn                                   |
| 6) 5840 Newbury       | Mailbox and post need painted / back hedges too tall |
| 7) 5876 Arlington     | Mailbox needs straightened                           |
| 8) 5923 Newbury       | Mailbox needs straightened                           |
| 9) 5927 Arlington     | Mailbox needs straightened                           |
| 10) 5989 Newbury      | Mailbox needs straightened                           |
| 11) 6013 Newbury      | Mailbox and post need painted                        |
| 12) 6067 Arlington    | No mailbox numbers                                   |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be September 18, 2007 at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:50 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, June 19, 2007**

**CALL TO ORDER**

Simon Bland (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members: Irene DeMeo Deborah Smith  
Wes Richardson Nick Hellaris

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the May 15, 2007 meeting to the ARC members for review. Irene DeMeo made a motion to approve the minutes as presented. The motion was seconded by Nick Hellaris and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

There was no resident participation at this time.

**ARC REQUEST:**

- 1) 5866 Arlington Cr: Chimney Pipe – Management stated that this request was previously approved as presented.
- 2) 3206 Helmsdale Ct: Staining of front porch, sidewalk and driveway – Irene DeMeo made a motion to table this request until Management could obtain clarification with regard to the sidewalk. The motion was seconded by Wes Richardson and passed unanimously.
- 3) 3206 Helmsdale Ct: Satellite Dish – Irene DeMeo made a motion to approve the request with the condition that it be placed in a location that is as unobtrusive as possible. The motion was seconded by Nick Hellaris and passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

**PRIOR VIOLATIONS**

Management presented a spreadsheet listing the ongoing violations.

**NEW VIOLATIONS**

LeTisha Labbate stated that the violation list was attached.

**OLD BUSINESS**

There was no old business to be discussed at this time.

**NEW BUSINESS**

There was no new business to be discussed at this time.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- |                         |   |
|-------------------------|---|
| 1) 3232 Windsor Estates | Side flower bed needs defined                               |
| 2) 5737 Newbury         | Lamppost light needs painting                               |
| 3) 5784 Newbury         | Front hedge to high   |
| 4) 5790 Newbury         | Back hedges need trimmed                                    |
| 5) 5845 Newbury         | Hedges need trimmed, broken S bracket under mailbox         |
| 6) 5960 Newbury         | Weeds in flower beds  |
| 7) 5996 Newbury         | Curbing needs repaired                                      |
| 8) 6036 Newbury         | Mailbox needs painted and straightened / post needs painted |
| 9) 5867 Arlington       | Mildew on front shutter over garage                         |
| 10) 5977 Arlington      | Paint mailbox and post / side flower bed needs defined      |
| 11) 6027 Arlington      | Mailbox and post need painted                               |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be July 17, 2007, at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Debra Smith and seconded by Nick Hellaris. The motion carried unanimously and the meeting adjourned at 6:40 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, May 15, 2007**

**CALL TO ORDER**

Peg Porter (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo	Deborah Smith
Winston Palmer	Chris Wagner
Wes Richardson	Nick Hellaris

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the April 24, 2007 meeting to the ARC members for review. Winston Palmer made a motion to approve the minutes as presented. The motion was seconded by Nick Hellaris and passed with a vote of 5 – 1 with Irene DeMeo abstaining.

**APPEALS/RESIDENT PARTICIPATION:**

There was no resident participation at this time.

**ARC REQUEST:**

**STATUS OF PREVIOUS ARC REQUESTS**

- 1) 5957 Arlington Circle – LeTisha Labbate stated that this item was tabled at the last meeting until a sample of the tile could be obtained. Mrs. Labbate stated that the sample was submitted in a brown color. It was also noted that the only portion of walkway that was going to be done was the very small portion between the driveway and the house. Chris Wagner made a motion to approve the request with the condition that the tile did not encroach on to the driveway. The motion was seconded by Winston Palmer and passed unanimously.

**PRIOR VIOLATIONS**

**NEW VIOLATIONS**

LeTisha Labbate stated that the violation list was attached. Irene DeMeo noted that there were several mailbox violations listed and suggested that the ARC recommend to the Board that the community maintenance letter be issued prior to individual letters being sent. After some discussion, Irene DeMeo made a motion to request that the Board send out the community maintenance letter prior to the mailbox violation letters being sent. The motion was seconded by Wes Richardson and passed with a vote of 4 – 1 with Chris Wagner opposed.

**OLD BUSINESS**

There was no old business to be discussed at this time.

**NEW BUSINESS**

There was no old business to be discussed at this time.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- |                   |                                 |
|-------------------|---------------------------------|
| 1) 6077 Arlington | Rust on landscaping             |
| 2) 5718 Newbury   | Rust on side of house           |
| 3) 5937 Arlington | Storm panels on window          |
| 4) 5755 Newbury   | Rust on bands and weeds in beds |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 19, 2007, at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Nick Hellaris. The motion carried unanimously and the meeting adjourned at 6:20 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, April 24, 2007**

**CALL TO ORDER**

Bill Young (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members:                      Winston Palmer                      Chris Wagner  
   Wes Richardson                      Nick Hellaris

A quorum was established.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the March 20, 2007 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes as presented. The motion was seconded by Chris Wagner and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

1)5745 Sheffield Place: Mr. Blanchette was present to address the ARC regarding his paint request. He stated that he has been denied twice previously, however he would be willing to compromise and presented two color swatches for the ARC to look at.

**ARC REQUEST:**

- 1) 5761 Newbury Circle: Driveway Pavers - Wes Richardson stated that the request conforms to the approved paver standard. Chris Wagner made a motion to approve the request with the condition that it conforms to the approved paver standard. The motion was seconded by Nick Hellaris and passed unanimously.
- 2) 5718 Newbury Circle: Exterior Painting – Nick Hellaris made a motion to approve the request as presented. The motion was seconded by Chris Wagner and passed unanimously.
- 3) 5957 Arlington Circle: Tile front walkway –This request was tabled until a sample of the tile could be provided to the committee for review.
- 4) 5745 Sheffield Place: Exterior Painting – Chris Wagner made a motion to approve the request with the condition that the house body color is Butter Up, the trim color is Pure White, the garage door color is Butter Up, the column color is Butter Up, and the front door color is Leatherbound. The motion was seconded by Nick Hellaris and passed unanimously. The ARC noted that the color Butter Up would need to be brought before the Board for final approval and inclusion in the color book.
- 5) 5965 Newbury Circle: Exterior Painting – Wes Richardson made a motion to approve the request as presented. The motion was seconded by Chris Wagner and passed unanimously.
- 6) 5947 Newbury Circle: Exterior Painting - Wes Richardson stated that there was nothing close to the color Richmond Gold in the current color book. Bill Young noted that if the ARC approves of the color, it is then brought before the Board for final approval and inclusion in the color book. After further discussion, Winston Palmer made a motion to approve the request as presented. The motion was seconded by Chris Wagner and passed unanimously. It was noted

that this color would need to be brought before the Board for final approval and inclusion in the color book.

### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

### **PRIOR VIOLATIONS**

### **NEW VIOLATIONS**

Covenant Violation Inspection - Chris Wagner volunteered to go on the next Covenant Violation Inspection with LeTisha Labbate of Fair/Way Management.

### **OLD BUSINESS**

There was no old business to be discussed at this time. .

### **NEW BUSINESS**

- 1) Newly Adopted Colors – Wes Richardson questioned what the process was for including the colors from tonight's meeting in the color book. Bill Young stated that by approving the colors, they were automatically recommended to be included upon Board approval. Wes Richardson stated that the colors that have been approved over the past few years that are not included in the book need to be. Bill Young noted that it would be wise to do that from this point on, however it would be time prohibitive to go back over three years.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

There were no appeals at this time.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be May 15, 2007, at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Nick Hellaris. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, March 20, 2007**

#### **CALL TO ORDER**

Sharon Schaper (Board member) called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members:

Irene DeMeo	Deborah Smith
Winston Palmer	Chris Wagner
Wes Richardson	Nick Hellaris

A quorum was established.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the January 16, 2007 meeting to the ARC members for review. Irene DeMeo made a motion to approve the minutes as presented. The motion was seconded by Wes Richardson and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

There was no resident participation at this time.

#### **ARC REQUEST:**

- 1) 6012 Newbury Circle: Exterior Painting – Nick Hellaris made a motion to approve the request as presented. The motion was seconded by Winston Palmer and passed unanimously.
- 2) 5745 Sheffield Place: Exterior Painting – Chris Wagner made a motion to approve the request as presented. The motion was seconded by Winston Palmer and died with a vote of 3 to 4 opposed.
- 3) 5863 Newbury Circle: Fence Plan – Irene DeMeo made a motion to approve the request with the condition that it was either Board on Board or Shadow box and conformed to the existing fence standard. The motion was seconded by Nick Hellaris and passed unanimously.
- 4) 5947 Newbury Circle: Shutters – Irene DeMeo made a motion to approve the request with the condition that it conforms to the approved shutter standard. The motion was seconded by Chris Wagner and passed unanimously.

#### **STATUS OF PREVIOUS ARC REQUESTS**

- 1) 5957 Arlington Circle: Screen Addition – Irene DeMeo made a motion to approve the request with the conditions that it meets all required setbacks and architectural standards, a copy of all permits are to be submitted to the ARC prior to construction, it must conform to all requirements stated in Article II Section 10 Building Location (see attached), and that any damage done to neighboring properties must be repaired at your expense in a timely fashion. The motion was seconded by Chris Wagner and passed unanimously.

#### **PRIOR VIOLATIONS**

- 1) Spreadsheet attached

### **NEW VIOLATIONS**

- 1) Spreadsheet attached

### **OLD BUSINESS**

- 1) Storage Shed Standard – It was noted that there are 5 sheds in the community that do not conform to the approved standard. LeTisha Labbate noted that two of the five did receive prior approval showing the location of the shed. After further discussion, it was decided to send out violation letters to the other 3 homeowners who did not receive permission for the shed.
- 2) Miscellaneous – There was no miscellaneous business to be discussed.

### **NEW BUSINESS**

- 1) Color Book – The ARC requested that Sharon Schaper ask the Board for clarification of the role of the Color Book in the community.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- 1) 5755 Newbury            Rust
- 2) 5802 Newbury           Hurricane Panels
- 3) 5839 Newbury           Beds need attention
- 4) 5977 Arlington        Grass in driveway/weeds and dead bushes in beds
- 5) 6157 Arlington        Mildew on front of house

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be April 17, 2007, at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Nick Hellaris and seconded by Irene DeMeo. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, January 16, 2007**

#### **CALL TO ORDER**

LeTisha Labbate of Fair/Way Management called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Irene DeMeo, Winston Palmer,  
Wes Richardson, and Simon Bland

A quorum was established. It was noted that Nick Hellaris, Chris Wagner and Deborah Smith were absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the November 21, 2006 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes as presented. The motion was seconded by Irene DeMeo and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

- 1) 6001 Newbury Circle: Playset – The owner of the property presented a written appeal for the location of his playset. It was noted that the playset would still be visible from the front of the residence as presented. After further discussion, Wes Richardson made a motion to approve the appeal with the condition that the playset be removed should the property be sold, come into disrepair or need replacement. The motion was seconded by Simon Bland and passed with a vote of 3 to 1 with Irene DeMeo opposed.

#### **ARC REQUEST:**

- 1) 5867 Arlington Circle: Exterior Painting – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Winston Palmer and passed unanimously.
- 2) 6018 Newbury Circle: Exterior Painting – Winston Palmer made a motion to approve the request as presented. The motion was seconded by Simon Bland and passed unanimously.

#### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests.

#### **PRIOR VIOLATIONS**

- 1) Spreadsheet attached

#### **NEW VIOLATIONS**

- 2) Spreadsheet attached

#### **OLD BUSINESS**

- 1) Storage Shed Standard – It was noted that there are 4 sheds in the community that do not conform to the approved standard. Management was directed to pull the property files to see if they were approved.

2) Miscellaneous – There was no miscellaneous business to be discussed.

**NEW BUSINESS**

2) Miscellaneous – There was no miscellaneous business to be discussed.

**ARC APPEALS/HEARING COMMITTEE MEETS**

There was no meeting at this time.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be March 20, 2007, at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Simon Bland. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, November 21, 2006**

#### **CALL TO ORDER**

LeTisha Labbate of Fair/Way Management called the meeting to order at 6:07 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Irene DeMeo, Winston Palmer,  
Wes Richardson, Simon Bland  
Nick Hellaris and Chris Wagner

A quorum was established. It was noted that Deborah Smith was absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the October 17, 2006 meeting to the ARC members for review. Irene DeMeo made a motion to approve the minutes as amended. The motion was seconded by Nick Hellaris and passed with a vote of 5 – 1 with Chris Wagner abstaining.

#### **APPEALS/RESIDENT PARTICIPATION:**

There was no resident participation at this time.

#### **ARC REQUEST:**

- 1) 5947 Arlington Circle: Fence Plan – A motion to approve the request with the condition that it conforms to the existing fence standard and that the neighbor must request the same. The motion was seconded and passed unanimously.
- 2) 5966 Arlington Circle: Security Camera – A motion to approve the request with the condition that it is placed in a location as to be as unobtrusive as possible. The motion was seconded and passed unanimously.
- 3) 6001 Newbury Circle: Playset – The request was presented to the ARC for the placement of the Playset. The standard was read and it was determined that the location of the Playset did not meet the approved standard. After further discussion, the request was denied by a vote of 3 to 2 with one abstention.
- 4) 6197 Arlington Circle: Landscape Curbing – A motion was made to approve the request with the condition that it conforms to the approved landscape curbing standard. The motion was seconded and passed unanimously.

#### **STATUS OF PREVIOUS ARC REQUESTS**

- 1) 5796 Newbury Circle: The owner of the birdhouse was present and explained the specifics of the location of the birdhouse. After some discussion, a motion was made to approve the birdhouse with the condition that it is placed within the required property line. The motion was seconded and passed with a vote of 4 – 1 with 1 abstention.

#### **PRIOR VIOLATIONS**

- 1) Spreadsheet attached

#### **NEW VIOLATIONS**

3) Spreadsheet attached

### **OLD BUSINESS**

1) Driveway Stamping Standard:

Wes Richardson presented a draft of the revised driveway maintenance standard to the ARC to review which incorporates the driveway stamping. Irene DeMeo made a motion to send the standard to the Board for approval with the changes noted. The motion was seconded by Simon Bland and passed unanimously.

2) Miscellaneous – There was no miscellaneous business to be discussed.

### **NEW BUSINESS**

1) Storage Shed Standard:

Irene DeMeo asked the ARC to take a look and the standard as well as the existing sheds in the community so that it may be discussed at the next meeting.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

There was no meeting at this time.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be December 19<sup>th</sup>, at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Simon Bland. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, October 17, 2006**

#### **CALL TO ORDER**

LeTisha Labbate of Fair/Way Management called the meeting to order at 6:15 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Irene DeMeo, Winston Palmer,  
Wes Richardson, Simon Bland  
and Nick Hellaris

A quorum was established. It was noted that James Bond was absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the September 19, 2006 meeting to the ARC members for review. Irene DeMeo made a motion to approve the minutes as amended. The motion was seconded by Simon Bland and passed with a vote of 3 -2 with Irene DeMeo and Deborah Smith abstaining.

#### **APPEALS/RESIDENT PARTICIPATION:**

There was no resident participation at this time.

#### **ARC REQUEST:**

- 1) 5877 Arlington Circle: Exterior Painting and Basketball Hoop – LeTisha Labbate stated that this request was previously approved with the condition that the Basketball Hoop meets the play apparatus guidelines in the Declaration of Covenants, Conditions and Restrictions.
- 2) 5809 Newbury Circle: Renew approval for replacement of front door – Mrs. Labbate stated that this was approved as presented.
- 3) 6146 Arlington Circle: Exterior Painting – LeTisha Labbate stated that the request was approved as presented.
- 4) 5990 Newbury Circle: Exterior Painting – LeTisha Labbate stated that the request was approved as presented.
- 5) 5857 Newbury Circle: Pool – Irene DeMeo made a motion to approve the request with the following conditions:
  - Permits submitted prior to construction
  - Any damage to private or common area must be repaired in a timely fashion

#### **STATUS OF PREVIOUS ARC REQUESTS**

- 1) 5796 Newbury Circle: LeTisha Labbate stated that she was not yet able to get in touch with the homeowner regarding the specifics of the birdhouse. Mrs. Labbate stated that she would forward the information to the ARC once she was able to speak to the homeowner.

#### **PRIOR VIOLATIONS**

- 1) Spreadsheet attached

#### **NEW VIOLATIONS**

- 4) 5947 Newbury Circle: Camper – Management stated that a 30 day certified letter was mailed to the homeowners as this was their second offense.

### **OLD BUSINESS**

There was no old business to be discussed at this time.

### **NEW BUSINESS**

2) Miscellaneous –

- Wes Richardson voiced his concern with regard to the opinion of the Board once issues are sent up for review. Nick Hellaris questioned why denials go to the Board. It was explained that the homeowners are able to appeal to the Board once they have appealed to the ARC and been denied.
- Winston Palmer presented a sample of driveway stamping to the ARC for review. Irene DeMeo suggested changing the Driveway Maintenance Standard to include stamping. After further discussion, this item was tabled until the next meeting.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- |                   |   |
|-------------------|---|
| 1) 5725 Sheffield | Grass in tree rings                         |
| 2) 3232 WED       | Weeds in beds                               |
| 3) 3256 Helmsdale | Wrong fixture light / mailbox needs painted |
| 4) 5772 Newbury   | Weeds in beds                               |
| 5) 5984 Newbury   | Dead grass by mailbox                       |
| 6) 5947 Newbury   | Camper                                      |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be November 21<sup>st</sup>, at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Nick Hellaris and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 7:05 PM.

Minutes Prepared By: Fair/Way Management

**Windsor Estates Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Minutes**  
**Tuesday, September 19, 2006**

**CALL TO ORDER**

Board Member Joe Jenne called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members: Joe Jenne (Board Chairperson),  
Winston Palmer, Wes Richardson,  
Simon Bland and Nick Hellaris

A quorum was established. It was noted that Irene DeMeo, Steve Fisher and James Bond were absent.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Management presented the minutes from the August 15, 2006 meeting to the ARC members for review. Winston Palmer made a motion to approve the minutes as amended. The motion was seconded by Nick Hellaris and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

- 1) 5765 Sheffield Pl: The owner was present to address the ARC with regard to his denial of the white vinyl fence he had installed around his permanent generator. It was noted that the owner felt as though the covenants should be applied in a uniformed manner and stated that he has seen vinyl fencing on Newbury Circle. Joe Jenne stated that the ARC is a committee of volunteers trying to keep uniformity as best they can within the community. Wes Richardson stated that the fencing mentioned above is an approved pool barrier, not a fence, and gave the history of the standard. After further discussion, Simon Bland made a motion to defer this to the Board with the recommendation from the ARC that the denial stands. The motion was seconded by Winston Palmer and passed unanimously.

**ARC REQUEST:**

- 1) 3265 Helmsdale Ct: Exterior Painting – Wes Richardson made a motion to approve the request as presented. The motion was seconded by Simon Bland and passed unanimously.
- 2) 5827 Arlington Cr: Fence Plan – This request was tabled pending further clarification (i.e. where to be located, where it starts, etc.). Management was directed to contact the homeowner and relay the specifics back to the ARC for approval.
- 3) 6126 Arlington Cr: Exterior Painting – Nick Hellaris made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 4) 5796 Newbury Cr: Bird House – This item was tabled pending further clarification (i.e. height, size, etc.)

**STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

### **PRIOR VIOLATIONS**

- 1) 5765 Sheffield Pl: Vinyl Fence – It was noted that this matter was deferred to the Board for review with the recommendation from the ARC that the denial stand.

### **NEW VIOLATIONS**

- 5) Management noted that Winston Palmer would be accompanying her on the next drive through.

### **OLD BUSINESS**

- 1) Yard Decoration Standard – Wes Richardson stated that after further input from the ARC members it was determined that the ARC did not wish to proceed with writing a standard at this time.
- 2) Miscellaneous – Wes Richardson stated that Chris Wagner mentioned that he would be interested in serving on the ARC should a vacancy come up. LeTisha Labbate noted that Deborah Smith had previously stated that she too would be interested in serving on the ARC. It was questioned whether or not Steve Fisher and James Bond had officially resigned from the ARC. LeTisha Labbate stated that no official resignation has been received; however they have both missed several consecutive meetings in a row.

### **NEW BUSINESS**

There was no new business to come before the ARC.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- 1) 5947 Arlington No pole light
- 2) 3241 WED Grass in beds, brown areas in lawn, broken light fixture
- 3) 3265 Helmsdale Grass in driveway
- 4) 5670 Sheffield Wrong Front #'s on mailbox
- 5) 5700 Sheffield No #'s on mailbox
- 6) 5927 Arlington Grass in driveway

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 17<sup>th</sup> at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Nick Hellaris and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 7:05 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, August 15, 2006**

#### **CALL TO ORDER**

Board Member Bill Hall called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Bill Hall (Board Chairperson), Irene DeMeo, Winston Palmer, Wes Richardson, Simon Bland and Nick Hellaris

A quorum was established. It was noted that Steve Fisher and James Bond were absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the July 18, 2006 meeting to the ARC members for review. Management noted a change in the minutes with regard to scheduling a drive through with Simon Bland. Winston Palmer made a motion to approve the minutes as amended. The motion was seconded by Nick Hellaris and passed with a vote of 4 to 1 with Irene DeMeo abstaining.

#### **APPEALS/RESIDENT PARTICIPATION:**

- 1) 5765 Sheffield Pl: The owner submitted a written explanation as to why he installed a white vinyl fence around his generator without first asking for approval. LeTisha Labbate stated that his request was placed on the agenda for this meeting to be reviewed.

#### **ARC REQUEST:**

- 1) 5765 Sheffield Pl: Fence – Simon Bland made a motion to deny the request based on Section E, Article II of the Covenants, Conditions and Restrictions for Windsor Estates. The motion was seconded by Irene DeMeo and passed unanimously.
- 2) 5803 Newbury Cr: Replacing Front Door – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Winston Palmer and passed unanimously.

#### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests at this time.

#### **PRIOR VIOLATIONS**

- 1) See Spreadsheet

#### **NEW VIOLATIONS**

- 6) See Spreadsheet

## **OLD BUSINESS**

There was no old business to be discussed at this time.

## **NEW BUSINESS**

- 3) Yard Decoration Standard – Wes Richardson presented a draft of the yard decoration standard to the Board for review. After some discussion, it was decided that the draft could be presented to the Board for informational purposes only as the ARC was not prepared to finalize it as of yet.
- 4) Fountain Standard – Wes Richardson questioned whether the ARC wished to pursue the fountain standard. After some discussion, it was determined by the ARC that they did not feel as though the standard needed to be altered and therefore nothing would be done with it.

## **ARC APPEALS/HEARING COMMITTEE MEETS**

- |                   |                                     |
|-------------------|-------------------------------------|
| 1) 5840 Newbury   | No Front #'s on mailbox             |
| 2) 5784 Newbury   | String on mailbox                   |
| 3) 5737 Newbury   | Mailbox needs straightened          |
| 4) 5742 Newbury   | Wrong Front #'s on mailbox          |
| 5) 5720 Sheffield | Wrong Front #'s on mailbox          |
| 6) 6027 Arlington | Yard needs edged, beds need defined |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

## **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be September 19<sup>th</sup> at 6:00 PM at Faith Fellowship Church in Melbourne.

