

**COTTONWOOD PALO VERDE AT SUN LAKES  
ARCHITECTURAL COMPLIANCE COMMITTEE  
MEETING MINUTES NOVEMBER 26, 2024**

**Board Member/Chairperson, Maryann Sinerius present**

**General Manager, Steve Hardest, absent**

**Committee Members present:** Dick Bailey, Brian Haynie, John Hawkey, Kathy Klotz, Jim Nelson, Maria Rinaldi-Sarro and Deborah Sanders

**Committee Members absent:** Mark Brauer and Bob Torres

**Staff present:** Joanne Barnes/ACA, Tom Catri/Security Patrol Manager, Bill Miller/Compliance Officer.

**Staff absent:**

**Call to Order:** Maryann Sinerius, Board Member/Chairperson, called the meeting to order at 8:28AM. Maryann mentioned the meeting is being recorded for the accuracy of the minutes.

**Approve Minutes:** A motion was made by Dick Bailey and seconded by Brian Haynie to approve November 12, 2024, Architectural Compliance Meeting Minutes with one correction noted by Brian Haynie. The next meeting date was incorrect; it should be corrected to November 26, 2024. The minutes were unanimously approved with the correction noted.

**Guest/Homeowner Comments:**  
Ed Schauble/Homeowner/Observer

**Board Member/Chairperson Comments:**

There are just a few modification applications to approve today so we will be going over the Procedures and Guidelines. If there are applications denied, the application will be discussed by the committee.

**Board Report:** None

**Permits for Approval**

Modification applications approved.....	14
Modification applications for follow-up.....	0
Modification applications with MCC Permit.....	0
Modification applications denied.....	0

**Approval of the Architectural Modification Applications approved by the committee and staff**

Group one approved 6 applications, group two approved 5 applications, and group 3 approved 3 applications. Marie Rinaldi-Sarro made a motion, seconded by Dick Bailey, to approve the 14 modification applications approved by the committee groups. There were no denials. **Motion carried unanimously.**

**Consent Agenda Construction Item Follow-up:**

Completed Projects/2 weeks or more  
past completion date..... 0  
Extensions given..... 1

**Report from Patrol/Compliance:**

Tom Catri, Security Patrol Manager, mentioned the Michigan Gate is being repaired again. The arm is operational at this time. The Holiday season is almost upon us so there will be additional RV's parking on the roads. Plans are being made for the Christmas Golf Cart Parade which is approaching fast.

Bill Miller, Compliance Officer, mentioned he has several neighbor-to-neighbor issues. An old issue with the homeowner on S. Cloverland Dr who has now been issued a fine letter. Bill reminded the homeowner that the wall must be returned to its original condition; new stucco and paint to match existing color. We also have another problem with a homeowner feeding the birds. The issue is being discussed with management.

**Old Business:**

- The committee reviewed the Architectural Procedures and Design Guidelines. There were several corrections, questions, and clarifications. Further review will continue at the next meeting. Maryann mentioned the evaluation process at the end of each section and asked if this should be standardized. She would like the committee to look at the process for the next meeting.
- Does the committee want to be responsible for technical details or only aesthetics?

**New Business:**

- None

**Recommendation to the Board:** None

**Recommendation to Management:** None

**The Home Improvement Project of the Quarter:** The Nelsons on Ribbonwood Drive.

**Comments from Committee Members:**

Kathy Klotz mentioned the process we use for permits that are denied by the committee. Joanne calls the homeowner if there is a denial and presents the issue. If there are problems with the homeowner understanding the denial or the issue cannot be resolved, Joanne will call the committee members involved in the denial process for clarification and resolution.

**Meeting adjourned: 9:58 AM**

**Next Meeting: Tuesday, December 10, 2024, at 8:30AM in the Phoenix Room**

**Respectfully Submitted,**

**Joanne Barnes, Architectural Compliance; Administrative Assistant  
Maryann Sinerius, Board Member/Chairperson**