

Architectural Control Committee

Minutes

Tuesday, July 15, 2025, Time: 9:30am in the Clubhouse

- 1) Nancy Seeley, Member called the meeting to order at 9:30am
- 2) Pledge of Allegiance
- 3) Roll Call: Delores Lencioni, Chair (Absent); Nancy Seeley, Member; Mike Couture, Member (Absent); Lori Bodoh, Alternate (Absent); Jack Emerich, Alternate (Temporary); Dan Tarnowski, District Manager; David Peck, Advisor (Absent); Becky Earnest, Liaison
- 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!

COMPLETED APPLICATIONS:

Applicant: Rene St Pierre (expedited application)
Address: 222 Fantasy Court NE
Application: Pavers
Contractor: Emma De Leon Pavers LLC

Applicant: Timothy Wilhelm
Address: 1107 Keystone Court NE
Application: Remove sidewalk & planter at front of home & replace with sod
Contractor: KO Landscaping LLC

EXPEDITED APPLICATIONS:

Applicant: Joseph DallaValle
Address: 1101 Laurel Court NE
Application: Relocate four (4) Palm Trees for Holiday Park property
Contractor: Holiday Park Groundskeeping staff
Status: Becky Earnest, Chairperson indicated the application may be withdrawn (Expedited Application was previously approved.)

Applicant: David Nelson
Address: 698 Candle Court NE
Application: Upgrading (9) Windows & enclosing existing Screen Room
Contractor: Owner
Status: Application was approved 'Pending City of Palm Bay permit'. Permit has not been applied for on CPB permitting website. ACC Coordinator will provide ACC Committee periodic updates on the status of the permit.

NEW APPLICATIONS FOR APPROVAL:

Applicant: Carlton Hayes
Address: 132 Holiday Park Blvd NE
Application: Screen walls under carport & 3 screen doors
Contractor: Palm Bay Aluminum
Status: Motion made by Jack Emerich to approve
Seconded by Nancy Seeley
All in Favor

Applicant: Brian McNulty
Address: 1142 Parkview Court NE
Application: Replacing 4 windows
Contractor: Morgan Exteriors Windows. Siding, Doors & More, LLC
Status: Motion made by Jack Emerich to approve
Seconded by Nancy Seeley
All in Favor

Applicant: Niki Hollenbeck
Address: 224 Holliday Park Blvd NE
Application: Planting Pony Tail Palm on left side of walkway by front door
Contractor: Owner
Status: Motion made by Jack Emerich to approve
Seconded by Nancy Seeley
All in Favor

Applicant: Matthew & Jessica Yourek
Address: 141 Cheswick Circle NE
Application: Re-roof
Contractor: All Florida Weatherproofing & Construction Inc
Status: Motion made by Jack Emerich to approve
Seconded by Nancy Seeley
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);
05/20/25 – Steve called to request a 30-day extension. Reasons: project is not on schedule because stucco contractor had a medical concern. Contractor's son is doing stucco work on the skirting & steps. Concrete will be completed after stucco work then sod will be laid. Steve will then call for a Certificate of Occupancy (COE) from the City of Palm Bay & will notify the District Office when it is obtained.
06/03/25 – 30-day install application extension approved at ACC Meeting. Steve attended meeting. A/C will be moved from side of unit to back of unit per ACC request.
07/15/25 – Install application extension was granted through 07/31/25.
07/16/25 - Called Steve Douglas to let him know about install application extension. He said they passed final inspection today & they will be requesting the Certificate of Occupancy (COO). Steve will call the ACC Coordinator when the COO has been issued.
07/16/25 - Permit Finaled by City of Palm Bay (PW25-00386)

Address: 215 Holiday Park Blvd NE
Application: HPPOA Lending Shed
Status: Permit Under Review by City of Palm Bay 06/02/25 (BL25-06517)
Reviewing General Contractor bid for installation of shed (required by City of Palm Bay)

Address: 242 Holiday Park Blvd NE
Application: Landscaping & Removal (single); NOTE: Install (double) ACC Application to follow
Status: Permit Under Review by City of Palm Bay 07/03/25 (BL25-07939)
Permit issued by City of Palm Bay 07/10/25
07/16/25 – called Steve for update on removal & he said they may start tomorrow or Friday (weather permitting). Carport, skirting & shed will be removed then mobile. He said it would be surveyed & staked after removal. Asked him to keep me posted so arrangements can be made to have the appropriate gate opened when the mobile is being taken out of the Park. A Special Meeting may be needed when the Install application is submitted because there isn't an ACC Meeting until 08/19/25.

Address: 259 Holiday Park Blvd NE
Application: Carport
Status: Permit Issued 06/16/2025 by City of Palm Bay (BL25-06995)

DISCUSSION ITEMS: Updated ACC Members Listing (emailing & distributing at next meeting), Expedited vs emergency ACC Applications procedures (tabled), Location of ACC Meetings during kitchen renovation (Library), stump removals, shed colors & a storm damaged residence were discussed. It was mentioned a metal detector was purchased to assist the ACC with locating property pins.

ADJOURNMENT: Jack made motion to adjourn meeting @ 10:17am
Nancy seconded motion
All in Favor

NEXT MEETING: 08/19/25 (Special Meeting may be needed prior to 08/19/25)