## **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Winston Palmer and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, July 18, 2006**

#### **CALL TO ORDER**

Board Member Bill Young called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Bill Young (Board Chairperson), Winston Palmer, Wes Richardson, Simon Bland and alternate Nick Hellaris

A quorum was established. It was noted that Cathi Johnson and Irene DeMeo had resigned from the ARC. Steve Fisher and James Bond were absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the June 20, 2006 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes as presented. The motion was seconded by Winston Palmer and passed with a vote of 3 to 1 with Simon Bland abstaining.

#### **APPEALS/RESIDENT PARTICIPATION:**

- 1) 5978 Newbury Cr: The owner (Veronica Walsh) was present and addressed the ARC regarding her political signs in the front yard. Mrs. Walsh stated that she objected to the violation because it went against the political process. After some discussion, Mrs. Walsh was told that she could appeal to the Board of Directors if she wished at the meeting immediately following the ARC meeting, however the denial from the ARC still stood.
- 2) 6177 Arlington Cr: The owner (Beverly McGinnis) was present to address the ARC regarding her denial for the installation of a retractable radio antenna. Mrs. McGinnis presented documentation from her neighbor stating that they did not object to the antennae as well as documentation from the Miami Dade Hurricane Code showing that the antennae was within code with regard to their standards. After further discussion, this item was tabled until Previous ARC Requests.

#### **ARC REQUEST:**

- 1) 6016 Arlington Cr: Pool Plan – Wes Richardson made a motion to approve the request with the condition that it must meet all county set back requirements, copies of permits must be provided to the ARC prior to construction, and screening / fencing must be approved prior to construction. The motion was seconded by Simon Bland and passed unanimously.

- 2) 5966 Arlington Cr: Fence Plan – Winston Palmer made a motion to approve the request with the condition that it conformed to the approved fence standard. The motion was seconded by Simon Bland and passed unanimously.
- 3) 5833 Newbury Cr: Storage shed / Fence plan – Simon Bland made a motion to approve the request for the storage shed and fence plan with the condition that they conform to the approved standards for both. The motion was seconded by Winston Palmer and passed unanimously.

### **STATUS OF PREVIOUS ARC REQUESTS**

- 1) 6177 Arlington Cr: Retractable Radio Antennae – Wes Richardson made a motion to approve the request with the condition that it was not allowed to be erect during severe weather. The motion was seconded by Simon Bland and passed unanimously.

### **PRIOR VIOLATIONS**

- 1) See Spreadsheet

### **NEW VIOLATIONS**

- 7) 5765 Sheffield Pl: 6' Vinyl Fence– Management stated that the homeowner was sent a 10 day letter to remove the fence from the property.

### **OLD BUSINESS**

There was no old business to be discussed at this time.

### **NEW BUSINESS**

There was no new business to be discussed at this time.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- 1) 5978 Newbury      Political Sign in yard
- 2) 5966 Newbury      Political Sign in yard
- 3) 5833 Newbury      Political Sign in yard

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be August 15<sup>th</sup> at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Winston Palmer and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, June 20, 2006**

#### **CALL TO ORDER**

Board Member Sharon Schaper called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Sharon Schaper (Board Chairperson), Irene DeMeo, Winston Palmer, Wes Richardson and alternate Nick Hellaris

A quorum was established. Cathi Johnson, Steve Fisher, Simon Bland and James Bond were absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the May 16, 2006 meeting to the ARC members for review. Irene DeMeo made a motion to approve the minutes as presented. The motion was seconded by Winston Palmer and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

- 1) 6087 Arlington Cr: The owner was present and addressed the ARC regarding his rock fountain in the front courtyard. Irene DeMeo explained that it is a fountain and they have to go by the guidelines that were given to them to enforce. Wes Richardson questioned whether water had to be pumped through it at all times. Mr. White (owner) stated that if water was not pumped through it, then it would not be a fountain. Mr. White also presented a petition signed by his surrounding neighbors stating that they did not find anything offensive with the fountain. After further discussion, Mr. White was told that he could appeal to the Board of Directors if he wished, however the denial from the ARC still stood.

#### **ARC REQUEST:**

- 1) 5966 Arlington Cr: Exterior Painting – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 2) 5893 Newbury Cr: Exterior Painting – Irene DeMeo made a motion to approve the amended request as presented. The motion was seconded by Winston Palmer and passed unanimously.
- 3) 5803 Newbury Cr: Shutters installed for extended period of time – A request was presented from the owner of 5803 Newbury Circle stating that they would be out of town for several weeks and they were requesting that

their shutters be allowed to remain up during their absence. Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Winston Palmer and passed unanimously.

### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous requests.

### **PRIOR VIOLATIONS**

- 1) See Spreadsheet

### **NEW VIOLATIONS**

- 8) 5977 Newbury Cr: Sign in yard – Management stated that the homeowner was sent a 10 day letter to remove the political sign from the front yard.
- 9) 5966 Newbury Cr: Sign in yard – Management stated that the homeowner was sent a 10 day letter to remove the political sign from the front yard.
- 10) 5978 Newbury Cr: Sign in yard – Management stated that the homeowner is a frequent offender and was sent a permanent compliance letter along with copies of previous letters mailed in years past.

### **OLD BUSINESS**

- 1) Hurricane Standard – Wes Richardson presented a draft of the revised hurricane standard to the ARC to review. Irene DeMeo made a motion to approve the standard as revised and bring it to the Board for final approval. The motion was seconded by Winston Palmer and passed unanimously.

### **NEW BUSINESS**

There was no new business to be discussed at this time.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- |                    |   |
|--------------------|---|
| 1) 6006 Arlington  | Rust on side of house   |
| 2) 6127 Arlington  | No side numbers on mailbox  |
| 3) 5713 Newbury    | Grass in driveway cracks  |
| 4) 5827 Newbury    | No front numbers on mailbox   |
| 5) 3205 Helmsdale  | Broken Gate   |
| 6) 6016 Arlington  | Re-sod front areas  |
| 7) 5710 Sheffield  | Wrong front numbers on mailbox  |
| 8) 5655 Sheffield  | Rust on driveway  |
| 9) 3235 Helmsdale  | Wrong front numbers on mailbox  |
| 10) 5857 Arlington | Grass in driveway cracks, weeds and grass in front beds, shrubs overgrown |
| 11) 5852 Newbury   | Wrong front numbers on mailbox  |
| 12) 6137 Arlington | Rust on landscape curbing   |
| 13) 5893 Newbury   | Dead grass by street  |
| 14) 5876 Newbury   | Wrong front numbers on mailbox  |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be July 18<sup>th</sup> at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Winston Palmer. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, May 16, 2006**

#### **CALL TO ORDER**

Board Member, Neil Sugarman called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Neil Sugarman (Board Chairperson), Irene DeMeo, Simon Bland, Winston Palmer, Wes Richardson and alternate Nick Hellaris

A quorum was established. Cathi Johnson, Steve Fisher and James Bond were absent. Wes Richardson questioned the role of the alternate with regard to voting. Irene DeMeo stated that the alternate would move up into a voting position should someone from the committee resign. Mr. Richardson stated that he believed that alternates had voted in the past during the absence of an ARC member. After further discussion, this item was tabled until the Board meeting.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the April 18, 2006 meeting to the ARC members for review. Wes Richardson made a motion to approve the minutes as presented. The motion was seconded by Winston Palmer and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

- 1) 6126 Arlington Cr: A written appeal was presented from the owner of 6126 Arlington Cr. with regard to his rock fountain in the courtyard. Irene DeMeo made a motion to deny the appeal per the standard and suggested that a courtesy phone call be made to the owner. The motion was seconded by Wes Richardson and passed unanimously.

#### **ARC REQUEST:**

- 1) 5995 Newbury Cr: Exterior Painting – Wes Richardson made a motion to approve the request as presented. The motion was seconded by Simon Bland and passed with a vote of 3 to 1 with Irene DeMeo opposed.
- 2) 5893 Newbury Cr: Exterior Painting – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 3) 5760 Newbury Cr: Hurricane Shutters – Irene DeMeo made a motion to approve the request with the condition that it conforms to the approved hurricane standard. The motion was seconded by Winston Palmer and passed unanimously.

- 4) 5800 Sheffield Pl: Shutters installed for extended period of time – A request was presented from the owners of 5800 Sheffield Pl. stating that they would be out of the country for several weeks and they were requesting that their shutters be allowed to remain up during their absence. Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.

### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous requests.

### **PRIOR VIOLATIONS**

- 1) See Spreadsheet

### **NEW VIOLATIONS**

- 1) See Spreadsheet

### **OLD BUSINESS**

There was no old business to be discussed at this time.

### **NEW BUSINESS**

Creative Mailbox – LeTisha Labbate of Fair/Way Management stated that several homeowners have contacted her stating that they are being charged \$75 for the S Bracket that goes with the mailbox post. After further discussion, it was decided to table violations regarding the S Bracket until a suitable replacement could be found and brought back to the Board for approval.

Tree Violations – Wes Richardson questioned how the ARC could violate homeowners for tree violations when the common area needs to be cleaned up itself. Management stated that she would contact GroundTech and schedule the palms to be trimmed at the entrance.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- |                    |  |
|--------------------|--|
| 1) 3241 WED        | Mildew on columns, trim needs painted  |
| 2) 5775 Sheffield  | No side numbers on mailbox   |
| 3) 5720 Sheffield  | Wrong front #'s on mailbox   |
| 4) 3256 Helmsdale  | Wrong lamppost, rust on gate   |
| 5) 5866 Arlington  | Rust on landscaping curbing, weeds in beds   |
| 6) 5957 Arlington  | Rust on fence  |
| 7) 5977 Arlington  | Rust stains on house and sidewalk  |
| 8) 6027 Arlington  | Yard needs edged, rust on side of house, entryway bed overgrown, beds need defined |
| 9) 6126 Arlington  | Fountain in courtyard  |
| 10) 6157 Arlington | Rust on side of house  |
| 11) 5996 Newbury   | Rust/mildew on curbing, mildew on side of house                                    |
| 12) 5984 Newbury   | Trim needs painted   |
| 13) 5742 Newbury   | Wrong front numbers on mailbox   |
| 14) 5737 Newbury   | Mailbox needs straightened   |
| 15) 3242 WED       | Hurricane Shutters   |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 20<sup>th</sup> at 6:00 PM at Faith Fellowship Church in Melbourne.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Simon Bland. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, April 18, 2006

#### **CALL TO ORDER**

Board Member, Cami Hester, called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Cami Hester (Board Chairperson), Cathie Johnson, Steve Fisher, Simon Bland, Winston Palmer and Wes Richardson

A quorum was established. James Bond, Irene DeMeo and alternate Nick Hellaris were absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the March 21, 2006 meeting to the ARC members for review. A change was noted under New Business. Wes Richardson made a motion to approve the minutes as presented. The motion was seconded by Cathi Johnson and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time.

#### **ARC REQUEST:**

- 1) 5947 Arlington Cr: Pool – Cathi Johnson made a motion to approve the request with the condition that it meets all county requirements; an application for a barrier/enclosure is submitted prior to the completion of the pool and is installed at the time of the completion of the pool. The motion was seconded by Simon Bland and passed unanimously.
- 2) 3222 WED: Landscape curbing, Hurricane panels - Wes Richardson made a motion to approve the request with the condition that it conforms to the approved standards. The motion was seconded by Winston Palmer and passed unanimously.
- 3) 3251 WED: Exterior Painting – Cathi Johnson made a motion to approve the request with the condition that it conforms to the approved standard. The motion was seconded by Simon Bland and passed unanimously.

#### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous requests.

#### **PRIOR VIOLATIONS**

- 1) See Spreadsheet

#### **NEW VIOLATIONS**

Cathi Johnson volunteered to join in the drive through inspection to follow up on previous violations as well as make a list of new ones. Management will set this up with Mrs. Johnson this week.

#### **OLD BUSINESS**

Mailbox Numbers – Wes Richardson questioned why reflective tape was never installed on the mailboxes as noted in a previous newsletter from a year ago. After further discussion, Steve Fisher made a motion to retract the installation of reflective tape on the mailboxes by the Association. The motion was seconded by Cathi Johnson and passed unanimously.

#### **NEW BUSINESS**

Tree Standard - Wes Richardson presented a draft of a tree standard to the ARC for review. Mr. Richardson stated that he had clarified the phrase "other tree" for the standard to include palm trees of equal or greater size. After further discussion, Simon Bland made a motion to accept the standard as presented and pass it on to the Board for final approval. The motion was seconded by Steve Fisher and passed unanimously.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

- |                    |   |
|--------------------|---|
| 1) 3211 WED        | Post and mailbox need painted   |
| 2) 3221 WED        | Post needs painted and mailbox replaced   |
| 3) 3242 WED        | Post needs painted and mailbox replaced   |
| 4) 3241 WED        | Post needs painted and mailbox painted  |
| 5) 3261 WED        | Mailbox needs replaced, Post needs painted, staining on mailbox, dead grass by street |
| 6) 5680 Sheffield  | Rust on base of columns, wrong #'s on mailbox   |
| 7) 5640 Sheffield  | Paint Post  |
| 8) 5690 Sheffield  | Replace mailbox, weeds in beds  |
| 9) 5700 Sheffield  | Replace mailbox   |
| 10) 3265 Helmsdale | No #'s on side of mailbox   |
| 11) 3205 Helmsdale | Post needs painted  |
| 12) 3200 Helmsdale | Post needs painted  |

The hearing committee met on the above referenced properties and voted to fine the homeowner in each instance \$50/day, not to exceed \$1,000 in aggregate should they not come into compliance within the allotted time frame.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be May 16<sup>th</sup> at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Cathi Johnson. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, March 21, 2006

#### **CALL TO ORDER**

Board Member, Bill Young, called the meeting to order at 6:00 pm on the above-mentioned date at Faith Fellowship Church, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Bill Young (Board Chairperson), Irene DeMeo, Cathie Johnson, Steve Fisher and Wes Richardson

A quorum was established. James Bond was absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Management presented the minutes from the November 15, 2005 meeting to the ARC members for review (it was noted that there was no quorum established for the January 2006 meeting therefore there were no minutes). Irene DeMeo made a motion to approve the minutes as presented. The motion was seconded by Wes Richardson and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time.

#### **ARC REQUEST:**

- 1) 5802 Newbury Cr: Hurricane Shutters – Management stated that this request was previously approved with the condition that it conforms to the approved Hurricane Standard.
- 2) 5821 Newbury Cr: Exterior Painting – Management stated that this request was previously approved with the condition that it conforms to the approved Exterior Painting standard.
- 3) 5706 Newbury Cr: Exterior Painting – Management stated that this request was previously approved with the condition that it conforms to the approved Exterior Painting standard.
- 4) 5719 Newbury Cr: Exterior Painting - Management stated that this request was previously approved with the condition that it conforms to the approved Exterior Painting standard.
- 5) 5869 Newbury Cr: Driveway Extension – Management stated that this was approved as presented with the condition that it conforms to all county setback requirements as well as the declaration of covenants and restrictions.
- 6) 5893 Newbury Cr: Landscape Pavers – Management stated that this was previously approved with the condition that it conforms to the approved Landscaping Paver standard.
- 7) 5936 Arlington Cr: Exterior Painting – Management stated that this was previously approved with the condition that it conforms to the approved exterior painting standard.
- 8) 5765 Sheffield Pl: Generator – Management stated that this was previously approved with the condition that it conforms to the approved backup generator standard.
- 9) 5869 Newbury Cr: Addition – Management stated that this was previously approved with the condition that it to all county setback requirements as well as the declaration of covenants and restrictions.
- 10) 5917 Newbury Cr: Exterior Painting - Management stated that this was previously approved with the condition that it conforms to the approved exterior painting standard.

- 11) 5778 Newbury Cr: Shutters – Irene DeMeo made a motion to approve the request with the condition that the shutters conform to the approved hurricane shutter standard. The motion was seconded by Cathi Johnson and passed unanimously.
- 12) 5946 Arlington Cr: Shutters – Cathi Johnson made a motion to approve the request with the condition that the shutters conform to the approved Hurricane Shutter Standard. The motion was seconded by Wes Richardson and passed unanimously.
- 13) 6177 Arlington Cr: Antenna Installation – Cathi Johnson made a motion to deny the request with the explanation that it did not meet the location requirement. The motion was seconded by Wes Richardson and passed unanimously.
- 14) 5724 Newbury Cr: Exterior Painting – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Cathi Johnson and passed unanimously.
- 15) 5956 Arlington Cr: Exterior Painting – Irene DeMeo made a motion to approve the request as amended. The motion was seconded by Wes Richardson and passed unanimously.

### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous requests.

### **PRIOR VIOLATIONS**

- 1) 5864 Newbury Cr: Dead areas in lawn – Management stated that the homeowners had come into compliance.

### **NEW VIOLATIONS**

Management stated that there were 156 violations listed on the last drive through and most of them had to do with Mailbox numbers. After some discussion, this item was tabled for the Board to address.

### **OLD BUSINESS**

Mailbox Numbers – This item was tabled for the Board meeting.

### **NEW BUSINESS**

Driveway Maintenance Standard - Wes Richardson stated that there were approximately 15 sections of sidewalk throughout the community in front of individual residences that need to be repaired/re-poured and stated that he did not feel as though the homeowner should be required to stain the entire sidewalk as currently required by the standard. Mr. Richardson also stated that the current approved stain color does not mask the cracks in the driveway and suggested that the ARC consider "Gull Gray" as an additional stain color. After further discussion, it was decided to pass the revision up to the Board for review.

Driveway Paver Standard – Wes Richardson stated that he felt a mistake was made when the Board of Directors voted to make the homeowners install pavers in the apron and sidewalk areas of the driveways and suggested that the Board revisit deleting those portions from the Standard.

Hurricane Standard – Wes Richardson suggested that the plastic (acrylic) panels be included in the Standard. After further discussion, LeTisha Labbate was directed to email the current standard to Wes for revision for the next Board Meeting.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

There were no appeals at this time.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be April 18, 2006 at 6:00 PM at Faith Fellowship Church in Melbourne.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Cathi Johnson. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

**Architectural Review Committee**

**Minutes**

**Tuesday, January 17,2006**

## **CALL TO ORDER**

Board Member, Bill Hall, called the meeting to order at 6:00 pm on the above-mentioned date at Perkins Restaurant, Melbourne, Florida.

## **DETERMINATION OF QUORUM**

Present were committee members: Joe DeMeo (Board Chairperson), Cathie Johnson, Courtney McMahan, and Wes Richardson

A quorum was not established.

Respectfully Submitted,

Fair/Way Management of Brevard, Inc.

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, November 15, 2005

#### CALL TO ORDER

Board Member, Joe DeMeo, called the meeting to order at 6:00 pm on the above-mentioned date at Perkins Restaurant, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Joe DeMeo (Board Chairperson), Irene DeMeo, Cathie Johnson, James Bond, Courtney McMahan, and Wes Richardson

A quorum was established. Alternate Michelle Studstill and Steve Fisher were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Management presented the minutes from the October 18, 2005 meeting to the ARC member for review. Courtney McMahan made a motion to approve the minutes as presented. The motion was seconded by Cathi Johnson and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

There were no appeals at this time.

#### ARC REQUEST:

- 16) 6067 Newbury Cr: Front Door Color – James Bond made a motion to approve the request as submitted. The motion was seconded by Cathi Johnson and passed unanimously.
- 17) 5755 Sheffield Pl: Addition – Cathi Johnson made a motion to approve the request with the condition that it meets all required county setbacks and ARC Standards, conforms to Article II Section 10 of the Covenants, Conditions and Restrictions, and that a copy of all permits be submitted to the ARC prior to construction. The motion was seconded by Courtney McMahan and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS

##### PRIOR VIOLATIONS

- 1) 6036 Newbury Cr: Landscaping, rust, weeds –Management stated that the homeowner has come into partial compliance and the situation is being monitored.
- 2) 5866 Arlington Cr: Landscaping overall – Management stated improvements are being made and that the house is being monitored.
- 3) 5876 Newbury Cr: Rust on Exterior –Management stated that improvements are continuing to be made and noted that this situation is being monitored.
- 4) 5700 Newbury Cr: Brown areas in lawn – Management stated that a 30-day letter was sent 9/28/05 and the condition is improving. Will continue to monitor the progress.
- 5) 5845 Newbury Cr: Brown areas in lawn – Management stated that the owner homeowner has come into compliance.
- 6) 5977 Arlington Cr: Rust on sidewalk, driveway and house / landscaping needs attention – Management stated that this house was up for re-inspection on 10/28/05 - Complied
- 7) 5655 Sheffield Pl: Rust on sidewalk and driveway – Management stated that this house was up for re-inspection on 10/28/05. – Management stated that a fining letter was to be sent on 11/16/05
- 8) 5876 Newbury Cr: No barrier around pool – Management stated that the homeowner has come into compliance.
- 9) 5715 Sheffield Pl: Commercial Vehicle – Management stated that a 30-day permanent compliance letter was sent on 11/14/05 and to date, the homeowner has come into compliance.

10) 5680 Sheffield Pl: Landscaping – Management stated that the homeowner was sent a 30-day notice and some improvements are being made. This lawn will continue to be monitored.

**NEW VIOLATIONS**

\*\*Management stated that the violation spreadsheet was attached for review.

**OLD BUSINESS**

Covenants Violations – Joe DeMeo stated that the ARC may want to consider taking a look around the community and make a list of items that will need to be addressed in the community maintenance letter that is scheduled to be sent out in April. Mr. DeMeo noted a few examples such as;

- Homeowners not having landscaped beds 50% down the sides of the home
- Homeowners planting along the easement by the lake

**NEW BUSINESS**

Fence Standard – Irene DeMeo stated that she was asked to look at various colors of stains for the wooden fences in the community and she presented two suggestions to the ARC for review. After further discussion, Joe DeMeo was directed to present the revised fence standard to the Board listing either Chestnut or Redwood as the two approved choices for the stains on the fences.

**ARC APPEALS/HEARING COMMITTEE MEETS**

A three-member committee consisting of Wes Richardson, Cathie Johnson and Steve Fisher met to discuss the following properties:

- 5719 Newbury Cr: Dead grass along street
- 5881 Newbury Cr: Weeds in beds, rust on driveway and sidewalk
- 5923 Newbury Cr: Rust on sidewalk, walkway, driveway and downspout
- 5715 Sheffield Pl: Commercial Vehicle

The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day, not to exceed \$1,000 in aggregate, should the homeowners be found to be in violation after the cure date.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be December 13, 2005 at 6:00 PM at Perkins Restaurant in Suntree.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Courtney McMahan. The motion carried unanimously and the meeting adjourned at 6:45 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, October 18, 2005

#### CALL TO ORDER

Board Member, Tom Studstill, called the meeting to order at 6:00 pm on the above-mentioned date at Perkins Restaurant, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Tom Studstill (Board Chairperson), Irene DeMeo, Cathie Johnson, James Bond, Courtney McMahan, Steve Fisher and Wes Richardson

A quorum was established. Alternate Michelle Studstill was absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Management presented the minutes from the September 20, 2005 meeting to the ARC member for review. Wes Richardson made a motion to approve the minutes as presented. The motion was seconded by Courtney McMahan and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

- 1) 6077 Arlington Cr: A written appeal was read from the owner of 6077 Arlington regarding the denial of the front door color and asking that the Arc reconsider. Cathie Johnson made a motion to deny the appeal and let the ruling stand as is. The motion was seconded by Steve Fisher and passed unanimously.

