

Architectural Control Committee

Minutes

Tuesday, May 6, 2025, Time: 9:30am in the Clubhouse

- 1) Call to Order @ 9:30am by Delores Lencioni, Chairperson
- 2) Pledge of Allegiance
- 3) Roll Call: Delores Lencioni, Chair; Nancy Seeley, Member; Mike Couture, Member; Larry Small, Alternate; Lori Bodoh, Alternate (Absent); Dan Tarnowski, District Manager; Becky Earnest, Liaison; David Peck, Advisor
- 4) Updates
- 5) Applications for Review
- 6) Discussion Items, Suggestions, Problems, Issues or Concerns
- 7) Public Comments
- 8) ACC Member Comments
- 9) Adjournment

ACC is still in need of new members. Please submit a letter of intent to an ACC member if you are interested. We need YOU!

WELCOME NEW ACC MEMBER & UPDATED ACC CONTACT INFO

Michael (Mike) Couture

COMPLETED APPLICATIONS:

Applicant: Daniel Jacobs
Address: 296 Holiday Park Blvd NE
Application: 10' X 20' Shed

Applicant: William & Sandra Busico
Address: 1156 Keystone Court NE
Application: Paver walkway from driveway to ramp

Applicant: Mervin Minnich
Address: 1094 Sunflower Lane NE
Application: Paver additional parking space

NEW APPLICATIONS:

Applicant: Penny K Butts
Address: 142 Mystic Blvd NE
Application: Plants/Flowers
Contractor: Owner
Discussion: One of the plants was in the set back so an alternate location was discussed (on the other side of the carport).
Action: Larry made motion to approve the application to include moving the 1 plant in the setback to the other side of the carport & adding a border/edging around the plantings.
Nancy seconded motion to approve
All in favor

NEW APPLICATIONS (Continued):

Applicant: Steven M/Linda R Fawcett
Address: 169 Holiday Park Blvd NE
Application: Replace existing windows on the sunroom
Contractor: ~~Don Garrow~~ Owner
Discussion: Mr. Fawcett indicated he would be installing the windows himself, i.e. replacing crank out windows with acrylic sliding windows. He indicated a City of Palm Bay Building permit is required.
Action: Nancy made motion to approve the application contingent upon obtaining the City of Palm Bay permit.
Larry seconded motion
All in Favor

Applicant: Charles & Dorothy Lowry
Address: 228 Holiday Park Blvd NE
Application: Replace 5 windows
Contractor: New South Windows
Action: Larry made motion to approve
Mike seconded motion
All in favor

Applicant: Austin Zent
Address: 1150 Center Lane NE
Application: Fence along carport
Contractor: Owner
Discussion: It was indicated the iron railing/screen is not considered a fence, i.e. it is more of a decorative fixture. Mr. Zent indicated it has been in place for several years.
Action: Larry made motion to approve the decorative iron railing/screen
Nancy seconded motion
All in favor

Applicant: Rebecca Ransier
Address: 465 Holiday Park Blvd NE
Application: Pavers
Contractor: C & F Landscaping
Discussion: Current contractor documents on file (Brevard County Tax Receipt & Certificate of Liability Insurance). It was stated the mailbox will need to be moved.
Action: Larry made motion to approve
Nancy seconded motion
All in favor

NEW APPLICATIONS (Continued):

Applicant: Maxine Willem
Address: 1030 Sunflower Lane NE
Application: Re-roof
Contractor: Covenant Roofing & Construction, Inc
Discussion: Current contractor license on file, updated Certificate of Liability Insurance outstanding.
Suggestion to follow up with Owner to inform them of dumpster requirements.
Action: Nancy made motion to approve contingent upon receipt of current Certificate of Liability Insurance.
Larry seconded motion
All in favor

Applicant: Sheryl Moore
Address: 1030 Vista Court NE
Application: Plamaria branch
Contractor: Owner
Discussion: Owner was advised to call 811 before digging.
Action: Larry made motion to approve
Nancy seconded motion
All in favor

Applicant: James B Gahan II
Address: 1180 Lindsey Court NE
Application: Repair screen porch
Contractor: Owner
Discussion: James indicated the project will be completed within the next week
Action: Larry made motion to
Mike seconded motion
All in favor

UPDATES:

Address: 146 Holiday Park Blvd NE
Application: New Install
Status: Approved at 03/04/25 ACC Meeting with contingency of moving the mobile back 5' to accommodate steps on to the front porch.
Replacement Mobile Home – Permit Issued by City of Palm Bay (BL25-01935)
Carport & Utility Shed addition – Permit Issued by City of Palm Bay 04/03/25 (BL25-03098)
05/06/25 – concrete has been poured for driveway & carport

Address: 1006 Moonlight Court NE
Application: Deck on back of home 5' X 10' (BL25-01385)
Status: Permit Under Review by City Palm Bay (02/18/25)
Mike will contact Owner to offer his assistance with City of Palm Bay permit

UPDATES (continued):

Address: 215 Holiday Park Blvd NE
Application: HPPOA Lending Shed
Status: Permit to be applied for

Address: 169 Holiday Park Blvd NE
Application: Replace existing windows on the sunroom
Status: Permit to be applied for

DISCUSSION ITEMS: A resident spoke about the Lending Shed location.

Discussed expediting ACC applications for specific things, i.e. roof, etc. It was decided applications that do not require measurements would be accepted with 3 ACC signatures outside the meeting, provided contractor's license/tax certificate or Certificate of Liability Insurance are on file (if applicable). These approvals would be announced at the next ACC Meeting.

Setback vs easement language will be brought to the Board of Trustees along with other recommendations/updates.

Incorporating Emergency situation language was also discussed.

ADJOURNMENT: Larry made motion to adjourn at 11:33am
Nancy seconded motion
All in favor

NEXT MEETING: 05/20/25