

# **Soundings Architectural Review Committee**

## **Meeting Minutes**

May 14<sup>th</sup>, 2019 6:00 pm

**1. Call to Order/ Quorum:** A Quorum was established with committee members Neil Vitale, Jen Gilliland, Donna Villanova, and Dan Morrow. Leslie Williams was absent. The meeting was called to order at 6:26 pm.

**2. Proof of Notice:** Notice was posted in the SYTC May newsletter, the SYTC website calendar and by email announcement.

**3. Approval of Past Meeting Minutes:** Neil Vitale made the motion to approve the April 16th, 2019 ARC meeting minutes. Dan Morrow 2nd and all in favor. Donna Villanova did not participate in the vote because she had not been present at the April meeting.

#### **4. Applications:**

**A. 8565 Gulfstream Place:** Neil Vitale presented his report for this application for a new metal roof. The application was complete and complied with the SYTC covenants and policies. Neil made the motion to approve the application, Donna seconded and all in favor.

**B. 8916 Harbor Island Way:** This was an application for new front doors. The application was complete and complied with the SYTC covenants and policies. Neil made the motion to approve the application, Jen 2<sup>nd</sup> and all in favor.

**C. 10341 Soundings Drive:** Dan presented a report to the committee for this application for a complete repair of an existing dock. The application complied with the SYTC covenants and Policies with the exception of the County permit. Dan made the motion to approve subject to receipt of the County permit, Neil 2nd and all in favor.

**D. 8602 Soundings Place:** Neil presented the report to the committee for this application for the tear off and replacement of a flat roof. The application complied with the SYTC covenants and Policies with the exception of the County permit. Neil made the motion to approve subject to receipt of the County permit, Dan 2nd and all in favor.

#### **5. Approved Past Applications waiting for permits:**

**A. 10303 Ficus:** Permit received.

**D. 8939 Hawksbill:** Jen would follow up to obtain permit.

#### **6. Other Applications:**

**A. 8602 Soundings Place:** Previous application for a fence around utilities had been granted a continuance at the last meeting. Leslie Williams had advised via email that the homeowner would now re-file at a later date.

**B. 8848 Star Island Way:** Donna reported that the homeowner filed all required outstanding documentation.

**7. Discussion:** Deposit Requirements: the committee members reviewed policies A.6 and C.7 regarding construction deposits, noting that similar policies had been in place for several years but had been irregularly enforced, except recently the ARC did require deposits for new builds. Donna noted that she had contacted the Property Manager to ascertain how other HOA communities handled construction deposits. The property manager informed that all other HOA's required construction deposits and that SYTC should immediately begin enforcement of the construction deposit policies to protect SYTC. The committee members discussed concerns that since the policies had not been enforced on a consistent basis in the past, the community should be given notice as to when construction deposits pursuant to the policies would begin being required. The committee unanimously voted to begin requiring construction deposits, as per the SYTC Policies A.6 and C.7, for all applications submitted for review at the September, 2019 ARC meeting. The committee unanimously voted that the deposits must be submitted at the time the application is submitted. The committee also unanimously voted that a bond could be used in lieu of a cash deposit. The Property Manager would advise those interested homeowners as to how to obtain a construction deposit bond

Workers Compensation Insurance Requirements: Dan Morrow had pointed out at past meetings that while SYTC required proof of insurance from contractor's as per Policy C.5 (and as per previous policies), it was not clear as to what types of insurance were required and therefore needed clarification, particularly with respect to Workers Compensation Insurance. It

was discussed that the assumption was that policy C.5 required “full insurance coverage” such as liability and auto insurance. However, Dan noted that Workers Compensation Insurance was equally, if not more, important and should be required as part of the insurance requirement. Dan explained the purpose of Workers Compensation insurance and the risk to SYTC in allowing a contractor to work in the Soundings without Workers Compensation Insurance. Dan noted that he was required to provide proof of Workers Comp coverage in all of the HOA communities he worked in. Further discussion ensued about small contractors working in SYTC that may not have Workers Comp insurance. Dan explained that for that type of contractor, a Workers Compensation Exemption Certificate can be easily obtained by the contractor and should be required to protect SYTC. After further discussion, the committee unanimously agreed that all contractors must include Workers Compensation in their Certificate of Insurance or, in the alternative, a Workers Compensation Exemption Certificate. Dan recommended that this clarification be included in the Architectural Review Checklist and all committee members unanimously agreed.

**7. Adjournment:** Donna made the motion to adjourn the meeting, Leslie 2nd. The motion was unanimously approved and the meeting adjourned at 6:31 pm.

Minutes submitted by: Leslie Williams