#### ARC REQUEST:

- 18) 5899 Newbury Cr: Shutters – Irene DeMeo made a motion to approve the request with the condition that it conforms to the approved standard. The motion was seconded by Courtney McMahan and passed unanimously.
- 19) 6006 Newbury Cr: Fence – Irene DeMeo made a motion to approve the request with the condition that it conforms to the approved standard and meets all setback requirements. The motion was seconded by Cathie Johnson and passed unanimously.
- 20) 6001 Newbury Cr: Exterior Painting – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 21) 6147 Arlington Cr: Gate – Irene DeMeo made a motion to approve the request with the condition that the gate is either board on board or shadowbox and that it conforms to the approved standard. The motion was seconded by Wes Richardson and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS

- 1) 6077 Arlington Cr: Exterior Painting – Item addressed under resident participation.
- 2) 5779 Newbury Cr: Permanent Generator – Wes Richardson made a motion to approve the request with the condition that it conforms to the approved standard. The motion was seconded by Courtney McMahan and passed unanimously.
- 3) 5821 Newbury Cr: Permanent Generator – Irene DeMeo made a motion to deny the request to install a permanent generator based on the approved standard. The motion was seconded by Wes Richardson and passed unanimously. Irene DeMeo made a second motion to allow the generator to remain until it falls into disrepair, requires replacement or the house is sold. The motion was seconded by Wes Richardson and passed unanimously.
- 4) 5821 Newbury Cr: Fence – Steve Fisher made a motion to approve the fence barrier around the generator with the condition that additional foliage may be required in the front and along the side for purposes of a sound barrier. The motion was seconded by Wes Richardson and passed unanimously.

#### PRIOR VIOLATIONS

- 1) 3242 WED: Yard is brown – Monitoring
- 2) 5821 Newbury Cr: Generator installed without permission – Management stated that a 30-day letter was sent to the owner on 7/11/05 and the owner is submitting the specifications for approval – SEE ARC REQUESTS.
- 3) 6036 Newbury Cr: Broken window and screening – Management stated that a fining letter was sent to the owner on 8/17/05 and the homeowner is currently in the fining mode – Management stated that the homeowner has come into compliance.
- 4) 6036 Newbury Cr: Landscaping, rust, weeds – Management stated that the homeowner was to be sent a letter of intent to enter onto the property and correct the violations – Management stated that the homeowner has come into partial compliance and the situation is being monitored.
- 5) 5866 Arlington Cr: Landscaping overall – Management stated that a letter of intent to enter the property was to be sent – This item was referred to the Board of Directors for review.
- 6) 5876 Newbury Cr: Rust on Exterior – Management stated that the rust along the walls and sidewalk was removed, however the bands are still an issue. Management noted that this situation is being monitored.
- 7) 5947 Newbury Cr: Camper in Driveway – Management stated that the homeowner has come into compliance.
- 8) 5700 Newbury Cr: Brown areas in lawn – Management stated that this item is improving and will continue to monitor the progress.
- 9) 5791 Newbury Cr: Rust on sidewalk and driveway – Management stated that the homeowner has come into compliance.
- 10) 5845 Newbury Cr: Brown areas in lawn – Management stated that the owner has hired a pest control company and is in the process of treating the problem. This item will continue to be monitored.
- 11) 5977 Arlington Cr: Rust on sidewalk, driveway and house / landscaping needs attention – Management stated that this house was up for re-inspection on 10/28/05.
- 12) 6076 Arlington Cr: Landscaping needs attention – Management stated that the homeowner has come into compliance.
- 13) 3265 Helmsdale Ct: Rust on sidewalk – Management stated that this homeowner has come into compliance.
- 14) 5655 Sheffield Pl: Rust on sidewalk and driveway – Management stated that this house was up for re-inspection on 10/28/05.

### **NEW VIOLATIONS**

- 1) 5876 Newbury Cr: No barrier around the pool – Management stated that a 30-day letter was sent on 10/11/05.

\*\*Management stated that the violation spreadsheet was attached for review.

### **OLD BUSINESS**

There was no old business to be conducted at this time.

### **NEW BUSINESS**

There was no new business to be conducted at this time.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

A three-member committee consisting of Wes Richardson, Cathie Johnson and Steve Fisher met to discuss the following properties:

- 5876 Newbury Cr: No barrier around pool
- 5900 Newbury Cr: Rust & dirt on sidewalk and driveway / landscaping needs attention
- 5936 Newbury Cr: Grass and weeds in driveway
- 5966 Newbury Cr: Weeds and grass in tree beds
- 6013 Newbury Cr: Weeds and grass in beds
- 5896 Arlington Cr: Landscaping needs attention

The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day, not to exceed \$1,000 in aggregate, should the homeowners be found to be in violation after the cure date.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 18, 2005 at 6:00 PM at Perkins Restaurant in Suntree.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by James Bond. The motion carried unanimously and the meeting adjourned at 7:05 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, September 20, 2005

#### CALL TO ORDER

Board Member, Cami Hester, called the meeting to order at 6:00 pm on the above-mentioned date at Perkins Restaurant, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Cami Hester (Board Chairperson), Cathie Johnson, James Bond, Courtney McMahan, Steve Fisher and Wes Richardson

A quorum was established. Irene DeMeo, Michelle Studstill alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Management presented the minutes from the August 16, 2005 meeting to the ARC member for review. Courtney McMahan made a motion to approve the minutes as presented. The motion was seconded by Wes Richardson and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

- 1) 5876 Newbury Cr: Rust – Management read the written appeal to the ARC members present from the homeowner. It was stated that the rust was an issue that was being addressed through the courts against Mercedes Homes and the homeowner would correct the situation once his attorney advised him too.
- 2) 5947 Newbury Cr: Camper – Management presented the written appeal to the ARC members present from the homeowner. It was stated that the camper would be relocated by the 30-day timeframe allotted.

#### ARC REQUEST:

- 1) 3222 WED: Exterior Painting – Cathi Johnson made a motion to approve the house body color and the trim color as presented. The motion was seconded by Courtney McMahan and passed unanimously. Cathi Johnson made a second motion to disapprove the front door color. The motion was seconded by Courtney McMahan and passed unanimously.
- 2) 5821 Newbury Cr: Permanent Generator – This item was tabled until further information could be obtained.
- 3) 5833 Newbury Cr: Exterior Painting – Management stated that the request was previously approved as presented on 9/7/05.
- 4) 5802 Newbury Cr: Painting Front Door – Steve Fisher made a motion to approve the front door color as presented. The motion was seconded by Courtney McMahan and passed with a vote of 4 to 1 with Cathi Johnson opposed.

#### STATUS OF PREVIOUS ARC REQUESTS

- 1) 5779 Newbury Cr: Permanent Generator - This item was tabled pending the revision of the generator standard.

#### PRIOR VIOLATIONS

- 1) 5821 Newbury Cr: Generator installed without permission – Management stated that a 30-day letter was sent to the owner on 7/11/05 and the owner is submitting the specifications for approval.
- 3) 6036 Newbury Cr: Broken window and screening – Management stated that a fining letter was sent to the owner on 8/17/05 and the homeowner is currently in the fining mode.
- 4) 6036 Newbury Cr: Landscaping, rust, weeds – Management stated that the homeowner was to be sent a letter of intent to enter onto the property and correct the violations.
- 5) 5866 Arlington Cr: Landscaping overall – Management stated that a letter of intent to enter the property was to be sent.

**NEW VIOLATIONS**

Management stated that the violation spreadsheet was attached for review.

**OLD BUSINESS**

Pool Barrier Standard – Wes Richardson made a motion to revise the standard to 62” from 60” in height. The motion was seconded by Courtney McMahan and passed unanimously. Cami Hester was directed to relay this on to the Board for final approval.

**NEW BUSINESS**

Permanent Generator Standard – Wes Richardson stated that he has done further research on the generator power needed to run an entire household and the average decibels output is between 73 and 75 db. After further discussion, Wes Richardson made a motion to revise the standard allow up to 75.5db output. The motion was seconded by Courtney McMahan and passed with a vote of 4 to 1 with Steve Fisher opposed.

**ARC APPEALS/HEARING COMMITTEE MEETS**

A three-member committee consisting of Wes Richardson, Cathie Johnson and Steve Fisher met to discuss the following properties:

- 5700 Newbury Cr: Brown areas in yard
- 5791 Newbury Cr: Rust on sidewalk and driveway
- 5845 Newbury Cr: Brown areas in yard
- 5977 Arlington Cr: Rust on sidewalk, driveway and house / landscaping needs attention
- 6076 Arlington Cr: Landscaping needs attention
- 3265 Helmsdale Ct: Rust on sidewalk
- 5655 Sheffield Pl: Rust on sidewalk and driveway

The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day, not to exceed \$1,000 in aggregate, should the homeowners be found to be in violation after the cure date.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 18, 2005 at 6:00 PM at Perkins Restaurant in Suntree.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by James Bond. The motion carried unanimously and the meeting adjourned at 7:05 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, August 16, 2005

#### CALL TO ORDER

Board Member, Nick Hellaris, called the meeting to order at 5:30 pm on the above-mentioned date at Suntree Elementary School, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Nick Hellaris (Board Chairperson), Irene DeMeo, Cathie Johnson, James Bond, Courtney McMahan, and Wes Richardson

A quorum was established. Michelle Studstill, Steve Fisher and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Management stated that she had not brought the minutes from the July meeting and therefore the approval was tabled until the September meeting.

#### APPEALS/RESIDENT PARTICIPATION:

There was no resident participation at this time.

#### ARC REQUEST:

- 1) 5911 Newbury Cr: Exterior Painting – LeTisha Labbate stated that the request was previously approved as presented on 7/26/05.
- 2) 5720 Sheffield Pl: Exterior Painting - LeTisha Labbate stated that the request was previously approved as presented on 7/26/05.
- 3) 5767 Newbury Cr: Replace front door – Cathi Johnson made a motion to approve the request as presented. The motion was seconded by Courtney McMahan and passed unanimously.
- 4) 5650 Sheffield Pl: Paint front door – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Cathi Johnson and passed unanimously.
- 5) 5923 Newbury Cr: Exterior Painting – Cathi Johnson made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 6) 5779 Newbury Cr: Permanent Generator – Irene DeMeo made a motion to table this request until the ARC is able to further review the approved standard as it is written. The motion was seconded by Courtney McMahan and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS

- 1) 5737 Newbury Cr: Exterior Painting – LeTisha Labbate of Fair/Way Management stated that this request was previously approved on 7/28/05
- 2) 6077 Arlington Cr: Exterior Painting - LeTisha Labbate stated that the homeowner had not yet submitted the revised paperwork to the Arc for approval.

#### PRIOR VIOLATIONS

- 1) 3242 WED: Yard is brown – Management stated that the owner was sent a 30-day letter on 6/27/05 and has since contracted with a company to treat the lawn. This situation is being monitored.
- 2) 5821 Newbury Cr: Generator installed without permission – Management stated that a 30-day letter was sent to the owner on 7/11/05 and the owner is submitting the specifications for approval.
- 3) 6036 Newbury Cr: Broken window and screening – Management stated that a fining letter was sent to the owner on 8/17/05 and the homeowner is currently in the fining mode.
- 4) 6036 Newbury Cr: Landscaping, rust, weeds – Management stated that a proposal was received from Ground Tech to enter onto the property and bring the yard up to standards. This owner has already reached the maximum amount for the fine.

- 5) 5864 Newbury Cr: Landscaping, side planting beds – Management stated that the owner had come into compliance through the Association.
- 6) 5680 Sheffield Pl: Rust on stucco bands – Management stated that the owner had come into compliance.
- 7) 5720 Sheffield Pl: House needs painted, mildew on side and garage trim. Carriage lights need replaced – Management stated that the owner had come into compliance.
- 8) 5923 Newbury Cr: House needs cleaned and painted – Management stated that the owner had come into compliance.
- 9) 5976 Arlington Cr: Shed not landscaped – Management stated that the owner had appealed to the ARC at the July meeting and had agreed to plant some bushes around the shed, however this had not been done to date. Management added that an additional letter was ready to go out to the homeowner following up on this matter.
- 10) 6027 Arlington Cr: Shrubs over 3 feet – Management stated that the owner had come into compliance.
- 11) 5737 Newbury Cr: Facia and trim need painted – Management stated that a fining letter was going to be sent on 8/16/05
- 12) 5866 Arlington Cr: Landscaping overall – Management stated that the owner was currently in the fining mode and Ground Tech was currently getting a proposal together to enter onto the property and remedy the violations as they had done with 5864 Newbury Cr.

**NEW VIOLATIONS**

- 1) 5876 Newbury Cr: Rust on exterior – Management stated that a 30 day letter was sent on 8/11/05
- 2) 5947 Camper in Driveway: Management stated that a 10 day letter was sent on 8/11/05

Management stated that there was an additional list of violations from the 8/16/05 drive through attached to the agenda for review, and they would be attached to the minutes as well.

**OLD BUSINESS**

Stain Colors – Irene DeMeo stated that the ARC is not entertaining a change to the Fence standard at this time.

**NEW BUSINESS**

Pool Barrier Standard – The ARC stated that it had come to their attention that the standard needed to be revised due to county regulations. Therefore, Irene DeMeo made a motion to increase the height of the barrier to 60". The motion was seconded by Cathi Johnson and passed unanimously. Bill Young was directed to relay this on to the Board.

**ARC APPEALS/HEARING COMMITTEE MEETS**

There was no committee meeting at this time.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be September 20, 2005 at 6:00 PM at Perkins Restaurant in Suntree.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by James Bond. The motion carried unanimously and the meeting adjourned at 6:30 PM.

Minutes Prepared By: Fair/Way Management

**Tuesday, June 21, 2005**

**CALL TO ORDER**

Board Member, Joe Jenne, called the meeting to order at 6:00 pm on the above-mentioned date at Perkins Restaurant, Melbourne, Florida.

**DETERMINATION OF QUORUM**

Present were committee members: Joe Jenne (Board Chairperson), Irene DeMeo, Cathie Johnson, James Bond, Courtney McMahan, and Wes Richardson

A quorum was established. Michelle Studstill, Steve Fisher and alternate Joyce Kenyon were absent.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Minutes were reviewed from the May 18, 2005 meeting. Cathie Johnson made a motion to approve the minutes as presented. The motion was seconded by Irene DeMeo and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

Douglas Lawhorn of 5918 Newbury Circle was present to address the ARC regarding his request to install a perimeter barrier around his pool in lieu of the screen enclosure. Mr. Lawhorn stated that he has lost his screen enclosure 4 times in 6 years and is requesting an alternative be accepted, such as his proposed PVC barrier. After further discussion, this item was tabled until a standard could be presented to the Board for approval.

**ARC REQUEST:**

- 22) 6147 Arlington Cr: Accordion Shutters – Irene DeMeo made a motion to approve the request with the condition that the shutters conform to the approved Hurricane Shutter Standard. The motion was seconded by Wes Richardson and passed unanimously.
- 23) 5927 Arlington Cr: Fence – Irene DeMeo made a motion to approve the request to install a shadow box fence with the conditions that all applicable permits are submitted to the ARC and the fence conforms to the approved fence standard. The motion was seconded by James Bond and passed unanimously.
- 24) 5760 Newbury Cr: Well – Irene DeMeo made a motion to approve the request with the conditions that the well head be below grade and that the homeowner is responsible for repairing any damage caused to private or common areas in a timely fashion. The motion was seconded by Wes Richardson and passed unanimously.
- 25) 5918 Newbury Cr: Pool Perimeter Barrier – This item was tabled until the Board Meeting.
- 26) 5937 Arlington Cr: Fence - Irene DeMeo made a motion to approve the request to install a shadow box fence with the conditions that all applicable permits are submitted to the ARC and the fence conforms to the approved fence standard. The motion was seconded by James Bond and passed unanimously.
- 27) 5640 Sheffield Pl: Exterior Painting - LeTisha Labbate of Fair/Way Management stated that this request was previously approved on May 20, 2005 as presented.
- 28) 5899 Newbury Cr: Permanent Generator – Wes Richardson made a motion to approve this request with the condition that the generator conforms to the approved permanent generator standard. The motion was seconded by Courtney McMahan and passed unanimously.
- 29) 5797 Newbury Cr. Hurricane Panels – Irene DeMeo made a motion to approve the request to install hurricane panels with the condition that the panels conform to the approved hurricane shutter standard. The motion was seconded by Wes Richardson and passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

- 1) 3232 WED: Exterior Painting – LeTisha Labbate of Fair/Way Management stated that this request was previously approved on June 2, 2005.

**PRIOR VIOLATIONS**

- 1) 5640 Sheffield Pl: House needs painted / objects stored under tarp on side of house – Management stated that the homeowner has come into compliance.

- 2) 5840 Newbury Cr: Numbers missing on front of mailbox / plaque missing above garage door – Management stated that the homeowner was sent a 30-day letter on 6/17/05.
- 3) 5996 Newbury Cr: Numbers missing on front of mailbox – Management stated that the homeowner was sent a 30-day letter on 6/17/05
- 4) 3266 Helmsdale Ct: Rust and mildew on exterior / mailbox needs replaced – Management stated that the homeowner was sent a 30-day letter on 6/17/05
- 5) 5675 Arlington Cr: Numbers missing from mailbox – Management stated that the homeowner was sent a 30-day letter on 6/17/05

### **NEW VIOLATIONS**

- 1) 5876 Arlington Cr: Parking on grass / Yard not sodded – Management stated that a 10 day letter was sent on 6/2/05 and the homeowner since contacted the office stating that they would be submitting a request for a new landscaping plan.
- 2) 3242 WED: Yard is brown – Management stated that a 10-day letter was sent on 6/2/05
- 3) 5821 Newbury Cr: Generator installed without permission – Management stated that a 10-day letter was sent on 6/17/05
- 4) 5773 Newbury Cr: Commercial truck parked in the driveway – Management stated that a 10-day letter was sent on 6/17/05. There was some question as to whether this was an actual violation since the truck was not larger than a pick up truck. After further discussion, Cathie Johnson made a motion to table all future violations to do with commercial vehicles until an official ruling could be received. The motion was seconded by Courtney McMahan and passed unanimously.
- 5) 5911 Newbury Cr: Numbers missing from front of mailbox – Management stated that a 10-day letter was sent on 6/17/05
- 6) 6001 Newbury Cr: Rust, mildew on exterior / weeds in landscaping – Management stated that a 10-day letter was sent on 6/17/05
- 7) 3246 Helmsdale Ct: Numbers missing from front of mailbox – Management stated that a 10-day letter was sent on 6/17/05
- 8) 3255 Helmsdale Ct: Numbers missing from front of mailbox – Management stated that a 10-day letter was sent on 6/17/05
- 9) 5655 Sheffield Pl: Rust on sidewalk in front of door – Management stated that a 10-day letter was sent on 6/17/05

### **OLD BUSINESS**

Paver Standard - Wes Richardson presented a draft of the proposed driveway paver standard to the ARC for review. The draft included three options for driveway pavers, the first being that the pavers be allowed only down to the sidewalk, the second being that the pavers be allowed on the driveway and apron only, and the third being that the pavers be allowed on the driveway, sidewalk and apron. After some discussion, Wes Richardson made a motion to approve the standard with option number 1 as the preference of the ARC and also including four predetermined patterns to be used (herringbone, basket weave, t pattern and random). The motion was seconded by Courtney McMahan and passed unanimously. Joe Jenne was directed to present the standard to the Board for approval.

### **NEW BUSINESS**

Pool Barrier Standard – The ARC members stated that they would convene during the Board meeting and present a draft of the standard to the Board for review tonight.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

A three-member committee consisting of Wes Richardson, Cathie Johnson and Courtney McMahan met to discuss the following properties:

- 5923 Newbury Cr: Exterior of house needs cleaned and painted
- 5876 Newbury Cr: Rust on exterior bands
- 6026 Arlington Cr: Tape on Windows
- 5720 Sheffield Pl: House needs painted, Carriage lights missing, mildew on exterior
- 5680 Sheffield Pl: Rust on stucco bands
- 3266 Helmsdale Ct: Rust and mildew on exterior / mailbox needs replaced

The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day, not to exceed \$1,000 in aggregate, should the homeowners be found to be in violation after the cure date.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be July 18, 2005 at 6:00 PM at Perkins Restaurant in Suntree.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by James Bond. The motion carried unanimously and the meeting adjourned at 7:10 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, May 18, 2005

#### CALL TO ORDER

Board Member, Ron Grass, called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary School, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Ron Grass (Board Chairperson), Cathie Johnson, James Bond, Courtney McMahan, and Wes Richardson

A quorum was established. Michelle Studstill, Steve Fisher, Irene DeMeo and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the April 19, 2005 meeting. Courtney McMahan made a motion to approve the minutes as presented. The motion was seconded by Cathie Johnson and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

Mr. Vanek of 5881 Newbury Circle was present to appeal the denial of a wall-mounted fountain in his courtyard. Mr. Vanek presented pictures of similar fountains in the neighborhood and questioned why they were allowed to remain. Cathie Johnson stated that the wall fountains are not operational, and are used as wall decorations. After further discussion, Mr. Vanek submitted a proposal to install a wall plaque to the ARC to review later on in the meeting.

#### ARC REQUEST:

- 30) 5881 Newbury Cr: Decorative Wall Plaque – Cathie Johnson made a motion to approve the request to install the decorative wall plaque with the conditions that it was not hooked up to any source of electric or water supplies. The motion was seconded by Wes Richardson and passed unanimously.
- 31) 5989 Newbury Cr: Acrylic Windows – Cathie Johnson made a motion to approve the request to install acrylic windows in the existing enclosure with the condition that they meet all applicable county permitting requirements. The motion was seconded by Courtney McMahan and passed unanimously.
- 32) 5929 Newbury Cr: Exterior Painting – Wes Richardson made a motion to approve the request as presented. The motion was seconded by James Bond and passed unanimously.
- 33) 5713 Newbury Cr: Emergency Generator – This item was tabled until the Board Meeting.
- 34) 5755 Newbury Cr: Exterior Painting – LeTisha Labbate of Fair/Way Management stated that this request was previously approved on May 6, 2005 as presented.
- 35) 5941 Newbury Cr: Exterior Painting - LeTisha Labbate of Fair/Way Management stated that this request was previously approved on May 10, 2005.
- 36) 5640 Sheffield Pl: Exterior Painting - LeTisha Labbate of Fair/Way Management stated that this request was previously approved on May 20, 2005 as presented.
- 37) 6047 Arlington Cr: Solar Panels – Cathie Johnson made a motion to approve this request with the conditions that the panels are not placed on the front of the house and that the panels are placed in a location to be as unobtrusive as possible.

#### STATUS OF PREVIOUS ARC REQUESTS

- 1) 3232 WED: Exterior Painting – Cathie Johnson made a motion to deny the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 2) 5881 Newbury Cr: Emergency Generator – This item was tabled until the Board meeting.
- 3) 3221 WED: Exterior Painting - LeTisha Labbate of Fair/Way Management stated that this request was previously approved on April 20, 2005 as presented.

- 4) 5795 Sheffield Pl: Exterior Painting - LeTisha Labbate of Fair/Way Management stated that this request was previously approved on May 20 with the condition that the house body color be painted Lazy Gray.

#### **PRIOR VIOLATIONS**

- 1) 3221 WED: Weeds throughout lawn/house needs painted – Management stated that the homeowner had come into compliance.
- 2) 3262 WED: Columns painted unapproved color – Management stated that the homeowner has come into compliance.
- 3) 3232 WED: House needs painted –See ARC Requests.

#### **NEW VIOLATIONS**

This item was tabled due to time restraints, however Management stated that a follow up inspection was scheduled for next week.

#### **OLD BUSINESS**

There was no old business to be discussed at this time.

#### **NEW BUSINESS**

Permanent Generator Standard – Wes Richardson presented a draft of the proposed permanent generator standard to the ARC member for review. Some changes were made with regard to the landscaping provision. After further discussion, Wes Richardson made a motion to approve the standard as amended and to present it to the Board for approval.

Driveway Paver Standard – Wes Richardson presented a draft of the proposed driveway paver standard to the ARC members for review. Cathie Johnson made a motion to send the second paragraph of the first page and the second paragraph on the second page up to the board for recommendations. The motion was seconded by James Bond and passed unanimously.

#### **ARC APPEALS/HEARING COMMITTEE MEETS**

There was no committee hearing at this time.

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 21, 2005 at 6:00 PM at Suntree Elementary School.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by James Bond. The motion carried unanimously and the meeting adjourned at 7:05 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, April 19, 2005

#### CALL TO ORDER

Board Member, Bill Young, called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary School, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Bill Young (Board Chairperson), Irene Johnson, Cathie Johnson, James Bond, Courtney McMahan, Steve Fisher and Wes Richardson

A quorum was established. Michelle Studstill, and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the March 15, 2005 meeting. Cathie Johnson made a motion to approve the minutes as presented. The motion was seconded by James Bond and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

Mr. & Mrs. Robeson of 3262 Windsor Estates Drive were present to dispute the violation letter they received regarding the columns being painted an unapproved color. It was explained that the original application for painting was approved with the columns being painted white, not the trim color. The committee members also stated that the standard for exterior painting does not allow the columns to be painted a trim color.

#### ARC REQUEST:

- 38) 5881 Newbury Cr: Emergency Generator—This request was tabled in order for the ARC to be able to develop a standard for emergency generators, at which time it would be brought to the Board for approval. Irene DeMeo directed the committee members to send their recommendations back to Fair/Way Management within two weeks in order to draft a standard for the Board to approve at the May 17<sup>th</sup> meeting.
- 39) 6087 Arlington Cr: Exterior Painting – LeTisha Labbate from Fair/Way Management stated that this request was approved as presented on April 5, 2005.
- 3) 5660 Sheffield Pl: Exterior Painting – Irene DeMeo made a motion to approve this request with the condition that the columns are painted in accordance with the exterior painting standard. The motion was seconded by Wes Richardson and passed unanimously.
- 4) 6007 Newbury Cr: Exterior Painting / Shutters – Irene DeMeo made a motion to approve the request for the exterior painting as presented. The motion was seconded by Cathy Johnson and passed unanimously. Irene DeMeo made a second motion to approve the installation of the shutters with the condition that they conform to the approved shutter standard. The motion was seconded by James Bond and passed unanimously.
- 5) 3221 WED: Exterior Painting – This item was tabled until a complete application is received from the homeowner.
- 6) 6097Arlington Cr: Exterior Painting of front door– Cathy Johnson made a motion to approve the request as presented. The motion was seconded by Courtney McMahan and passed unanimously.
- 7) 5851 Newbury Cr: Exterior Painting – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Steve Fisher and passed unanimously.
- 8) 5995 Newbury Cr: Light Pole Fixture – Cathy Johnson made a motion to deny the request to change the style of the light pole fixture. The motion was seconded by Courtney McMahan and passed unanimously.
- 9) 3232 WED: Exterior Painting – Wes Richardson made a motion to table the request until paint chips/swatches were presented to the ARC along with the application. The motion was seconded by James Bond and passed unanimously.

- 10) 5755 Newbury Cr: Exterior Painting – Wes Richardson made a motion to table the request until paint chips/swatches were presented to the ARC along with the application. The motion was seconded by Irene DeMeo and passed unanimously.
- 11) 6136 Arlington Cr: Exterior Painting – Steve Fisher made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 12) 3206 Helmsdale Ct: Exterior Painting – Courtney McMahan made a motion to approve the request as presented. The motion was seconded by Irene DeMeo and passed unanimously.
- 13) 5881 Newbury Cr: Fountain – Irene DeMeo made a motion to deny the request for the installation of a fountain on the sidewall of his courtyard. The motion was seconded by Steve Fisher and passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS**

- 1) 3262 WED: Exterior Painting or Columns – Irene DeMeo made a motion to deny the request to change the column color to the trim color. The motion was seconded by Cathy Johnson and passed unanimously.

**PRIOR VIOLATIONS**

- 1) 5876 Arlington Cr: Rust on exterior of home – Management stated that the homeowner had come into compliance.
- 2) 5851 Newbury Cr: House needs painted – Management stated that an ARC request to paint the exterior of the home was received and approved earlier in this meeting.
- 3) 3221 WED: Weeds throughout lawn/house needs painted – Management stated that an ARC request was received from the homeowner to paint the exterior of the home, however it was tabled until the homeowner could provide color swatches to the committee to review.
- 4) 6016 Arlington Cr: Landscaping needs attention – Management stated that a fining letter was sent to the homeowner on April 14, 2005, and the homeowner has since come into compliance.
- 5) 5927 Newbury Cr: Landscaping needs attention / dead spots in grass – Management stated that the homeowner is actively working towards resolving the problem and there has been noticeable improvement. Management stated that this would continue to be monitored.
- 6) 3262 WED: Columns painted unapproved color – Management stated that a 30-day certified letter was mailed to the homeowner on April 11, 2005 (see previous ARC requests).
- 7) 3232 WED: House needs painted – Management stated that an application for painting the exterior of the home was received, however it was tabled until the homeowner could provide color swatches to the committee to review.
- 8) 3211 WED: Soffit by garage missing – Management stated that the homeowner has come into compliance.
- 9) 5640 Sheffield Pl: House needs painted / objects being stored under tarp – Management stated that a 30-day letter was to be mailed to the owner on 4/20/05.

**NEW VIOLATIONS**

Management stated that a list was attached to the ARC members' package noting the results of a drive through the committee. Management stated that 57 homes were found to be in violation of one thing or another and letters were sent out accordingly.

**OLD BUSINESS**

There was no old business to be discussed at this time.

**NEW BUSINESS**

The ARC members were reminded to gather their thoughts, comments, etc. within 2 weeks from today's date so that they may be incorporated into a standard for the installation of emergency generators.

**ARC APPEALS/HEARING COMMITTEE MEETS**

A three-member committee consisting of Wes Richardson, Steve Fisher and Courtney McMahan met to discuss 3232 Windsor Estates Drive (Exterior painting – columns painted an unapproved color) and 5640 Sheffield Place (Exterior Painting). The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day, not to exceed \$1,000 in aggregate, should the homeowners be found to be in violation after the cure date.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be May 17<sup>th</sup> at 6:00 PM at Suntree Elementary School.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Steve Fisher. The motion carried unanimously and the meeting adjourned at 7:10 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, March 15, 2005

#### CALL TO ORDER

Board Member, Joe DeMeo, called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary School, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Joe DeMeo (Board Chairperson), Cathy Johnson, Courtney McMahan, Steve Fisher and Wes Richardson

A quorum was established. Michelle Studstill, James Bond, Irene DeMeo and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the January 18, 2005 meeting. Courtney McMahan made a motion to approve the minutes as presented. The motion was seconded by Cathy Johnson and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

There were no appeals at this time.

#### ARC REQUEST:

- 40) 5743 Newbury Cr. Exterior Painting –LeTisha Labbate from Fair/Way Management stated that the homeowner had changed the front door color to an approved color and therefore the request was approved as amended on February 28, 2005.
- 41) 5917 Newbury Cr: House numbers, accordion shutters, curbing for front lawn - Cathy Johnson made a motion to approve the accordion shutters and the curbing for the front lawn with the following condition(s):
- i. The shutters must conform with the approved hurricane shutters standard
  - ii. The landscape curbing must conform with the approved landscape curbing standard
- Courtney McMahan seconded the motion and it passed unanimously. Wes Richardson made a motion to deny the request for the illuminated house numbers. The motion was seconded by Courtney McMahan and passed unanimously.
- 3) 5731 Newbury Cr: Exterior Painting - LeTisha Labbate from Fair/Way Management stated that this request was approved as presented on March 4, 2005.
- 4) 6027 Arlington Cr: Storm Panels – Steve Fisher made a motion to approve the request on the condition that the panels conform to the approved hurricane shutter standard. The motion was seconded by Wes Richardson and passed unanimously.
- 5) 5870 Newbury Cr: Stain driveway and walkway to front door only - LeTisha Labbate from Fair/Way Management stated that this request was approved previously on March 4, 2005 with the condition that it conforms to the approved driveway maintenance standard.
- 6) 5700 Newbury Cr: Exterior Painting – Cathy Johnson made a motion to approve the request with the condition that the columns are the house body color. The motion was seconded by Wes Richardson and passed unanimously.
- 7) 5755 Sheffield Pl: Brick paver patio, paver walkway, paver driveway – Cathy Johnson made a motion to approve the request for the paver patio and walkway with the condition that they do not extend past the set back lines and do not encroach on any common or neighboring property. The motion was seconded by Courtney McMahan and passed unanimously. Cathy Johnson made a second motion to deny the paver driveway at this time. The motion was seconded by Steve Fisher and passed unanimously.

- 8) 5977 Newbury Cr: Concrete Curbing - LeTisha Labbate from Fair/Way Management stated that this request was approved as presented on 3/15/05 (also see New Violations).

### **STATUS OF PREVIOUS ARC REQUESTS**

- 1) 5857 Newbury Cr: Exterior Painting - LeTisha Labbate from Fair/Way Management reported that the owner had changed the front door color to the approved color of Naval and therefore the request was approved as amended on 3/15/05.

### **PRIOR VIOLATIONS**

- 1) 5876 Arlington Cr: Rust on exterior of home – Management stated that the hearing committee met in January regarding this violation and the fining letter was scheduled to be sent on 3/16/05.
- 2) 5851 Newbury Cr: House needs painted – Management stated that the hearing committee met in January regarding this violation and the fining letter was scheduled to be sent on 3/16/05.
- 3) 3221 WED: Weeds throughout lawn/house needs painted – Management stated that the 30-day letter was sent on 3/10/05.
- 4) 5706 Newbury Cr: Landscaping needs attention/dead spots in grass – Management stated that the owner has come into compliance.
- 5) 5966 Newbury Cr: House needs painted – Management stated that the 10-day letter was mailed to the homeowner on 1/18/05 and they have come into compliance.
- 6) 6016 Arlington Cr: Landscaping needs attention – Management stated that the 30-day letter was sent on 3/10/05.
- 7) 5927 Newbury Cr: Landscaping needs attention / dead spots in grass – Management stated that a 10-day letter was sent to the owner on 1/18/05 and the homeowner is in the process of getting it under control (work in progress).
- 8) 5827 Arlington Cr: Cover on mailbox / white letters on mailbox – Management stated that the homeowner has come into compliance.

### **NEW VIOLATIONS**

- 1) 6077 Arlington Cr: Dogs Loose – Management stated that a 10-day letter was sent to the homeowner on 3/2/05.
- 2) 5977 Newbury Cr: Modification without prior approval – Management stated that the owner submitted an application to the ARC and it was approved on 3/15/05.
- 3) 3211 WED: Soffit by garage missing – Management stated that a 10-day letter was sent on 3/15/05.
- 4) 3221 WED: Bushes in front taller than 3 ft. – Management requested that the ARC look at this and report their findings back to her.
- 5) 3232 WED: House needs painting – 10-day letter sent 3/15/05.
- 6) 5640 Sheffield Pl: House needs painted / objects being stored under tarp – Management stated that a 10-day letter was sent 3/15/05.
- 7) 5655 Sheffield Pl: Dead palm tree in front yard / weeds in flower beds / gate not being replaced or repaired – Management stated that a 10-day letter was sent on 3/15/05

### **OLD BUSINESS**

Fence Maintenance Standard – Management was directed to email the fence maintenance standard to the ARC members.

Community Maintenance Letter – Management reported that the community maintenance letter was mailed out to all homeowners on March 1, 2005.

### **NEW BUSINESS**

Color Book – Cathy Johnson present the revised color book to the ARC for review. After some discussion, Steve Fisher made a motion to accept the revisions as presented and to send it up to the Board for approval. The motion was seconded by Courtney McMahan and passed unanimously.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

A three-member committee consisting of Wes Richardson, Steve Fisher and Courtney McMahan met to discuss 3221 Windsor Estates Drive (Weeds throughout lawn / house needs painted) and 6016 Arlington Cr. (Landscaping needs attention). The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day, not to exceed \$1,000 in aggregate, should the homeowners be found to be in violation after the cure date.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be April 19, 2005 at 6:00 PM at Suntree Elementary School.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Steve Fisher. The motion carried unanimously and the meeting adjourned at 7:05 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, January 18, 2005

#### **CALL TO ORDER**

Board Member Neil Sugarman called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary School, Melbourne, Florida.

#### **DETERMINATION OF QUORUM**

Present were committee members: Neil Sugarman (Board Chairperson), Irene DeMeo, Cathy Johnson, James Bond, Courtney McMahan, Steve Fisher and Wes Richardson

A quorum was established. Michelle Studstill and alternate Joyce Kenyon were absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Minutes were reviewed from the December 13, 2004 meeting. Irene DeMeo noted that there was a change to be made with regard to the meeting location. Courtney McMahan made a motion to approve the minutes as amended. The motion was seconded by Wes Richardson and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time.

#### **ARC REQUEST:**

- 42) 3262 W.E. Dr: Exterior Painting – Wes Richardson made a motion to approve the request for the house body color and trim color only. The motion was seconded by Steve Fisher and passed unanimously. Irene DeMeo made a second motion to disapprove the front door color and to suggest to the owner that they look at Rookwood from the swatch they provided or Firey Brown from Windsor Estates Color Book. The motion was seconded by Cathy Johnson and passed unanimously.

#### **STATUS OF PREVIOUS ARC REQUESTS**

- 1) 5665 Sheffield Pl: Exterior Painting – LeTisha Labbate from Fair/Way Management reported that after further review the colors requested were indeed approved colors from the old color book and are included in the revised color book under different names. Therefore, Mrs. Labbate stated that this request was approved as presented.
- 2) 5887 Newbury Cr: Front Door Color – Cathy Johnson made a motion to approve the request as presented. The motion was seconded by Irene DeMeo and passed unanimously.

#### **PRIOR VIOLATIONS**

- 1) 5791 Newbury Cr: Rust on side of house, landscaping in beds need attention – Management stated that the homeowner has come into compliance.
- 2) 5876 Arlington Cr: Rust on exterior of home – Management stated that a 30-day letter was sent to the homeowner on 12/28/04.
- 3) 6016 Arlington Cr: Rust on sidewalk and trim on front of house – Management stated that the homeowner has come into compliance.
- 4) 5936 Newbury Cr: Rust on exterior – Management stated that the homeowner has come into compliance.
- 5) 5755 Newbury Cr: Rust on front of house – Management stated that the homeowner has come into compliance.
- 6) 5851 Newbury Cr: House needs painted – Management stated that a 30-day letter along with an ARC application was mailed to the homeowner on 1/10/2005.
- 7) 5800 Sheffield Pl: Mildew on columns – Management stated that the homeowner has come into compliance.

### **NEW VIOLATIONS**

- 8) 5706 Newbury Cr: Landscaping needs attention / Dead spots in grass – Management stated that a 10 day letter was sent to the homeowner on 1/18/05.
- 9) 5966 Newbury Cr: House needs painted – Management stated that a 10-day letter along with an ARC application was sent to the homeowner on 1/18/05.
- 10) 6016 Arlington Cr: Landscaping needs attention – Management stated that a 10-day letter was sent to the homeowner on 1/18/05.
- 11) 5927 Arlington Cr: Landscaping needs attention / Dead spots in grass – Management stated that a 10-day letter was sent to the homeowner on 1/18/05.
- 12) 3221 WED: Weeds throughout lawn / House needs painted – Management stated that a 10-day letter was sent to the homeowner along with an ARC application on 1/18/05.
- 13) 5827 Arlington Cr: Cover on Mailbox / White letters on mailbox – Management stated that a 10-day letter was sent on 1/18/05.

### **OLD BUSINESS**

Driveway Staining Standard – Wes Richardson presented a revised draft of the Driveway Maintenance Standard to the ARC to review. Mr. Richardson explained that he was directed at the last Board of Directors meeting to include the entire portion of the sidewalk in front of the property in the standard. Courtney McMahan suggested that the words "...chosen by the ARC. Sample swatch to be attached." Be added on to the last sentence in the standard. After further discussion, Neil Sugarman was directed to present the draft of the Board of Directors at the meeting immediately following the ARC Meeting.

### **NEW BUSINESS**

Community Maintenance Letter - LeTisha Labbate reported that there are a number of homes with rust on the sidewalk, driveway, exterior, etc. Irene DeMeo suggested that a community maintenance letter be mailed to all homeowners in February and August and after that initial 30-day period, then violation letters could be sent out. After some discussion, Neil Sugarman was directed to bring this item to the Board.

Color Book – It was suggested that the ARC revisit the color book and include possible color suggestions for accent colors on each color scheme page. Cathy Johnson, Wes Richardson and Courtney McMahan volunteered to work with Irene DeMeo on gathering the color swatches and reformatting the color book, which would then be presented to the Board for approval.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

A three-member committee consisting of Wes Richardson, Cathy Johnson and Courtney McMahan met to discuss 5876 Arlington Cr, (Rust on Exterior of home) and 5851 Newbury Cr. (House needs painted). The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day, not to exceed \$1,000 in aggregate, should the homeowners be found to be in violation after the cure date.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be March 15, 2005 at 6:00 PM at Suntree Elementary School.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:10 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Monday, December 13, 2004

#### CALL TO ORDER

Board Member Kent Smith called the meeting to order at 6:00 pm on the above-mentioned date at Perkins Restaurant, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Kent Smith, Irene DeMeo, Cathy Johnson, James Bond, and Wes Richardson

A quorum was established. Michelle Studstill, Courtney McMahan, Steve Fisher and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the November 16, 2004 meeting. Irene DeMeo made a motion to accept the minutes as presented. The motion was seconded by Cathy Johnson and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

There were no appeals at this time.

#### ARC REQUEST:

- 43) 6107 Arlington Cr: Exterior Painting - Irene DeMeo made a motion to approve the request with the condition that the garage door is painted either snowbound or agreeable gray only. The motion was seconded by Cathy Johnson and passed unanimously.
- 44) 6137 Arlington Cr: Shutters - Irene DeMeo made a motion to approve this request with the condition that the shutters comply with the hurricane shutter standard. The motion was seconded by Cathy Johnson passed unanimously.
- 45) 6137 Arlington Cr: Front Door Screen – Irene DeMeo made a motion to approve the request with the condition that the screen covers the front door only. The motion was seconded by Wes Richardson and passed unanimously.
- 46) 6006 Newbury Cr: Exterior Painting – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by James Bond and passed unanimously.
- 47) 5665 Sheffield Pl: Exterior Painting – Irene DeMeo made a motion to table this request until the colors could be confirmed in the new color book as the colors they submitted were from the old color book. The motion was seconded by Cathy Johnson and passed unanimously.
- 48) 5887 Newbury Cr: Front Door Color – Irene DeMeo made a motion to table this request until the painting standard is revised. The motion was seconded by Wes Richardson and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS

- 1) 5912 Newbury Cr: Irrigation Well – LeTisha Labbate of Fair/Way Management stated that according to Tom Terrell of St. Johns River Water Management a permit was not required to collect water from the retention pond behind this property for the purpose of irrigation. Irene DeMeo made a motion to approve the request with the condition that the pipes are submerged. The motion was seconded by Cathy Johnson and passed unanimously.

#### PRIOR VIOLATIONS

- 1) 6187 Arlington Cr: Plywood on Windows – Management stated that the homeowner has come into compliance.
- 2) 5791 Newbury Cr: Rust on side of house, landscaping in beds need attention – Management stated that a 30-day violation letter was sent on November 8, 2004.

- 3) 5876 Arlington Cr: Rust on exterior of home – Management stated that a 30-day letter would be sent to the owner
- 4) 6016 Arlington Cr: Rust on sidewalk and trim on front of house – Management stated that a 30-day letter would be sent to the homeowner
- 5) 5936 Newbury Cr: Rust on exterior – Management stated that a 30-day letter would be sent to the homeowner
- 6) 5755 Newbury Cr: Rust on front of house – Management stated that a 30-day letter would be sent to the homeowner
- 7) 5851 Newbury Cr: House needs painted – Management stated that a 30-day letter along with an ARC application would be mailed to the homeowner
- 8) 5690 Sheffield Pl: Plywood on Windows – Management stated that the homeowner has come into compliance.
- 9) 5800 Sheffield Pl: Mildew on columns – Management stated that a 30-day letter would be sent to the homeowner.

### **NEW VIOLATIONS**

### **OLD BUSINESS**

Driveway Staining Standard – Irene DeMeo made a motion to send the driveway staining standard to the Board for approval. The motion was seconded by Cathy Johnson and passed unanimously. Kent Smith was directed to present this item at the Board meeting.

### **NEW BUSINESS**

Exterior Painting Standard – Irene DeMeo made a motion to revise the exterior painting standard for the front doors to read as follows, “ They may be stained or painted with a satin/semi-floss finish. They may be white, the house color, the trim color, or an accent color. All Colors to be approved by the ARC.” The motion was seconded by James Bond and passed unanimously. Kent Smith was directed to present this item at the Board meeting.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

There was no hearing committee meeting held at this time.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be January 18, 2005 at 6:00 PM at Suntree Elementary School.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Irene DeMeo and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:50 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, November 16, 2004

#### CALL TO ORDER

Board Member Ron Grass, called the meeting to order at 6:00 pm on the above-mentioned date at Suntime Elementary School, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Ron Grass, Irene DeMeo, Cathy Johnson, James Bond, Steve Fisher and Courtney McMahan

A quorum was established. Wes Richardson, Michelle Studstill and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the October 19, 2004 meeting. Irene DeMeo made a motion to accept the minutes as presented. The motion was seconded by Courtney McMahan and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

- 1) The Owner of 5773 Newbury was present to resubmit a house body color that was previously denied by the ARC. The owner stated that the color had been lightened by 50% and requested that the ARC reconsider. After some discussion, James Bond made a motion to approve the house body color as submitted. The motion was seconded by Steve Fisher and passed with a vote of 4 to 1 with Irene DeMeo opposed.
- 2) The owner of 5785 was present to request approval for painting the exterior of his home and installing a fence on his property. Cathy Johnson made a motion to approve the house-painting request as submitted. The motion was seconded by Courtney McMahan and passed unanimously. Irene DeMeo made a motion to approve the fence installation with the condition that it meets the approved fence standard. The motion was seconded by Cathy Johnson and passed unanimously.

#### ARC REQUEST:

- 49) 5876 Arlington Cr: Pool Installation – Irene DeMeo made a motion to approve the request with the condition that it follows all county setback requirements, the permits are provided to the Arc prior to construction, and the solar panels cannot be placed at the front of the house. The motion was seconded by Courtney McMahan and passed unanimously.
- 50) 3206 Helmsdale Ct: Extension of Roof – Irene DeMeo made a motion to approve this request with the condition that the permits are provided to the Arc prior to construction and the shingles match the existing roof. The motion was seconded by Cathy Johnson and passed with a vote of 4 to 1 with Steve Fisher abstaining.
- 51) 5912 Newbury Cr: Irrigation and Curbing installation – Irene DeMeo made a motion to table the approval of the irrigation system until it is determined whether the homeowner needs a permit from the county. The motion was seconded by Cathy Johnson and passed unanimously. Irene DeMeo made a second motion to approve the request to install landscape curbing with the condition that it is the natural concrete color and does not encroach on any common areas. The motion was seconded by Courtney McMahan and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS

There were no outstanding ARC requests.

#### PRIOR VIOLATIONS

- 1) 6157 Arlington Cr: Paint Peeling from shutters – Management stated that the homeowner has come into compliance.
- 2) 5791 Newbury Cr: Rust on side of house, landscaping in beds need attention – Management stated that a 30-day violation letter was sent on November 8,2004.
- 3) 3242 WED: Grass needs mowed/landscaping lying across lawn – Management stated that the homeowner has come into compliance. Irene DeMeo made a motion to send a 30-day letter violation letter noting the possible fining should the homeowner fall into noncompliance in the future. The motion was seconded by Cathy Johnson and passed unanimously.

### **NEW VIOLATIONS**

Management presented a list of new violations to the ARC to review. Irene DeMeo suggested that Ron Grass present the maintenance letter to the Board with the suggestion that it be sent twice a year, once in the spring and again in the fall in order to start fresh and then follow up with the violation letter procedure.

### **OLD BUSINESS**

Driveway Staining Standard – This item was tabled until the next meeting in the absence of Wes Richardson.

### **NEW BUSINESS**

Landscape Curbing Standard – Irene DeMeo made a motion to remove the house body color from the standard and strike the second sentence all together. The motion was seconded by Cathy Johnson and passed unanimously. Ron Grass will submit the revised Landscape Curbing Standard to the Board for approval.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

A Hearing Committee meeting was held with Courtney McMahan, James Bond and Steve Fisher serving on the Hearing Committee. 5791 Newbury Cr. (Rust on Side of house) was in front of the hearing committee. The homeowners were sent a 30-day certified letter regarding the above-mentioned violation. The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day, not to exceed \$1,000 in aggregate, should the homeowners be found to be in violation after the cure date.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be December 21, 2004 6:00 PM at Suntree Elementary School.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Courtney McMahan and seconded by James Bond. The motion carried unanimously and the meeting adjourned at 6:50 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, October 19, 2004

#### CALL TO ORDER

Board Member Bill Hall, called the meeting to order at 6:00 pm on the above-mentioned date at Suntime Elementary School, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Bill Hall, Irene DeMeo, Cathy Johnson, Wes Richardson, James Bond, Michelle Studstill and Courtney McMahan

A quorum was established. Steve Fisher and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the September 21, 2004 meeting. Wes Richardson made a motion to accept the minutes as presented. The motion was seconded by Courtney McMahan and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

##### ARC REQUEST:

- 52) 5761 Newbury Cr: Exterior Painting – Irene DeMeo made a motion to approve this request as presented. The motion was seconded by James Bond and passed unanimously.
- 53) 5886 Arlington Cr: Exterior Painting – Irene DeMeo made a motion to approve this request as amended. The motion was seconded by Michelle Studstill and passed unanimously.
- 54) 5956 Arlington Cr: Front Door Painting – Irene DeMeo made a motion to approve the request for the painting of the front door only. The motion was seconded by Michelle Studstill and passed unanimously.
- 55) 5887 Newbury Cr: Shed – Irene DeMeo made a motion to approve the request with the condition that it conforms to the shed standard. The motion was seconded by Cathy Johnson and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS

- 1) 5773 Newbury Cr: Exterior Painting - Cathy Johnson made a motion to deny the request as presented. The motion was seconded by Irene DeMeo and passed with a vote of 4 to 3 with Chairperson Bill Hall as the deciding vote.

#### PRIOR VIOLATIONS

- 1) 6157 Arlington Cr: Paint Peeling from shutters – Management stated that an application and paint standard were mailed to the homeowner on 10/04/2004.
- 2) 5791 Newbury Cr: Rust on side of house, landscaping in beds need attention – Management stated that the homeowner was not in compliance as of 10/19/04 and a 30-day violation letter would be sent.

#### NEW VIOLATIONS

There were no new violations to report at this time.

#### OLD BUSINESS

5760 Newbury – Irene DeMeo directed Management to send a letter stating that the front door color was approved in error and to inform the homeowner that the color would not be approved in the future.

### **NEW BUSINESS**

Violation List – Management presented a violation list to the Arc to review.

Driveway Staining Standard – Wes Richardson suggested that the ARC consider revising the driveway staining standard to include the staining of the sidewalks and aprons. After some discussion, this item was turned over to the Board for direction.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

There were no appeals to be heard at this time.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be November 16, 2004 6:00 PM at Suntree Elementary School.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Courtney McMahan and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:40 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, September 21, 2004

#### CALL TO ORDER

Board Member Neil Sugarman, called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary School, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Neil Sugarman, Irene DeMeo, Cathy Johnson, Wes Richardson, James Bond, and Courtney McMahan

A quorum was established. Michelle Studstill, Steve Fisher and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the August 17, 2004 meeting. Courtney McMahan made a motion to accept the minutes as presented. The motion was seconded by James Bond and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

- 1) 5935 Newbury Cr: A written appeal regarding the denial of their application for painting the front door of their home was presented to the ARC from the owners of 5935 Newbury Cr. for review. Irene DeMeo stated that the builder previously made the decisions when the community was under the developers control, however since the original construction a new color guidebook has been established for the homeowners to follow. After further discussion, Management was directed to send a response to the homeowners of 5935 Newbury explaining this and reiterate that the color must be in the approved color range of the color guidebook.

#### ARC REQUEST:

- 56) 5730 Newbury Cr: Exterior Painting – Irene DeMeo made a motion to approve this request as presented. The motion was seconded by Courtney McMahan and passed unanimously. Management stated that this request was approved as presented.
- 57) 5957 Arlington Cr: Satellite Dish – James Bond made a motion to approve the request with the condition that it is placed as inconspicuously as possible. The motion was seconded by Wes Richardson and passed unanimously.
- 58) 6006 Arlington Cr: Storm Shutters – Cathy Johnson made a motion to approve the request with the condition that the standard is followed. The motion was seconded by Wes Richardson and passed unanimously.
- 59) 5887 Newbury Cr: Shed – Irene DeMeo made a motion to table this until the shed standard is amended. The motion was seconded by Cathy Johnson and passed unanimously.
- 60) 5645 Sheffield Pl: Exterior Painting – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 61) 5923 Newbury Cr: Exterior Painting – Cathy Johnson made a motion to approve the request as presented. The motion was seconded by Courtney McMahan and passed unanimously.
- 62) 5712 Newbury Cr: Exterior Painting and Shutters – Irene DeMeo made a motion to approve the request for the shutters with the condition that the shutters meet the standard. The motion was seconded by Courtney McMahan and passed unanimously. Irene DeMeo made a second motion to approve the request for exterior painting as presented. The motion was seconded by Cathy Johnson and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS

- 1) 5935 Newbury Cr: This request was addressed under Appeals.
- 2) 5760 Newbury Cr: Front Door Color – Management stated that this request had been previously disapproved, however, it was approved in error. It was also noted that this color would not be approved again in the future.

### **PRIOR VIOLATIONS**

- 1) 5977 Arlington Cr: Rust on sidewalk & house – Management stated that the fining letter was sent on 8/17/04.
- 2) 6157 Arlington Cr: Paint Peeling from shutters – Management was directed to send a letter requesting the color as well as an application to be filled out and resubmitted for their file.
- 3) 5996 Newbury Cr: Rust on side of house - Management stated the homeowner came into compliance.
- 4) 5791 Newbury Cr: Rust on side of house, landscaping in beds need attention – Management stated that a 10 day letter was sent on 7/13/04, however this item was not followed up on prior to the meeting. Management will follow up and report back to the ARC at the next meeting.

### **NEW VIOLATIONS**

- 1) 5827 Newbury Cr: Paint cans on property - Wes Richardson made a motion to send a letter to the homeowner stating that the paint cans must be removed from the property. The motion was seconded by James Bond and passed unanimously.

### **OLD BUSINESS**

Mailbox Standard – Courtney McMahan questioned why it was decided that plantings couldn't be to be hung from the mailbox posts. Irene DeMeo explained that the post office would not deliver if bees, wasps, etc. are around the mailboxes and that is why it was incorporated into the standard.

### **NEW BUSINESS**

Shed Standard – Wes Richardson made a motion to amend the shed standard to reflect the size increase to 7' X 6 1/2' X 6'. The motion was seconded by Cathy Johnson and passed unanimously. Neil Sugarman will present this to the Board for approval.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

There were no appeals to be heard at this time.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 19, 2004 6:00 PM at (to be determined).

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Courtney McMahan and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:10 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, August 17, 2004

#### CALL TO ORDER

Board Member Joe Jenne called the meeting to order at 6:00 pm on the above-mentioned date at Charlie & Jakes Restaurant, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Joe Jenne, Cathy Johnson, Wes Richardson, James Bond, Courtney McMahan, and Steve Fisher

A quorum was established. Irene DeMeo, Michelle Studstill and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the July 20, 2004 meeting. Cathy Johnson made a motion to accept the minutes as presented. The motion was seconded by Wes Richardson and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

- 2) The Mrs. Boywid of 5996 Newbury Circle was present to address the ARC regarding a violation letter she had received with regard to rust on the side of her house. Mrs. Boywid stated that she had just cleaned the rust from the exterior of the home, however due to the rust in the irrigation system, it constantly comes back. Wes Richardson suggested that she purchase Snow Cap from Pinch-A-Penny instead of the rust off. Mrs. Boywid also questioned when the inspections were done. Management stated that they were on property every two weeks.
- 3) Mr. & Mrs. Nicoloff of 5935 Newbury Circle submitted a written appeal to the ARC regarding the denial of their front door color. Courtney McMahan made a motion to disapprove the appeal on the basis that the front door color must be painted white, the house color, trim color, or an approved accent color. The motion was seconded by Wes Richardson and passed unanimously.
- 4) Mrs. Plante of 6006 Newbury Circle submitted a written appeal to the ARC regarding the placement of her swing set. Mrs. Plante stated in the appeal that the swing set had been there for several years and is securely fastened into the ground. After further discussion, this item was sent to the Board of Directors for review.
- 5) Mrs. Palko of 5821 Newbury Circle submitted a written appeal to the ARC regarding the placement of her swing set. Mrs. Palko stated that in the appeal that the swing set had been on the property prior to their purchasing the home and it was a selling point for their purchase as well. After further discussion, this item was sent to the Board of Directors for review.

#### ARC REQUEST:

- 63) 5866 Arlington Cr: Driveway Staining / Sealing - Management stated that this request was approved as presented.
- 64) 5923 Newbury Cr: Exterior Painting / Installing Storage Shed – Wes Richardson made a motion to approve the house body color and the placement of the storage shed. The motion was seconded by Courtney McMahan and passed unanimously. Wes Richardson made a second motion to deny the request for the front door color. The motion was seconded by Courtney McMahan and passed unanimously.
- 65) 6042 Newbury Cr: Storm Shutters – Wes Richardson made a motion to approve the request as presented. The motion was seconded by Cathy Johnson and passed unanimously.
- 66) 5957 Arlington Cr: Exterior Painting – Wes Richardson made a motion to approve the request as presented. The motion was seconded by Courtney McMahan and passed unanimously.
- 67) 5724 Newbury Cr: Exterior Painting – Courtney McMahan made a motion to approve the request as presented. The motion was seconded by Cathy Johnson and passed unanimously.
- 68) 5773 Newbury Cr: Exterior Painting / Landscaping – Wes Richardson made a motion to approve the landscaping request as presented. The motion was seconded by Courtney McMahan and passed unanimously. Wes Richardson made a second motion to

table the approval of the house color until a color pallet could be obtained. The motion was seconded by Cathy Johnson and passed unanimously.

### **STATUS OF PREVIOUS ARC REQUESTS**

- 1) 5760 Newbury Cr: Exterior Painting – Cathy Johnson made a motion to approve the house body and trim color as presented and to table the door color until an approved color is submitted. The motion was seconded by Wes Richardson and passed unanimously.
- 2) 5761 Newbury Cr: Exterior Painting – Cathy Johnson made a motion to approve the front door color as presented. The motion was seconded by Steve Fisher and passed unanimously.
- 3) 5935 Newbury Cr: See Appeals.

### **PRIOR VIOLATIONS**

- 2) 5866 Arlington Cr: Rust on sidewalk – Management stated that the homeowner came into compliance.
- 2) 5977 Arlington Cr: Rust on sidewalk & house – Management stated that the fining letter was sent on 8/17/04.
- 3) 6117 Arlington Cr: Temporary numbers on house – Management stated that the homeowner came into compliance.
- 4) 6157 Arlington Cr: Paint Peeling from shutters – Management stated that a 30-day certified letter was sent on 8/16/04.
- 5) 5996 Newbury Cr: Rust on side of house - Management stated the homeowner came into compliance.
- 6) 6006 Newbury Cr: Swing set not behind house – This item was sent to the Board for review.
- 7) 5821 Newbury Cr: Swing set not behind house – This item was sent to the Board for review.
- 8) 5791 Newbury Cr: Rust on side of house – Management stated that the homeowner was due for a re-inspection and she would report her findings back to the ARC.

### **NEW VIOLATIONS**

There were no new violations to report at this time.

### **OLD BUSINESS**

Mailbox Standard – Wes Richardson presented a draft of the mailbox standard to the ARC for review. Courtney McMahan suggested naming the actual font used in the standard for clarification. Joe Jenne suggested that the last sentence be changed to stated, "Accepted landscaping materials include mulch, rock, or natural concrete pavers." With no further discussion, Cathy Johnson made a motion to accept the standard as amended. The motion was seconded by Courtney McMahan and passed unanimously. The ARC directed Joe Jenne to present the standard to the Board for approval.

### **NEW BUSINESS**

There was no new business to be conducted.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

There were no appeals to be heard at this time.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be September 21, 2004 at 6:00 PM at Suntree Elementary.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Courtney McMahan and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:10 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, July 20, 2004

#### CALL TO ORDER

Board Member Bill Young called the meeting to order at 6:00 pm on the above-mentioned date at Charlie & Jakes Restaurant, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Bill Young, Irene DeMeo, Cathy Johnson, Wes Richardson, James Bond and Courtney McMahan

A quorum was established. Steve Fisher, Michelle Studstill and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the June 15, 2004 meeting. Wes Richardson made a motion to accept the minutes as presented. The motion was seconded by Courtney McMahan and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

Jane Kirchartz was present to address the ARC regarding a violation letter she had received with regard to mailbox numbers. Mrs. Kirchartz stated that her husband is ill and therefore she felt as though it was necessary to place a card with the address on the side of the mailbox for emergency vehicles. Irene DeMeo stated that the mailbox numbers had just arrived and would be placed on the mailboxes the following week. LeTisha Labbate of Fair/Way Management stated that Mrs. Kirchartz would have her numbers on by the end of this week.

Sandy Spence was present to address the ARC on the swing-set standard. Mrs. Spence stated that she would volunteer to pass a petition throughout the community regarding changing the section of the Covenants that address the swing sets. After some discussion, Mrs. Spence was deferred to the Board of Directors for a ruling on this matter.

#### ARC REQUEST:

- 69) 5755 Sheffield Pl.: Exterior painting –Management stated that this request was approved as presented.  
70) 5761 Newbury Cr: Exterior Painting – This item was tabled until the color swatches were received back from Sherwin Williams.  
71) 5935 Newbury Cr: Exterior Painting - Cathy Johnson made a motion to approve the request– Cathy Johnson made a motion to approve the request for the house body color and trim color as presented and to table the approval of the front door color until the color book was received back from Sherwin Williams. The motion was seconded by Courtney McMahan and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS

- 1) 5760 Newbury Cr: Exterior Painting – Cathy Johnson made a motion to approve the house body and trim color as presented and to table the door color until an approved color is submitted. The motion was seconded by Wes Richardson and passed unanimously.

#### PRIOR VIOLATIONS

- 3) 5866 Arlington Cr: Rust on sidewalk – Management stated that a 30-day letter was sent on 6/30/04.  
2) 5977 Arlington Cr: Rust on sidewalk & house – Management stated that a 30-day letter was sent on 7/13/04.  
3) 5976 Arlington Cr: Rust on landscaping– Management stated that the homeowner came into compliance.  
4) 6006 Arlington Cr: Rust on front of house and landscaping– Management stated that the homeowner came into compliance.  
5) 6026 Arlington Cr: Rust on landscaping – Management stated the homeowner came into compliance.

- 6) 6117 Arlington Cr: Temporary numbers still on house – Management stated that the homeowner came into compliance.
- 7) 6137 Arlington Cr: Rust on landscaping – Management stated that the homeowner came into compliance.
- 8) 6157 Arlington Cr: Paint peeling from shutters – Management stated that an application for painting the shutters was mailed to the homeowner on 7/20/04.
- 9) 5996 Newbury Cr: Rust on side of house – Management stated that a 30-day letter was sent on 7/20/04.
- 10) 5900 Newbury Cr: Rust on front of house – Management stated that the homeowner came into compliance.
- 11) 5881 Newbury Cr: Rust on columns – Management stated that the homeowner came into compliance.
- 12) 5845 Newbury Cr: Rust on front of house – Management stated that the homeowner came into compliance.
- 13) 6006 Newbury Cr: Swing set not behind house – This item was appealed in writing.
- 14) 3221 Windsor Est: Fountain – Management stated that the homeowner came into compliance.
- 15) 5821 Newbury Cr: Swing set not behind house – This item was appealed in writing.
- 16) 5749 Newbury Cr: Swing set not behind house – Management stated that the homeowner came into compliance.

### **NEW VIOLATIONS**

- 1) 6177 Arlington Cr: Rust on Sidewalk – Management stated that the homeowner came into compliance.
- 2) 5791 Newbury Cr: Rust on side of house, landscaping in beds need attention – Management stated that a 10-day letter was sent on 7/13/04
- 3) 5772 Newbury Cr: Flowerbeds need weeded – Management stated that the homeowner came into compliance.

### **OLD BUSINESS**

Paint Standard – Irene DeMeo stated that there was a question with regard to the wording of the column section of the paint standard. After further discussion, Cathy Johnson made a motion to change the wording of the column section to read, “Columns (pillars) may be painted the house body color, white or a color that is within a “limited color range” of whites (i.e. cream, ivory). Architectural bands on columns may be painted the trim color.” The motion was seconded by Courtney McMahan and passed unanimously. Cathy Johnson made a second motion to present the revision to the Board for approval. The motion was seconded by Courtney McMahan and passed unanimously.

### **NEW BUSINESS**

Playset Standard – Cathy Johnson made a motion to send the playset standard to the Board for review and approval. The motion was seconded by Courtney McMahan and passed unanimously.

Mailbox Standard – Wes Richardson volunteered to draft the mailbox standard and present it to the ARC at the next meeting for review.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

A Hearing Committee meeting was held with Courtney McMahan, Cathy Johnson and Wes Richardson serving on the Hearing Committee. Four homes were in front of the hearing committee: 6117 Arlington Cr. (temporary numbers on house), 5866 Arlington Cr. (rust on landscape curbing), 5977 Arlington Cr. (rust on sidewalk and house), and 5996 Newbury Cr. (rust on side of house). The homeowners were sent 30 day certified letters regarding the above-mentioned violations. The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day should the homeowners be found to be in violation after the cure date.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be August 17, 2004 at 6:00 PM at Charlie & Jakes Restaurant.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Courtney McMahan and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:15 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, June 15, 2004

#### CALL TO ORDER

Board Member Peg Porter called the meeting to order at 6:00 pm on the above-mentioned date at Charlie & Jakes Restaurant, Melbourne, Florida.

#### DETERMINATION OF QUORUM

Present were committee members: Peg Porter, Cathy Johnson, Michelle Studstill, Wes Richardson and Courtney McMahan

A quorum was established. Irene DeMeo, Steve Fisher, James Bond and alternate Joyce Kenyon were absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the May 18, 2004 meeting. Courtney McMahan made a motion to accept the minutes as presented. The motion was seconded by Wes Richardson and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

Scott Marschang was present to address the ARC. Mr. Marschang voiced his concern and displeasure with the overall maintenance of 6036 Newbury Circle. The ARC explained that this matter has been sent to the Board and the homeowner is currently in the fining mode.

#### ARC REQUEST:

- 72) 5760 Newbury Cr: Exterior painting – This request was tabled until the additional information requested was received.
- 73) 5947 Arlington Cr: Fence Plan – Cathy Johnson made a motion to approve the request with the condition that the fence is natural wood with no painting or staining. The motion was seconded by Wes Richardson and passed unanimously.
- 74) 5710 Sheffield Pl: Pool Plan – Cathy Johnson made a motion to approve the request as presented. The motion was seconded by Courtney McMahan and passed unanimously.
- 75) 5775 Sheffield Pl: Exterior Painting – Michelle Studstill made a motion to approve the request for painting the body and trim with the condition that the door color be submitted for approval prior to the door being painted. The motion was seconded by Wes Richardson and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS

#### PRIOR VIOLATIONS

- 1) 5715 Sheffield Pl: Commercial Vehicle – Management stated that the owner has come into compliance.
- 2) 5966 Newbury Cr: Mildew - Management stated that the owner has come into compliance.
- 3) 5725 Newbury Cr: Mildew - Management stated that the owner has come into compliance.
- 4) 5700 Newbury Cr: Political Sign - Management stated that the owner has come into compliance.
- 5) 5680 Sheffield Pl: Rust - Management stated that the owner has come into compliance.
- 6) 5640 Sheffield Pl: Mildew - Management stated that the owner has come into compliance.

#### NEW VIOLATIONS

- 4) 5866 Arlington Cr: Rust on sidewalk – Management stated that a 10-day letter was sent on 6/10/04.
- 2) 5977 Arlington Cr: Rust on sidewalk & house – Management stated that a 10-day letter was sent on 6/10/04.
- 3) 5976 Arlington Cr: Rust on landscaping– Management stated that a 10-day letter was sent on 6/10/04.

- 4) 6006 Arlington Cr: Rust on front of house and landscaping– Management stated that a 10-day letter was sent on 6/10/04.
- 5) 6026 Arlington Cr: Rust on landscaping – Management stated that a 10-day letter was sent on 6/10/04.
- 6) 6097 Arlington Cr: Swing set not behind house – Management stated that a 10-day letter was sent on 6/10/04.
- 7) 6117 Arlington Cr: Temporary numbers still on house – Management stated that a 10-day letter was sent on 6/10/04.
- 8) 6137 Arlington Cr: Rust on landscaping – Management stated that a 10-day letter was sent on 6/10/04.
- 9) 6157 Arlington Cr: Paint peeling from shutters – Management stated that a 10-day letter was sent on 6/10/04.
- 10) 6167 Arlington Cr: For Rent sign – Management stated that a 10-day letter was sent on 6/11/04.
- 11) 5996 Newbury Cr: Rust on side of house – Management stated that a 10-day letter was sent on 6/10/04.
- 12) 5900 Newbury Cr: Rust on front of house – Management stated that a 10-day letter was sent on 6/10/04.
- 13) 5881 Newbury Cr: Rust on columns – Management stated that a 10-day letter was sent on 6/10/04.
- 14) 5845 Newbury Cr: Rust on front of house – Management stated that a 10-day letter was sent on 6/10/04.
- 15) 5791 Newbury Cr: Rust on front of house – Management stated that a 10-day letter was sent on 6/10/04.
- 16) 6006 Newbury Cr: Swing set not behind house – Management stated that a 10-day letter was sent on 6/10/04.
- 17) 3221 Windsor Est: Fountain – Management stated that a 10-day letter was sent on 6/10/04.
- 18) 5821 Newbury Cr: Swing set not behind house – Management stated that a 10-day letter was sent on 6/10/04.
- 19) 5749 Newbury Cr: Swing set not behind house – Management stated that a 10-day letter was sent on 6/10/04.

#### **OLD BUSINESS**

There was no old business to be discussed at this time.

#### **NEW BUSINESS**

There was no new business to be discussed at this time.

#### **ARC APPEALS/HEARING COMMITTEE MEETS**

A Hearing Committee meeting was held with Courtney McMahan, Cathy Johnson and Michelle Studstill serving on the Hearing Committee. The home in front of the hearing committee was 5715 Sheffield Place. The homeowner was sent a permanent violation letter regarding the parking of a commercial vehicle on the property, which is a violation of the Declaration of Covenants and Restrictions. The Hearing Committee recommended to the Board of Directors to start the fining process at \$50 a day should the homeowner be found to be in violation at any point in the future.

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be July 20, 2004 at 6:00 PM at Charlie & Jakes Restaurant.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Courtney McMahan and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:45 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

Architectural Review Committee

Minutes

Tuesday, May 19, 2004

## CALL TO ORDER

Board Member Joe DeMeo called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

## DETERMINATION OF QUORUM

Present were committee members: Joe DeMeo, Irene DeMeo, James Bond,  
Cathy Johnson, Michelle Studstill and Courtney McMahan

A quorum was established. Steve Fisher, Wes Richardson and alternate Joyce Kenyon were absent.

## NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

## READING AND APPROVAL OF MINUTES

Minutes were reviewed from the April 20, 2004 meeting. Irene DeMeo made a motion to accept the minutes as presented. The motion was seconded by Cathy Johnson and passed unanimously.

## APPEALS/RESIDENT PARTICIPATION:

There was no resident participation at this time

## ARC REQUEST:

- 76) 5946 Arlington Cr: Exterior painting – Irene DeMeo made a motion to approve the request with the condition that the trim color be changed to Rushing River. The motion was seconded by Courtney McMahan and passed unanimously.
- 77) 3231 Windsor Estates: Driveway Sealing – Irene DeMeo made a motion to approve the request for staining the driveway portion only with the condition that the stain used be the approved Natural Concrete color. The request to stain the sidewalk and apron portion was DENIED per the driveway maintenance standard.

## STATUS OF PREVIOUS ARC REQUESTS

- 1) 5948 Newbury Cr: Exterior Painting – Michelle Studstill made a motion to approve the request as originally submitted. The motion was seconded by Courtney McMahan and passed with a vote of 4 to 1 with Irene DeMeo abstaining.

## PRIOR VIOLATIONS

## NEW VIOLATIONS

- 1) 5700 Newbury Cr: Political Sign – Management stated that a 30-day letter was sent to the owner on 5/14/04.
- 2) 5715 Sheffield Pl: Commercial Vehicle – Management stated that a permanent compliance letter was sent to the homeowners on 5/14/04.

## OLD BUSINESS

There was no old business to be discussed at this time.

## NEW BUSINESS

- 1) Color Book – Irene DeMeo stated that there would be a workshop scheduled to address the approved colors in the color book. Mrs. DeMeo explained that the colors have been updated by Sherwin Williams and therefore several of the colors found in the book are non-existent.

**ARC APPEALS/HEARING COMMITTEE MEETS**

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 15, 2004 at 6:00 PM at Suntree Elementary School.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Cathy Johnson and seconded by Irene DeMeo. The motion carried unanimously and the meeting adjourned at 6:45 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, March 16, 2004

#### CALL TO ORDER

Board Member Bill Hall called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

#### DETERMINATION OF QUORUM

Present were committee members: Bill Hall, Irene DeMeo, Wes Richardson, Michelle Studstill, James Bond, Steve Fisher and Courtney McMahan

A quorum was established. Cathie Johnson was absent.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the January 20, 2004 meeting. Irene DeMeo made a motion to accept the minutes as presented. The motion was seconded by Wes Richardson and passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

- 1) Peg Porter was present to address the length of time pool signs are allowed to be on the property. After some discussion, Irene DeMeo made a motion to send this item to the Board for advisement. The motion was seconded by Steve Fisher and passed unanimously.

#### ARC REQUEST:

- 1) 5779 Newbury Cr: Exterior Painting – Management explained that this request was previously approved.
- 2) 5731 Newbury Cr: Fence - Management explained that this request was previously approved.
- 3) 5802 Newbury Cr: Driveway Staining - Management explained that this request was previously approved.
- 4) 6087 Arlington Cr: Fence Replacement - Management explained that this request was previously approved.
- 5) 6146 Arlington Cr: Electric Fence - Management explained that this request was previously approved.
- 6) 5947 Arlington Cr: Paint front door - Management explained that this request was previously approved.
- 7) 5773 Newbury Cr: Addition - Irene DeMeo made a motion to table this request until an actual plot plan showing the addition was submitted. The motion was seconded by Wes Richardson and passed unanimously.
- 8) 5827 Newbury Cr: Exterior Painting – Wes Richardson made a motion to approve the request as presented. The motion was seconded by Michelle Studstill and passed unanimously.
- 9) 5845 Newbury Cr: Basketball Hoop – Irene DeMeo made a motion to approve the request with the condition that it is placed 25' from the street, has a white background and black enamel pole. The motion was seconded by Steve Fisher and passed unanimously.
- 10) 6076 Arlington Cr: Landscaping Plan – Steve Fisher made a motion to approve the request with the condition that it conforms to Article III Section 10(a) & (b) of the Covenants, Conditions and Restrictions and does not encroach upon any common areas. The motion was seconded by James Bond and passed unanimously.
- 11) 5995 Newbury Cr: Request for Dumpster – Courtney McMahan made a motion to approve the request with the condition that the dumpster does not stay on the property for more than 7 continuous days. The motion was seconded by Michelle Studstill and passed unanimously.
- 12) 5866 Arlington Cr: Exterior Painting – Irene DeMeo made a motion to approval the request on the condition that the appropriate columns are filled out on the application and it conforms to the painting standard. The motion was seconded by Michelle Studstill and passed unanimously.
- 13) 3251 Windsor: Fence Plan – Irene DeMeo made a motion to approve the request with the condition that the fence is board on board or shadowbox, not painted and the 2 ornamental gates are 4'

in height. The motion was seconded by Wes Richardson and passed unanimously. Steve Fisher stated that the color of the ornamental gates was still in question. After some discussion, Courtney McMahan made a motion to allow the ornamental gate to be white. The motion was seconded by Michelle Studstill and passed with a vote of 4 to 2 with Irene DeMeo and Wes Richardson opposed.

#### **STATUS OF PREVIOUS ARC REQUESTS**

There were no previous ARC requests to review at this time.

#### **PRIOR VIOLATIONS**

- 1) 5725 Newbury Cr: Mildew on Roof – Management stated that a letter has been sent to the homeowner.
- 2) 5866 Arlington Cr: Paint House – Management stated that a certified letter was sent to the homeowner on March 1, 2004 and the owner submitted a request to paint the exterior of the house (See #12 above).
- 3) 6157 Arlington Cr: Mildew on Shutters / Paint house – Management stated that a letter has been sent to the homeowner.
- 4) 5976 Arlington Cr: Basketball Hoop – Management stated that the owner has complied.

#### **NEW VIOLATIONS**

- 1) 5864 Newbury Cr: Dead grass – Management stated that a permanent compliance letter was sent to the homeowner.
- 2) 3221 Windsor: Mildew – Management stated that a 10-day violation notice was sent to the owner.
- 3) 5725 Newbury Cr: Mildew – Management stated that a 10-day violation notice was sent to the owner.
- 4) 5815 Newbury Cr: Mildew – Management stated that a 10-day violation notice was sent to the owner.
- 5) 5857 Newbury Cr: Weeds - Management stated that a 10-day violation notice was sent to the owner.
- 6) 5864 Newbury Cr: Mildew – Management stated that a 10-day violation notice was sent to the owner.
- 7) 5866 Arlington Cr: Mildew – Management stated that a 10-day violation notice was sent to the owner.
- 8) 5888 Newbury Cr: Mildew – Management stated that a 10-day violation notice was sent to the owner.
- 9) 5894 Newbury Cr: Mildew – Management stated that a 10-day violation notice was sent to the owner.
- 10) 5966 Newbury Cr: Mildew – Management stated that a 10-day violation notice was sent to the owner.

#### **OLD BUSINESS**

There was no old business to be discussed at this time.

#### **NEW BUSINESS**

There was no new business to be discussed at this time.

#### **ARC APPEALS/HEARING COMMITTEE MEETS**

There was no hearing at this time.

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be April 20, 2004 at 6:00 PM at Suntime Elementary School.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Steve Fisher. The motion carried unanimously and the meeting adjourned at 6:55 PM.

Minutes Prepared By: Fair/Way Management

**Minutes**  
**Tuesday, January 20, 2004**

**CALL TO ORDER**

Board Member Neil Sugarman called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

**DETERMINATION OF QUORUM**

Present were committee members: Neil Sugarman, Irene DeMeo, Cathie Johnson, Wes Richardson, James Bond and Courtney McMahan

A quorum was established. It was also noted the Ron Grass has resigned from the ARC and Courtney McMahan was moved up from alternate to fill the position. Michelle Studstill and Steve Fisher were absent.

**NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES**

Minutes were reviewed from the December 16, 2003 meeting. Irene DeMeo made a motion to accept the minutes as presented. The motion was seconded by Wes Richardson and passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

- 1) John Ratnasamy of 6027 was present to appeal the violation regarding the height of the shrubs at the front of his home. Neil Sugarman, Chairman, explained that this has been turned over to the Board of Directors and his appeal would need to be heard by them. Mr. Ratnasamy was asked to stay for the Board of Directors meeting, which was scheduled for 7:00 PM following the ARC meeting.

**ARC REQUEST:**

- 1) 6177 Arlington Cr: Install Satellite Dish – Irene DeMeo made a motion to approve the request with the condition that the satellite dish is not placed on the front of the house. The motion was seconded by Wes Richardson and passed unanimously.
- 2) 5685 Sheffield Pl: Pool Plan – Irene DeMeo made a motion to approve the request with the condition that the permits be submitted prior to construction, any damage to community or neighbors property is the homeowners responsibility and is to be repaired in a timely fashion. The motion was seconded by Wes Richardson and passed unanimously.
- 3) 5755 Sheffield Pl: Exterior Painting – Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS:**

There were no previous ARC requests at this time.

**PRIOR VIOLATIONS:**

- 1) 6027 Arlington Circle: Shrubs in front of home. Neil Sugarman stated that this matter has now been turned over to the Board of Directors for action.

**NEW VIOLATIONS:**

- 1) 5725 Newbury Cr: Mildew on Roof – Management stated that a letter has been sent to the homeowners.
- 2) 5866 Arlington Cr: Paint House – Management stated that a letter has been sent to the homeowners.
- 3) 6157 Arlington Cr: Mildew on Shutters and paint – Management stated a letter has been sent to the homeowners
- 4) 5976 Arlington Cr: Basketball Hoop – Management was directed to sent a letter to the homeowner advising them that there is a 25' setback requirement from the road.

**OLD BUSINESS**

There was no old business at this time.

### **NEW BUSINESS**

- 1) Commercial Vehicles – Irene DeMeo stated that the Board of Directors has requested clarification on commercial vehicles in the community. After further discussion, it was determined that the position of the Arc with regards to commercial vehicles was that any vehicle with business writing on it is considered a commercial vehicle.
- 2) Swing Sets / Play Apparatus – Management was directed to survey the neighborhood and issue violations notices accordingly with regards to swing sets and other play apparatus' being stored inappropriately.

### **ARC APPEALS/HEARING COMMITTEE MEETS**

There was no hearing at this time.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be March 16, 2004 at 6:00 PM at Suntree Elementary School.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Cathie Johnson and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 6:35 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, December 16, 2003

#### **CALL TO ORDER**

Board Member Bill Young called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

#### **DETERMINATION OF QUORUM**

Present were committee members: Bill Young, Irene DeMeo, Cathie Johnson, Wes Richardson, Steve Fisher, Ron Grass and James Bond

A quorum was established. Michelle Studstill and Courtney McMahan were absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Minutes were reviewed from the November 18, 2003 meeting. Ron Grass made a motion to accept the minutes as presented. The motion was seconded by Wes Richardson and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time.

#### **ARC REQUEST:**

- 1) 5867 Arlington Cr: Install Basket Ball Hoop / Paint shutters- Irene DeMeo made a motion to approve the request for the installation of the basket ball hoop with the condition that it is 25 feet from the street, black pole with white background. The motion was seconded by Wes Richardson and passed unanimously. Irene DeMeo made a second motion to approve the request to paint the decorative shutters as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 2) 5802 Newbury Cr: Install Paver blocks around mailbox post – Ron Grass made a motion to approve the request with the condition that they are natural cement, blocks do not protrude more than 8 inches from the post in any direction. The motion was seconded by Wes Richardson and passed unanimously.
- 4) 5912 Newbury Cr: Install Accordion Shutters- Ron Grass made a motion to approve the request as presented. The motion was seconded by Steve Fisher and passed unanimously.
- 5) 5837 Arlington Cr: Install Swimming Pool and Screen Enclosure – Irene DeMeo made a motion to approve the request with the condition that any damage to the common area or to a neighbor's property be repaired by the homeowner and at the homeowner's expense in a timely fashion. The motion was seconded by Wes Richardson and passed unanimously.

#### **STATUS OF PREVIOUS ARC REQUESTS:**

There were no previous ARC requests at this time.

#### **PRIOR VIOLATIONS:**

- 1) 6027 Arlington Circle: Shrubs in front of home. Management stated that a certified letter was sent to the homeowner informing him of the fining procedure should they not come into compliance and their hearing date.

#### **NEW VIOLATIONS:**

There were no new violations at this time.

#### **OLD BUSINESS**

- 1) Proposed Fence Standard – Irene DeMeo made a motion to approve the fence standard as drafted and present it to the Board for approval. The motion was seconded by Wes Richardson and passed unanimously.

#### **NEW BUSINESS**

There was no new business at this time.

**ARC APPEALS/HEARING COMMITTEE MEETS**

- 1) A Hearing Committee meeting was held with Ron Grass, Wes Richardson and Cathie Johnson serving on the Hearing Committee. The home in front of the hearing committee was 6027 Arlington Circle. The homeowner has shrubs in the front of his home, which are taller than 3 feet, which is a violation of the Declaration of Covenants and Restrictions. The Hearing Committee recommended to the Board of Directors to start the fining process on the 31<sup>st</sup> day after his receipt of the certified letter. It was noted that the letter was signed for and returned to the Association on December 16, 2003.

**NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be January 20, 2004 at 6:00 PM at Suntree Elementary School.

**CALL TO ADJOURN**

A motion was made to adjourn the meeting by Cathie Johnson and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, November 18, 2003

#### **CALL TO ORDER**

Board Member Peg Porter called the meeting to order at 6:00 pm on the above-mentioned date at Suntime Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

#### **DETERMINATION OF QUORUM**

Present were committee members: Peg Porter, Irene DeMeo, Cathie Johnson, Wes Richardson, Steve Fisher, Michelle Studstill, and Courtney McMahan (alternate)

A quorum was established. James Bond was absent.

#### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### **READING AND APPROVAL OF MINUTES**

Minutes were reviewed from the October 21, 2003 meeting. Irene DeMeo made a motion to accept the minutes as presented. The motion was seconded by Wes Richardson and passed unanimously.

#### **APPEALS/RESIDENT PARTICIPATION:**

There were no appeals at this time.

#### **ARC REQUEST:**

- 1) 5670 Sheffield Pl: Paint exterior of home - Cathie Johnson made a motion to approve the request as submitted. The motion was seconded by Wes Richardson and passed unanimously.
- 2) 6187 Arlington Cr: Landscaping Plan / Install rain gutters – Irene DeMeo made a motion to approve the request with the condition that it conform to the curbing standard. The motion was seconded by Wes Richardson and passed unanimously.
- 3) 6018 Newbury Cr: Fence Installation – Irene DeMeo made a motion to approve the request with the condition that the fence meets the 10 ft setback requirement, fence is board on board or shadowbox, is natural wood, no paint or stain and is maximum 6 ft in height. The motion was seconded by Wes Richardson and passed unanimously.
- 4) 5802 Newbury Cr: Concrete around mailbox – Steve Fisher made a motion to table this item and refer it to the Board for clarification. The motion was seconded by Michelle Studstill and passed unanimously.
- 5) 5886 Arlington Cr: Staining driveway – Irene DeMeo made a motion to disapprove the request as presented, however the staining of the driveway is approved with the condition that the owner uses the approved Color Wheel color of “NATURAL CONCRETE”, which can be matched through the manufacturer of their choice. The motion was seconded by Wes Richardson and passed unanimously.

#### **STATUS OF PREVIOUS ARC REQUESTS:**

There were no previous ARC requests at this time.

#### **PRIOR VIOLATIONS:**

- 2) 6027 Arlington Circle: Shrubs in front of home. Irene DeMeo made a motion to send a certified letter to the owner stating that the appeal was reviewed again and the owner is still found to be in violation. The motion was seconded by Wes Richardson and passed unanimously. (Article III, Section 10. Fences, Walls, Hedges, Mass Planting of Any Type)

#### **NEW VIOLATIONS:**

- 1) 6036 Newbury Cr: Landscaping, General Lawn Maintenance. Tom Dillon explained that the owner was sent a violation letter previously and had shown an effort to comply. After further discussion, Irene DeMeo suggested that a reminder letter be sent to the owner following up on the remaining items and notifying him that he will be fined should he fall back into non-compliance at any point again in the future. (Article III, Section 9. Grounds Maintenance)
- 2) 3232 Windsor Estates Dr: Car blocking Sidewalk. Tom Dillon stated that a letter was sent to the homeowner and the homeowner has complied.

### **OLD BUSINESS**

There was no old business to be conducted at this time.

### **NEW BUSINESS**

- 1) Proposed Fence Standard. A draft of the proposed fence standard was presented to the ARC committee to review. It was noted that Bill Young volunteered to draft the standard at the previous Board of Directors meeting and bring it back to the ARC to review. After some discussion, this item was tabled until the next ARC meeting.
- 2) Proposed Shed/Storage Bin Standard. It was noted that a standard was drafted by Neil Sugarman to address the issue of plastic storage bins in the community. The standard was previously distributed to the ARC to review and after further discussion; Irene DeMeo made a motion to approve the standard as presented. The motion was seconded by Cathie Johnson and passed with a vote of 5 to 1, with Wes Richardson opposed.

### **ARC APPEALS**

There were no appeals at this time.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be December 16, 2003 at 6:00 PM at Suntree Elementary School.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Cathie Johnson and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee

### Minutes

Tuesday, October 21, 2003

#### CALL TO ORDER

Board Member Joe DeMeo called the meeting to order at 6:00 pm on the above-mentioned date at Suntime Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

#### DETERMINATION OF QUORUM

Present were committee members: Joe DeMeo, Cathie Johnson, Ron Grass,  
Wes Richardson, Steve Fisher, Michelle Studstill,  
James Bond and Courtney McMahan (alternate)

A quorum was established.

#### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

#### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the September 16, 2003 meeting. A motion was made by Ron Grass to accept minutes as presented, seconded by Wes Richardson, motion passed unanimously.

#### APPEALS/RESIDENT PARTICIPATION:

- 1) Mr. John Ratnasamy of 6027 Arlington Circle was present to address the violation he received regarding the height of the hibiscus shrubs in front of his home. Members of the ARC explained that the shrubs are not to exceed 3 feet in height in the front of the home. Mr. Ratnasamy stated that he has one hibiscus tree among the shrubs and questioned whether he needed to cut the tree down as well. Wes Richardson explained that the hibiscus tree could stay as it was a tree, however the shrubs needed to be brought down to the 3 foot height as outlined in the Declaration of Covenants, Conditions and Restrictions.

#### ARC REQUEST:

- 1) 5797 Newbury Circle: Stain Driveway. Cathie Johnson made a motion to approve the request as presented. The motion was seconded by Ron Grass and passed unanimously.
- 2) 6006 Arlington Circle: Install Satellite Dish. Cathie Johnson made a motion to approve the request with the condition that the satellite dish is not placed on the front of the house. The motion was seconded by Wes Richardson and passed unanimously.
- 3) 5803 Newbury Circle: Install Satellite Dish. Cathie Johnson made a motion to approve the request with the condition that it is not placed on the front of the house. The motion was seconded by Ron Grass and passed unanimously.
- 4) 5695 Sheffield Place: Paint exterior of home. Cathie Johnson made a motion to deny the request based on the proposed paint color for the shutters. The motion was seconded by Michelle Studstill and passed unanimously.
- 5) 6197 Arlington Circle: Paint exterior of door. Cathie Johnson made a motion to deny the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 6) 5857 Arlington Circle: Paint Request. Cathie Johnson made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 7) 5899 Newbury Circle: Install Satellite Dish. Cathie Johnson made a motion to approve the request with the condition that the dish is not placed on the front of the house. The motion was seconded by Ron Grass and passed unanimously.

#### STATUS OF PREVIOUS ARC REQUESTS:

- 1) 5713 Newbury Circle: Install natural concrete curbing – Ron Grass made a motion to approve the request as resubmitted. The motion was seconded by Cathie Johnson and passed unanimously.

#### PRIOR VIOLATIONS:

- 3) 5802 Newbury Circle: Mailbox numbers. Tom Dillon stated that the homeowner has complied. (Article II, Section 12. Street Address Numbers and Mail Boxes)

#### NEW VIOLATIONS:

- 4) 6087 Arlington Circle: Shed on Property. This violation was tabled at this time. (Article III, Section 8. No Temporary Buildings)
- 5) 6077 Arlington Circle: Boat on Property. Tom Dillon stated that a letter was sent and the homeowner has complied. (Article III, Section 14. Parking)
- 6) 5837 Arlington Circle: Unapproved Street Numbers. Tom Dillon stated that a letter was sent to the homeowner and the homeowner stated that the builder, Bergoon Berger, will be removing the numbers and ordering a plaque. (Article II, Section 12. Street Address Numbers and Mail Boxes)
- 7) 6006 Arlington Circle: Unapproved Street Numbers. Tom Dillon stated that a letter was sent to the homeowner and they have complied. (Article II, Section 12. Street Address Numbers and Mail Boxes)
- 8) 5877 Arlington Circle: Number on side of Mailbox. Tom Dillon stated that a letter was sent to the homeowners and they have complied. (Article II, Section 12. Street Address Numbers and Mail Boxes)
- 9) 3221 Windsor Estates. Side Planting Beds. Tom Dillon stated that a letter was sent to the homeowner and the request was received by the ARC on 10/13/03. Cathie Johnson made a motion to approve the request as submitted with the condition that it meets the guideline as outlined in the Declaration of Covenants, Conditions and Restrictions. The motion was seconded by Steve Fisher and passed unanimously. (Article II, Section 5. Landscaping)
- 10) 6027 Arlington Circle: Shrubs in front of home. Tom Dillon stated that a letter was sent to the homeowner, who was present to appeal the violation earlier in the meeting, and the homeowner indicated that he would come into compliance within the designated timeframe. (Article III, Section 10. Fences, Walls, Hedges, Mass Planting of Any Type)
- 11) 6187 Arlington Circle: Pallets in front of home. Tom Dillon stated that a letter was sent to the homeowner and the homeowner has complied. (Article III, Section 9. Grounds Maintenance)

#### **OLD BUSINESS**

- 1) Community Maintenance Letter. Wes Richardson suggested that prior to any correspondence going to the membership with the title of ARC Committee, that it be discussed at length with the committee members. Joe DeMeo explained that an inspection of the community was conducted with regards to regular maintenance items and due to the amount of homes on the list, it was thought best to send out the standard Community Maintenance Letter, which has been a matter of common practice in the past when this situation arose.

#### **NEW BUSINESS**

- 1) Ron Grass stated that it is the responsibility of the ARC to recommend to the Board that anytime a violation contradicts either State or Federal Law, or falls into any gray areas, it be tabled until the Board makes a determination.

#### **ARC APPEALS**

There were no appeals at this time.

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be November 18, 2003 at 6:00 PM at Suntree Elementary School.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Ron Grass and seconded by Wes Richardson. The motion carried unanimously and the meeting adjourned at 7:00 PM.

Minutes Prepared By: Fair/Way Management

# Windsor Estates Homeowners Association, Inc.

Architectural Review Committee

Minutes

Tuesday, September 16, 2003

## CALL TO ORDER

Board Member Bill Hall called the meeting to order at 6:10 pm on the above-mentioned date at Suntime Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

## DETERMINATION OF QUORUM

Present were committee members: Bill Hall, Irene DeMeo, Cathie Johnson,  
Ron Grass, Wes Richardson

A quorum was established.

## NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

## READING AND APPROVAL OF MINUTES

Minutes were reviewed from the August 12, 2003 meeting. A motion was made by Ron Grass to accept minutes as presented, seconded by Cathie Johnson, motion passed unanimously.

## APPEALS/RESIDENT PARTICIPATION:

- 2) Mrs. Kirsharz of 5802 Newbury Circle was present to address the violation she received regarding the numbers along the side of the mailbox. It was explained that the ARC had prepared a proposal for the uniformed installation of numbers on the side of the mailboxes to go before the Board for approval, however at this time the homeowner was still considered to be in violation based on the way the Covenants and Restrictions read now.
- 3) Mr. Scott Marschang was present to address the condition of his neighbors yard and to request that the ARC intervene and devise a detailed guideline showing the cycles of mowing, weeding, fertilizing, etc. to be sent to the neighbor.
- 4) Mr. Robert Kennedy was present to request permission to paint the exterior of his home. Mr. Kennedy was given the color book and asked to submit his choice later on in the meeting.

## ARC REQUEST:

- 8) 5797 Newbury Circle: Stain Driveway. Irene DeMeo made a motion to disapprove the request as presented and to inform the homeowner that the only approved color stain for the driveway was Natural Concrete. The motion was seconded by Cathie Johnson and passed unanimously.
- 9) 5857 Newbury Circle: Install American Flagpole. Irene DeMeo made a motion to approve the request with the condition that the flagpole guidelines are followed. The motion was seconded by Cathie Johnson and passed unanimously.
- 10) 3256 Helmsdale Court: Paint exterior of house / Install Fence. Irene DeMeo made a motion to approve the request to paint the exterior of the home with the condition that the painting conforms to the painting guidelines for the Association. The motion was seconded by Cathie Johnson and passed unanimously. Ron Grass made a motion to approve the fence installation with the condition that the fence meets the 10 ft setback requirement, fence is board on board or shadowbox, is natural wood, no paint or stain and is maximum 6 ft in height, and in no way changes or alters the St. Johns River Water Management property, if applicable. The motion was seconded by Cathie Johnson and passed unanimously.
- 11) 5713 Newbury Circle: Install natural concrete curbing. Irene DeMeo made a motion to table the request until a diagram was received indicating the exact placement of the curbing. The motion was seconded by Wes Richardson and passed unanimously.
- 12) 5912 Newbury Circle: Landscaping Plan/Flag holder/Concrete slab or pads. Ron Grass made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 13) 6197 Arlington Circle: Install Gutters. Wes Richardson made a motion to approve the request as presented. The motion was seconded by Cathie Johnson and passed unanimously.

- 14) 5857 Arlington Circle: Paint Request. Irene DeMeo made a motion to disapprove the request as presented. The motion was seconded by Cathie Johnson and passed unanimously.
- 15) 5695 Sheffield Place: Paint Request. Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Ron Grass and passed unanimously.

#### **STATUS OF PREVIOUS ARC REQUESTS:**

- 2) 5947 Arlington Circle: Pre-construction Approval – Tom Dillon stated that the request for construction was approved however no pool plan has been approved at this time.

#### **PRIOR VIOLATIONS:**

- 1) 5947 Arlington Circle: Grounds Maintenance. Tom Dillon stated that the homeowner has complied.
- 2) 5802 Newbury Circle: Mailbox numbers. Ron Grass made a motion to table this violation based on the homeowner's appeal until the proposed standard is brought before the Board for approval. The motion was seconded by Wes Richardson and did not pass with a vote of 2 to 2. Cathie Johnson made a motion to disapprove the appeal based on the way the Covenants read today. The motion was seconded by Irene DeMeo and passed with a vote of 3 to 2, with Bill Hall breaking the tie and Wes Richardson and Ron Grass opposed.
- 3) 5923 Newbury Circle: Motor Home. Irene DeMeo presented pictures to the Committee of the motor home being parked on the property for a two-day period and made a motion to send a permanent compliance letter the next time this occurs. The motion was seconded by Wes Richardson and passed unanimously.

#### **NEW VIOLATIONS:**

- 12) 3251 Windsor Estates: Parking over sidewalk. Tom Dillon stated that a letter was sent to the homeowner and the homeowner has complied.
- 13) 5966 Newbury Circle: Open house signs. Tom Dillon stated that a letter was sent to the homeowner and the homeowner has complied.

#### **OLD BUSINESS**

There was no old business at this time.

#### **NEW BUSINESS**

- 1) 6036 Newbury Circle: Grounds Maintenance. Irene DeMeo made a motion to send the following to the homeowner;
  - A permanent compliance letter with a detailed guideline for the maintenance of the lawn, i.e. sprinkler maintenance, fertilization, mowing schedules, weed control, tree and shrub replacement, etc.
  - A copy of the section in the covenants addressing both the fining and the yard maintenance. The motion was seconded by Cathie Johnson and passed unanimously. Management was also directed to follow up with a phone call to the homeowner.
- 2) Mailbox Number Proposal: Irene DeMeo presented a proposal for the installation of numbers and reflective tape along the flag side of all of the mailboxes in the community at the Association's expense to the ARC members for review. Mrs. DeMeo explained that in light of the Post Master's recommendation that the numbers be visible on the flag side of the mailbox, she proposed that the Association purchase the numbers and place them on the each mailbox in order to maintain the uniformity throughout the community. After further discussion, Irene DeMeo made a motion to present the package to the Board for review. The motion was seconded by Ron Grass and passed unanimously.

#### **ARC APPEALS**

- 2) A Hearing Committee meeting was held with Ron Grass, Wes Richardson and Cathie Johnson serving on the Hearing Committee. The home in front of the hearing committee was 5802 Newbury Circle. The homeowner had numbers along the side of the mailbox, which is a violation of the Declaration as it reads now. The Hearing Committee recommended to the Board of Directors not to start the fining process at this time.

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be October 21, 2003 at 6:00 PM at Suntree Elementary School.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Cathie Johnson. The motion carried unanimously and the meeting adjourned at 7:15 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee Minutes Tuesday, August 12, 2003**

### **CALL TO ORDER**

Board Member Neil Sugarman called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

### **DETERMINATION OF QUORUM**

Present were committee members: Neil Sugarman, Cathie Johnson, Joyce Kenyon, George Kenyon, Wes Richardson

A quorum was present. Steve Fisher, Ron Grass and Irene DeMeo were absent along with alternates Frank Bottiglier and Jeff Grantham.

### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

### **READING AND APPROVAL OF MINUTES**

Minutes were reviewed from the June 17, 2003 meeting. A motion was made by Joyce Kenyon to accept minutes as presented, seconded by Wes Richardson, motion passed unanimously.

### **APPEALS/RESIDENT PARTICIPATION:**

- 5) Mr. & Mrs. Hermine Hamilton of 5857 Arlington Circle were present to address the violation he received regarding the color of his house. It was explained that this matter would need to be addressed by the Board of Directors at the following meeting. The Hamilton's were asked to stay for the Board of Directors Meeting and talk at that time.
- 6) Mr. & Mrs. Ed Perkins were present, along with their realtor, Peggy Thompson of Remax, to address the violation they received regarding the placement of signs on the property. Neil Sugarman explained that the sign standard was included in the newsletter that was delivered to all residents addressing the correct placement of the sign. Mrs. Thompson of Remax questioned what happened to the signs that were pulled from the property. It was noted that neither Management nor any of the ARC members were aware of where the signs were.

### **ARC REQUEST:**

- 16) 5760 Sheffield Place: Painting House. Joyce Kenyon stated that the ARC Committee had previously approved this request.
- 17) 5947 Arlington Circle: Pre-Construction Approval. Neil Sugarman explained that the package was not complete and therefore this item could not be addressed at this time.
- 18) 5867 Arlington Circle: Painting Landscape Curbing. Joyce Kenyon stated that the ARC Committee had previously approved this request.
- 19) 3206 Helmsdale Court: Fence replacement. Joyce Kenyon made a motion to approve the request with the condition that the fence be natural wood color, no painting or staining. The motion was seconded by Wes Richardson and passed unanimously.
- 20) 6042 Newbury Circle: Painting house and landscape curbing. This item was tabled and Management was directed to contact the homeowner and request a color swatch for the trim color. This request will be reviewed once all of the information is obtained.
- 21) 5887 Newbury Circle: Solar Panels. Cathie Johnson made a motion to approve the request as presented. The motion was seconded by Joyce Kenyon and passed unanimously.
- 22) 3266 Helmsdale Court: Fence Installation and painting house. Joyce Kenyon stated that the request to install the fence had been previously approved by the ARC Committee. Cathie Johnson made a motion to approve the request for the painting of the house as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 23) 6018 Newbury Circle: Pool and partial patio enclosure. Cathie Johnson made a motion to approve the request with the condition that all permits are submitted to the ARC prior to construction, the rear setback requirements are met, a copy of the survey is submitted to the ARC prior to construction, and

all landscaping, irrigation systems, and common areas are to be returned to original condition. The motion was seconded by Joyce Kenyon and passed unanimously.

- 24) 5912 Newbury Circle: Replace front door. This item was tabled until a sample of the door color is submitted for the Arc to review.

#### **STATUS OF PREVIOUS ARC REQUESTS:**

- 3) 5778 Newbury Circle: Painting house. Tom Dillon stated that the ARC form has been received and this item was closed.
- 4) 5784 Newbury Circle: Painting house. Tom Dillon stated that the ARC form was received and this item is closed.
- 5) 5887 Arlington Circle: Landscaping, Solar Panels on roof. Tom Dillon stated that the plot survey has been received and this item is closed.

#### **PRIOR VIOLATIONS:**

- 1) 5827 Newbury Circle: Fence Gate change without Approval. Tom Dillon stated that the homeowner has complied. (See Article II, Section 2: Construction Plan Review)
- 2) 5905 Newbury Circle: Mailbox Numbers on the side of Mailbox. Tom Dillon stated that the homeowner has complied. (See Article II, Section 12: Street Address Numbers and Mail Boxes)
- 3) 6036 Newbury Circle: Rust on Sidewalk, landscaping, and shelving units on porch. Tom Dillon stated that the homeowner has complied. (See Article III, Section 6: Maintenance and Repair / Section 9: Ground Maintenance)
- 4) 3265 Helmsdale Court: Screen Enclosure without Approval. Tom Dillon stated that the homeowner was told to fax the ARC request to the management office by 5:30 pm today, however Mr. Dillon left the office prior to that time. Tom Dillon stated that the ARC form was received and the homeowner has complied. (See Article II, Section 2: Construction Plan Review.)

#### **NEW VIOLATIONS:**

- 14) 6037 Arlington Circle: Birdhouse Nuisance Complaint. Tom Dillon stated that a letter was sent to the homeowner and the homeowner has since removed the birdhouse. (See Article III, Section 19: Nuisances)
- 15) 6027 Arlington Circle: Grounds Maintenance. Tom Dillon stated that a letter was sent to the homeowner and the homeowner has come into compliance. (See Article III, Section 9: Ground Maintenance)
- 16) 5827 Arlington Circle: Mailbox Cover. Tom Dillon stated that a letter was sent to the homeowner and the homeowner has come into compliance. (See Article II, Section 12: Street Address Numbers and Mail Boxes)
- 17) 5923 Newbury Circle: Motor Home parked in driveway overnight. Tom Dillon stated that a letter was sent to the homeowner and the homeowner has complied. (See Article III, Section 14: Parking)
- 18) 5947 Arlington Circle: Grounds Maintenance. Tom Dillon stated that a letter was sent to the homeowner. (See Article III, Section 9: Ground Maintenance)
- 19) 5802 Newbury Circle: Mailbox numbers. Tom Dillon stated that a letter was sent to the homeowner. (See Article II, Section 12: Street Address Numbers and Mail Boxes)

#### **OLD BUSINESS**

- 1) Resignation of Joyce and George Kenyon: Neil Sugarman announced that the ARC has received the resignation of Joyce and George Kenyon, two longtime ARC members, and stated that they will be missed. Volunteers wishing to serve on the committee were encouraged to contact the management office.

#### **ARC APPEALS**

There were no appeals at this time.

#### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be September 16, 2003 at Suntree Elementary School.

#### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Wes Richardson and seconded by Cathie Johnson. The motion carried unanimously and the meeting adjourned at 6:53 PM.

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee Minutes Tuesday, June 17, 2003

### CALL TO ORDER

Board Member Bill Young called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

### DETERMINATION OF QUORUM

Present were committee members: Bill Young, Cathie Johnson, Irene DeMeo, Steve Fisher, Ron Grass, Joyce Kenyon, George Kenyon, Wes Richardson.

A quorum was present Steve Fisher was absent along with alternates Frank Bottiglier and Jeff Grantham.

### NOTICE

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

### READING AND APPROVAL OF MINUTES

Minutes were reviewed from the May 20, 2003 meeting. A motion was made by Irene DeMeo to accept minutes as presented, seconded by Ron Grass, motion passed unanimously.

### APPEALS/RESIDENT PARTICIPATION:

- 7) Scott Lanford of 5905 Newbury Circle was present to address the violation he received regarding the placement of his mailbox numbers. It was explained that the mailbox numbers were to be placed on the front of the mailbox, not on the side, as decided by the developer. A picture of the approved mailbox was presented to the homeowner. After some discussion, Mr. Lanford stated that he would comply with the violation notice and remove the numbers from the side of his mailbox.

### ARC REQUEST:

- 25) 5778 Newbury Circle: Painting House. Irene DeMeo made a motion to approve the request with the condition that the homeowner complete and sign the ARC form and submit it back to the ARC. The motion was seconded by Ron Grass and passed unanimously.
- 26) 5784 Newbury Circle: Painting House. Irene DeMeo made a motion to approve the request with the condition that the homeowner complete and sign the ARC form and submit it back to the ARC. The motion was seconded by Wes Richardson and passed unanimously.
- 27) 5887 Arlington Circle: Landscaping, Solar Panels. Irene DeMeo made a motion to approve the Solar Panel request with the condition that the panels are not placed on the front of the residence and the plot survey showing the placement is submitted. The motion was seconded by Joyce Kenyon and passed unanimously. Irene DeMeo made a second motion to approve the Landscaping request with the condition that the plot survey is received showing the placement of the trees.
- 28) 5977 Newbury Circle: Fence plan, Satellite dish. Irene DeMeo made a motion to approve the request with the condition that the ARC receives all documentation. The motion was seconded by Wes Richardson and passed unanimously.
- 29) 5710 Sheffield Place: Landscaping. Irene DeMeo made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.
- 30) 3200 Helmsdale Court: Fence. Irene DeMeo made a motion to approve the request with the condition that the fence be Board on Board, natural wood, set back 10' from the front of the building, and all required permits be submitted to the ARC prior to construction. The motion was seconded by Joyce Kenyon and passed unanimously.
- 31) 5802 Newbury Circle: Flagpole & Attic fan. Irene DeMeo made a motion to approve the request for the attic fan as presented and to approve the request for the flagpole with the condition that the flagpole meets all requirements of the flagpole standard. The motion was seconded by Joyce Kenyon and passed unanimously.
- 32) 5650 Sheffield Place: Flag Pole Holder. George Kenyon made a motion to approve the request as presented. The motion was seconded by Wes Richardson and passed unanimously.

- 33) 5886 Arlington Circle: Concrete curbing. Ron Grass made a motion to approve the request with the condition that it matches the approved exterior house body color. The motion was seconded by Cathie Johnson and passed unanimously.

**STATUS OF PREVIOUS ARC REQUESTS:**

- 6) 5863 Newbury Circle: Painting Standard. Tom Dillon remailed the completed painting form to the homeowner and is awaiting its return with a signature.
- 7) 5852 Newbury Circle: Tom Dillon stated that the painting form was received and this item is closed.

**PRIOR VIOLATIONS:**

- 5) 5827 Newbury Circle: Fence Gate change without Approval. Tom Dillon stated that the homeowner was told to fax the ARC request to the management office by 5:30 pm today, however Mr. Dillon left the office prior to that time. Mr. Dillon will check the fax machine in the morning and report to the ARC. (See Article II, Section 2: Construction Plan Review)
- 6) 5905 Newbury Circle: Mailbox Numbers on the side of Mailbox. Tom Dillon stated that the homeowner has agreed to comply per his appeal earlier in the meeting. (See Article II, Section 12: Street Address Numbers and Mail Boxes)
- 7) 6027 Arlington Circle: Mailbox Numbers on the side of Mailbox. Tom Dillon stated that the homeowner has complied. (See Article II, Section 12: Street Address Numbers and Mail Boxes)
- 8) 5957 Arlington Circle: Condition of Lawn. Tom Dillon stated that the homeowner is in the process of treating for an infestation of insects in order to come into compliance. (See Article III, Section 9: Ground Maintenance)
- 9) 6027 Arlington Circle: Blowing yard debris. Tom Dillon stated that the homeowner has come into compliance.
- 10) 5685 Sheffield Place: For Sale Signs. Tom Dillon stated that the homeowner has complied. (See Article III, Section 17: Signs)
- 11) 5766 Newbury Circle: Open House Signs in Common Area. Tom Dillon stated that the homeowner has complied. (See Article III, Section 17: Signs)
- 12) 5936 Newbury Circle: Parking over sidewalk. Tom Dillon stated that the homeowner has come into compliance. (See Article IV, Section 8: Maintenance of Roads and Streets)
- 13) 6012 Newbury Circle: Parking over Sidewalk. Tom Dillon stated that the homeowner has come into compliance. (See Article IV, Section 8: Maintenance of Roads and Streets)
- 14) 6026(address correction – 6036) Newbury Circle: Rust on Sidewalk, landscaping, and shelving units on porch. Tom Dillon stated that a letter was sent to the homeowner. (See Article III, Section 6: Maintenance and Repair / Section 9: Ground Maintenance)
- 15) 3265 Helmsdale Court: Screen Enclosure without Approval. Tom Dillon stated that the homeowner was told to fax the ARC request to the management office by 5:30 pm today, however Mr. Dillon left the office prior to that time. Mr. Dillon will check the fax machine in the morning and report to the ARC. (See Article II, Section 2: Construction Plan Review.)

**NEW VIOLATIONS:**

- 20) 3266 Helmsdale Court: Camper parked on property – Tom Dillon stated that the homeowner has come into compliance.
- 21) Vacant Lot: Tom Dillon stated that a complaint was received regarding the maintenance of this lot. Irene DeMeo made a motion to send a Permanent Compliance letter to the owner. The motion was seconded by Ron Grass and passed unanimously. (See Article III, Section 9: Ground Maintenance)
- 22) 6037 Arlington Circle: Ron Grass made a motion to notify the homeowner that a nuisance complaint was received regarding the purple martins and reiterate that the birdhouse is to be removed at the end of the season. The motion was seconded by Wes Richardson and passed unanimously. (See Article III, Section 19: Nuisances)

**OLD BUSINESS**

- 1) Painted Driveways: This item was tabled at this time.
- 2) Driveway Staining Standard: Irene DeMeo presented a draft of a driveway painting standard to the ARC members for review. Mrs. DeMeo stated that the standard should clarify that no clear sealers or coatings may be placed on any sidewalk or driveway apron. After further discussion, Ron Grass made a motion to amend the staining standard to include the above. The motion was seconded by Wes Richardson and passed unanimously. The Driveway Staining Standard will be turned over to the Board to address. (Draft of Standard and Amendment attached to the minutes)

### **ARC APPEALS**

- 3) A Hearing Committee meeting was held with Ron Grass, Wes Richardson and Cathie Johnson serving on the Hearing Committee. The two homes in front of the hearing committee were 3265 Helmsdale Court and 5827 Newbury Circle. The homeowner's had changed a fence gate and installed a screen enclosure, respectfully, without ARC approval. Letter's had been mailed to both homeowners and they were to have faxed the ARC forms to the management office by 5:30 PM on June 17<sup>th</sup>, 2003. The Hearing Committee decided to recommend to the Board of Directors to start the fining process contingent upon receipt of the ARC forms by the morning of June 18<sup>th</sup>, 2003

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be July 15, 2003 at Suntree Elementary School.

### **CALL TO ADJOURN**

A motion was made to adjourn the meeting by Ron Grass and seconded by Irene DeMeo. The motion carried unanimously and the meeting adjourned at 7:10 PM.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee Minutes Tuesday, May 20, 2003**

### **CALL TO ORDER**

Board Member James Conway called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

### **DETERMINATION OF QUORUM**

Present were committee members: James Conway, Cathie Johnson, Irene DeMeo, Steve Fisher, Ron Grass, Joyce Kenyon, George Kenyon.

A quorum was present; Alternates Frank Bottiglier and Jeff Grantham were absent.

### **NOTICE**

Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

### **READING AND APPROVAL OF MINUTES**

Minutes were reviewed from the April 15, 2003 meeting. A motion was made by George Kenyon to accept minutes as presented, seconded by Cathie Johnson, motion passed unanimously.

### **APPEALS/RESIDENT PARTICIPATION:**

- 1) Joe Massa was present to address the driveway issue. Mr. Massa presented pictures of his driveway before and after it was stained and explained that the builder did not complete the driveway to his satisfaction and therefore the only alternative given was to stain the driveway. Mr. Massa also stated that he did not believe that painting and staining were the same thing, otherwise he would not have had it done. Irene DeMeo explained that the painting standard was given to the Attorney to review and it was his interpretation that any pigmentation would be considered painting. Mrs. DeMeo also stated that this was now a Board issue and would be addressed at the Board Meeting. Ron Grass added that the Association had tried to amend the Documents with regards to the staining of the driveways, however a 2/3rds vote of the membership was not received.
- 2) Jane Kirchartz was present to address the driveway issue. Mrs. Kirchartz stated that she too did not think that painting and staining would be considered the same thing and wanted to be put on record as appealing the letter of non-compliance that she had received.
- 3) John Ratnasamy was present to address a letter he received regarding his yard clippings. Mr. Ratnasamy questioned the violation process. Irene DeMeo explained that the ARC must respond to every complaint received and that was the reason for the letter being sent. Mr. Ratnasamy stated that he would be more considerate as to the way he disposes of the clippings in the future as not to blow them into the street.
- 4) Steve Harrell was present to address the driveway issue. Mr. Harrell stated that he was aware of the date the amendment was signed, however he questioned when the amendment was mailed to the homeowners. Irene DeMeo stated that she was not sure of the exact date, however Tom Dillon will look into this. Mr. Harrell also stated that he would like to challenge the amendment based on the validity of it being passed by only two board members, one being the developer. Tom Dillon stated that the Association was under the control of the Developer at that time and therefore, the developer held the majority of the seats on the Board, which enabled him to amend the Documents with a majority vote.

### **ARC REQUEST:**

- 34) 5866 Arlington Circle: Landscaping and Curbing Request. A motion was made by Irene DeMeo to approve the request as presented. The motion was seconded by Ron Grass and passed unanimously.
- 35) 6013 Newbury Circle: Fence Request. A motion was made by Ron Grass to approve the request as presented. The motion was seconded by Cathie Johnson and passed unanimously.
- 36) 5852 Newbury Circle: Painting House, Garage Door and Trim. Irene DeMeo made a motion to approve the request with the condition that the homeowner properly complete the painting form and submit it back to the ARC. The motion was seconded by Joyce Kenyon and passed unanimously.

### **STATUS OF PREVIOUS ARC REQUESTS:**

- 8) 5876 Newbury Circle: Wing Wall. The permit was received and the item was closed.
- 9) 6127 Arlington Circle: Fence Plan. The survey was received and the item was closed.
- 10) 5957 Arlington Circle: Plot Survey. The plot survey was received and the item was closed.
- 11) 5863 Newbury Circle: Painting Standard. Tom Dillon remailed the completed painting form to the homeowner and is awaiting its return with a signature.

### **PRIOR VIOLATIONS:**

- 16) 6067 Arlington Circle: Boat Parking. Tom Dillon stated that the homeowner has come into compliance.
- 17) 5978 Newbury Circle: Sign in Yard. Tom Dillon stated that the homeowner has come into compliance.
- 18) 5965 Newbury Circle: Sign in Yard. Tom Dillon stated that the homeowner has come into compliance.
- 19) 5977 Newbury Circle: Sign in Yard. Tom Dillon stated that the homeowner has come into compliance.
- 20) 5827 Newbury Circle: Fence Gate change without Approval. Tom Dillon stated that a letter was sent to the homeowner. **(See Article II, Section 2: Construction Plan Review)**
- 21) 5937 Arlington Circle: Mailbox Cover. Tom Dillon stated that the homeowner has come into compliance.
- 7) 5905 Newbury Circle: Mailbox Numbers on the side of Mailbox. Tom Dillon stated that a letter was sent to the homeowner. **(See Article II, Section 12: Street Address Numbers and Mail Boxes)**
- 22)
- 8) 6027 Arlington Circle: Mailbox Numbers on the side of Mailbox. Tom Dillon stated that a letter was sent to the homeowner. **(See Article II, Section 12: Street Address Numbers and Mail Boxes)**
- 23)
- 9) 3265 Helmsdale Court: Screen Enclosure without Approval. Tom Dillon stated that a letter was sent to the homeowner. **(See Article II, Section 2: Construction Plan Review.)**

### **NEW VIOLATIONS:**

- 23) 5957 Arlington Circle: Condition of Lawn. Tom Dillon stated that a violation letter was sent to the homeowner. **(See Article III, Section 9: Ground Maintenance)**
- 24) 6027 Arlington Circle: Blowing Yard Debris onto Street. Tom Dillon stated that a violation letter was sent to the homeowner. **(See Article III, Section 9: Ground Maintenance)**
- 25) 5685 Sheffield Place: For Sale Signs. Tom Dillon stated that a violation letter was sent to the homeowner. **(See Article III, Section 17: Signs)**
- 26) 5766 Newbury Circle: Open House Signs in Common Area. Tom Dillon stated that a violation letter was sent to the homeowner. **(See Article III, Section 17: Signs)**
- 27) 5936 Newbury Circle: Parking over sidewalk. Tom Dillon stated that a violation letter was sent to the homeowner. **(See Article IV, Section 8: Maintenance of Roads and Streets)**
- 28) 6012 Newbury Circle: Parking over Sidewalk. Tom Dillon stated that a violation letter was sent to the homeowner. **(See Article IV, Section 8: Maintenance of Roads and Streets)**
- 29) 6026 Newbury Circle: Rust on Sidewalk, landscaping, and shelving units on porch. Tom Dillon stated that a letter was sent to the homeowner. **(See Article III, Section 6: Maintenance and Repair / Section 9: Ground Maintenance)**

### **OLD BUSINESS**

- 1) Painted Driveways: Tom Dillon presented a list of the painted driveways that were sent the second letter of non-compliance and stated that this issue has been sent to the Board to address.

### **NOTIFICATION OF NEXT MEETING**

The next meeting of the ARC will be June 17, 2003 at Suntree Elementary School.

### **CALL TO ADJOURN**

Ron Grass made a motion was made to adjourn the meeting by Ron Grass and seconded by Irene DeMeo. The motion carried unanimously and the meeting adjourned at 6:30 PM.

# Windsor Estates Homeowners Association, Inc.

## Architectural Review Committee Minutes Tuesday, April 15, 2003

**CALL TO ORDER:** Board Member Peg Porter called the meeting to order at 6:00 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

**DETERMINATION OF QUORUM:** Present were committee members:

Cathie Johnson, Irene DeMeo, Steve Fisher, Ron Grass, Joyce Kenyon, George Kenyon, and Doris Ahern. A quorum was present; Alternates Frank Bottiglier and Jeff Grantham were absent.

**NOTICE:** Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES:** Minutes were reviewed from the March 18, 2003 meeting. A motion was made by Joyce Kenyon to accept minutes as presented, seconded by Irene DeMeo, motion passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:** There were no appeals and no residents wishing to participate.

### **ARC REQUEST:**

- 37) 5989 Newbury Circle: Exterior Painting Request. A motion was made by Joyce Kenyon to approve the request as presented. The motion was seconded by Ron Grass and passed unanimously.
- 38) 5876 Newbury Circle: Wing Wall Addition. A motion was made by Irene DeMeo to approve the request with the condition that all required permits are submitted to the ARC immediately. The motion was seconded by Joyce Kenyon and passed unanimously.
- 39) 6127 Arlington Circle: Fence Plan. A motion was made by Ron Grass to approve the request with the condition that the fence meets the 10 feet setback requirement, the fence is not to be stained or painted, and the survey is submitted to the ARC. The motion was seconded by Joyce Kenyon and passed unanimously.
- 40) 5803 Newbury Circle: Flagpole. Ron Grass made a motion to approve the request with the condition that the Board of Directors approve the revised flagpole standard. The motion was seconded by Cathie Johnson and passed unanimously.
- 41) 5877 Arlington Circle: Landscaping Request. A motion was made by George Kenyon and seconded by Joyce Kenyon to approve the request as presented.

### **STATUS OF PREVIOUS ARC REQUESTS:**

- 1) 5957 Arlington Circle: Signature. Tom Dillon reported that the approval was tabled pending the receipt of the plot survey and a signed application. Mr. Dillon stated that the plot survey has not been received; however he has obtained the signed application from the homeowner. Mr. Dillon will follow up with the homeowner.
- 2) 5863 Newbury Circle: Fill out painting standard. Tom Dillon reported that the painting standard was accidentally mailed to the homeowner and he has not received it back yet. Mr. Dillon will contact the homeowner and pick up the painting standard.

### **PRIOR VIOLATIONS:**

- 24) 6076 Arlington Circle: Gas scooters. This item was referred to the sheriff's department.
- 25) 6085 Arlington Circle: Gas scooters. This item was referred to the sheriff's department.
- 26) 6036 Newbury Circle: Weeds in back yard. It was reported that this homeowner has come into compliance.

### **NEW VIOLATIONS:**

- 30) 6067 Arlington Circle: Boat Parking. Tom Dillon stated that a violation letter has been sent to the homeowner.
- 31) 5978 Newbury Circle: Sign in yard. Tom Dillon stated that a violation letter has been sent to the homeowner.
- 32) 5965 Newbury Circle: Sign in yard. Tom Dillon stated that a violation letter has been sent to the homeowner.
- 33) 5977 Newbury Circle: Sign in yard. Tom Dillon stated that a violation letter has been sent to the homeowner.
- 34) 5827 Newbury Circle: Fence Gate change without approval. Tom Dillon stated that a violation letter would be sent to the homeowner.
- 35) 5937 Arlington Circle: Mailbox Cover. Tom Dillon stated that a violation letter would be sent to the homeowner.
- 36) 5905 Newbury Circle: Mailbox numbers on side of mailbox. Tom Dillon stated that a violation letter would be sent to the homeowner.
- 37) 6027 Arlington Circle: Mailbox numbers on side of mailbox. Tom Dillon stated that a violation letter would be sent to the homeowner.
- 38) 3265 Helmsdale Court: Screen enclosure without approval. Tom Dillon stated that a violation letter would be sent to the homeowner.

### **OLD BUSINESS**

- 1) The Board of Directors has asked for recommendations on the following items:
  - a. Flags: A motion was made by Ron Grass and seconded by Cathie Johnson to send the revised flag standard back to the Board for consideration. The motion passed unanimously.
  - b. Boat Standards: Tom Dillon presented a statement from the Association's Attorney that will be discussed by the Board of Directors.
- 2) Painted Driveways
  - a. Tom Dillon presented a statement from the Association's Attorney to the committee members present. The Arc will forward this information on to the Board for review.

**NOTIFICATION OF NEXT MEETING:** The next meeting of the ARC will be May 20, 2003 at Suntree Elementary School.

**CALL TO ADJOURN:** Steve Fisher made a motion to adjourn the meeting, seconded by Ron Grass. Motion carried unanimously, meeting adjourned at 6:40 p.m.

Minutes Prepared By: Fair/Way Management

# **Windsor Estates Homeowners Association, Inc.**

## **Architectural Review Committee**

### **Minutes**

**Tuesday, March 18, 2003**

**CALL TO ORDER:** Board Member Bill Hall called the meeting to order at 6:05 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

**DETERMINATION OF QUORUM:** Present were committee members:

Cathie Johnson, Irene DeMeo, Steve Fisher, Ron Grass, Joyce Kenyon, George Kenyon, Doris Ahern, and Frank Bottiglier. Also present was Tom Dillon, Management. A quorum was present; Karen Rorke was absent.

**NOTICE:** Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES:** Minutes were reviewed from the January 21, 2003 meeting. A motion was made by Ron Grass to accept minutes as presented, seconded by Cathie Johnson, motion passed unanimously.

### **APPEALS/RESIDENT PARTICIPATION:**

- 1) Mr. Richardson, 5803 Newbury Circle – Mr. Richardson was appealing to the ARC the standard regarding flag poles in the community. The request will be addressed in the next portion of the meeting.

### **ARC REQUEST:**

- 42) 5863 Newbury Circle: Exterior Painting Request. A motion was made by Irene DeMeo to approve the request with the condition that the application is properly filled out and the painting standard is followed. The motion was seconded by Joyce Kenyon and passed unanimously.
- 43) 5887 Newbury Circle: Exterior Painting Request. A motion was made by Ron Grass and seconded by Irene DeMeo to approve the request as submitted.
- 44) 5957 Arlington Circle: Screen Enclosure Request. A motion was made by Irene DeMeo and seconded by Steve Fisher to approve the request on the condition that the application is properly filled out and a copy of the plot plan and permits are submitted to the ARC prior to the work being done.
- 45) 5881 Newbury Circle: Summer Kitchen/Block Wall Request. It was noted that this request was approved on February 12, 2003.
- 46) 5839 Newbury Circle: Solar Heating Panel Request. A motion was made by George Kenyon and seconded by Joyce Kenyon to approve the request as presented.
- 47) 5867 Arlington Circle: Landscaping Request. A motion was made by Irene DeMeo and seconded by Joyce Kenyon to approve the request as presented.
- 48) 5886 Arlington Circle: Accordion Shutter Request. A motion was made by Irene DeMeo and seconded by Steve Fisher to approve the request with the condition that the shutters conform to the hurricane standard for the community. A copy of the hurricane standard will be mailed to the homeowner along with the approval.
- 49) 5731 Newbury Circle: Grand fathering of shutter standard. It was explained that a request was received to allow the storm shutters to remain up for periods of time longer than currently allowed in the standard since the shutters were installed prior to the standard being developed. It was also requested that this approval be grand fathered in so permission would not be necessary for every instance. A motion was made by Irene DeMeo and seconded by Cathie Johnson to deny the request to grandfather approval and to notify the homeowner that extensions are to be requested as needed.

### **STATUS OF PREVIOUS ARC REQUESTS:**

- 3) 3221 Windsor Estates Dr.: Brick Walkway. Tom Dillon reported that the approval was tabled pending a sample of the walkway, however a sample was never received and the walkway has been installed. A motion was made by Irene DeMeo and seconded by Cathie Johnson to send a violation notice to the homeowner citing Article 2, Section 2.A.
- 4) 5833 Newbury Circle: Fence Request. Tom Dillon stated that additional information was requested from the homeowner and has yet to be received. Irene DeMeo suggested that Mr. Dillon follow up with a phone call to the homeowner.

#### **PRIOR VIOLATIONS:**

- 27) 5773 Newbury Circle: It was noted that the homeowner has come into compliance.
- 28) 3261 Windsor Estates Dr.: It was noted that the homeowner has come into compliance.
- 29) 5876 Newbury Circle: Building Privacy Walls without Approval. Tom Dillon stated that a violation letter was sent to the homeowner.
- 4) 6037 Arlington Circle: Birdhouse. A motion was made by Ron Grass and seconded by Steve Fisher to send a violation letter to the homeowner citing Article 2, Section 2.A, directing the homeowner to take down the birdhouse at the end of the breeding season, and informing the homeowner that permission must be granted by the ARC in the future should he wish to re-erect the birdhouse.

#### **NEW VIOLATIONS:**

- 1) 6076 Arlington Circle: Gas powered motor scooters driven by unlicensed drivers. A motion was made by Ron Grass and seconded by Frank Bottiglier to notify the homeowner of the violation to common area rules and to also notify the complainant to contact the Sheriff's office in the future.
- 2) 6087 Arlington Circle: Gas powered motor scooters driven by unlicensed drivers. A motion was made by Ron Grass and seconded by Frank Bottiglier to notify the homeowner of the violation to common area rules and to also notify the complainant to contact the Sheriff's office in the future.
- 3) 6036 Newbury Circle: Weeds in back yard. Tom Dillon stated that a violation letter was sent to the homeowner and they are now in compliance.

#### **OLD BUSINESS**

- 3) The Board of Directors has asked for recommendations on the following items:
  - a. Flags: Irene DeMeo stated that the flag standards for the community are not valid per Florida Law. A motion was made by Irene DeMeo and seconded by Ron Grass to send the following back to the Board for consideration; omit the word "only" in section 1) and add the following under 2). Or, one flag pole no more than 18 feet in finished height and it shall be placed a minimum of 25 feet from the street and no further than 20 feet from the rear set back with a maximum flag size of 3 feet by 5 feet. The motion was passed by a vote of 5 to 2. The standard will be forwarded on to the Board for review.
  - b. Board Standards: Tom Dillon stated that the Board is looking for more information regarding the standard for boat parking. A motion was made by Irene DeMeo and seconded by Steve Fisher to table this item for further review.
  - c. ARC Rotation: Irene DeMeo questioned whether the committee would like to eliminate the Board rotation for chairing the meetings and have an ARC member rotation for the chairman. After some discussion, it was the consensus of the committee to remain with the Board rotation for chairman.
- 4) Painted Driveways
  - a. Irene DeMeo stated that she would present the violation package to the Board to pursue as they see fit.

**ARC APPEALS / HEARING COMMITTEE MEETING:** There was no business to be conducted under this agenda item.

**NOTIFICATION OF NEXT MEETING:** The next meeting of the ARC will be April 15, 2003 at Suntree Elementary School.

**CALL TO ADJOURN:** Steve Fisher made a motion to adjourn the meeting, seconded by Ron Grass. Motion carried unanimously, meeting adjourned at 7:05 p.m.

**Architectural Review Committee  
Minutes  
Tuesday, January 21, 2003**

**CALL TO ORDER:** Board Member Neil Sugarman called the meeting to order at 6:05 pm on the above-mentioned date at Suntree Elementary, Melbourne, Florida. As properly noticed by posting a sign at the Windsor Estates entrance seven (7) days prior to meeting.

**DETERMINATION OF QUORUM:** Present were committee members:

Cathie Johnson, Irene DeMeo, Steve Fisher, Ron Grass, Joyce Kenyon, George Kenyon, Kent Smith. Also present was Tom Dillon, Management. A quorum was present; alternates Jamie Crosby and Jeff Grantham were absent.

**NOTICE:** Notice of this meeting was accomplished in accordance with bylaw and statutory requirements. Notice was posted seven (7) days in advance at the front entrance of the property.

**READING AND APPROVAL OF MINUTES:** Minutes were reviewed from the December 17, 2002 meeting. A motion was made by Ron Grass to accept minutes as presented, seconded by Joyce Kenyon, motion passed unanimously.

**APPEALS/RESIDENT PARTICIPATION:**

- 2) Mr. Achenbach, 3261 Windsor Estates Dr. – Mr. Achenbach was appealing to the ARC the standard regarding the three foot height requirement for his hedge in his front yard.
- 3) Mr. Blanchette, 5745 Sheffield – Brought an application for the ARC to review for the installation of hurricane shutters. This request will be addressed in the next portion of the meeting.
- 4) Mr. Conti, 5965 Newbury Circle – Brought an application for the installation of a pool for the Arc's review. This request will be addressed in the next portion of the meeting.

**ARC REQUEST:**

- 50) 3222 Windsor Estates Dr: Basketball hoop request. A motion was made by Cathie Johnson and seconded by Kent Smith to approve the basketball hoop request as submitted.
- 51) 5948 Newbury Circle: Satellite dish request. A motion was made by Ron Grass and seconded by Kent Smith to approve the satellite dish request as submitted.
- 52) 5905 Newbury Circle: Painting home request. A motion was made by Irene DeMeo and seconded by Steve Fisher to approve the painting request.
- 53) 3221 Windsor Estates Dr: Red brick walkway request. A motion was made by Irene DeMeo and seconded by Joyce Kenyon to table the request and inform the owner to submit a sample of the color of the brick.
- 54) 5833 Newbury Circle: Fence request. A motion was made by Kent Smith and seconded by Joyce Kenyon to table the request for more information. Clarification was needed on the eight-foot transition area, the front setback, and question on the five-foot section in the back.
- 55) 5803 Newbury Circle: Front door painting, solar attic cooling fan, vertical flagpole request. A motion was made by Joyce Kenyon and seconded by Cathie Johnson to approve the painting of the front door. A motion was made by Steve Fisher and seconded by Ron Grass to approve the solar attic-cooling fan. A motion was made by Ron Grass to approve the flagpole request, however the motion died due to a lack of a second. A motion was made by Irene DeMeo and seconded by Cathie Johnson to disapprove the flagpole as presented however inform the owner that a flag may be displayed in accordance with the Windsor Estates standards.
- 56) 5946 Arlington Circle: Proposed revisions for ARC consideration. A motion was made by Kent Smith and seconded by Joyce Kenyon that the ARC has reviewed the changes and at this time the ARC will not be recommending any of the proposed changes. Steve Fisher voted no.
- 57) 5745 Sheffield Place: Request for hurricane shutters. A motion was made by Irene DeMeo and seconded by Ron Grass to approve the request for hurricane shutters per the Windsor Estates Standards for use of hurricane shutters.
- 58) 5965 Newbury Circle: Pool request. A motion was made by Irene DeMeo and seconded by Steve Fisher to approve the request for the pool installation with condition, all permits to be submitted prior to construction.

### **STATUS OF PRIOR VIOLATIONS:**

- 5) 5773 Newbury Circle: Columns painted trim color. A motion was made by Irene DeMeo and seconded by Joyce Kenyon to hold a hearing committee meeting to address the current status of this unit.
- 6) 3261 Windsor Estates Dr: An appeal has been heard at the beginning of the meeting. A motion was made by Irene DeMeo and seconded by George Kenyon that the hedges be maintained at the three-foot height as per the Windsor Estates DCC&R's.

### **NEW VIOLATIONS:**

- 30) 5876 Newbury Circle: Building privacy walls without approval. A motion was made by Ron Grass and seconded by Joyce Kenyon to send them a letter and an application for ARC approval.
- 31) 6037 Arlington Circle: Birdhouse installed without approval. A motion was made by Ron Grass and seconded by Joyce Kenyon to send the homeowner a letter to remove the birdhouse.

### **OLD BUSINESS:**

There was no old business to be discussed.

### **HEARING COMMITTEE MEETING**

A Hearing Committee meeting was held with Steve Fisher, Kent Smith and Cathie Johnson serving on the Hearing Committee. The home in front of the hearing committee was 5773 Newbury Circle. The homeowner has requested to resubmit to paint the entire home with approved colors for Windsor Estates and come into compliance on the column painting issue. The Hearing Committee decided to recommend to the Board of Directors that the homeowner be given 60 days to repaint the home per the painting standards.

**NOTIFICATION OF NEXT MEETING:** The next meeting of the ARC will be March 18, 2003 Suntime Elementary School. There will not be a February meeting due to the scheduling of the Annual Meeting.

**CALL TO ADJOURN:** Kent Smith made a motion to adjourn the meeting, seconded by Ron Grass. Motion carried unanimously, meeting adjourned at 7:05 p.m.

Minutes Prepared By: Fair/Way Management