



DRAFT

SPRING CREEK ASSOCIATION COMMITTEE OF ARCHITECTURE REGULAR MEETING MINUTES

Spring Creek Association Committee of Architecture

Tuesday, February 12, 2019, 5:30 PM, PST

Fairway Community Center Meeting Room

401 Fairway Blvd, Spring Creek, Nevada

PRESENT: Chair Jill Holland, Vice Chairperson John Featherston, Members: Diane Parker, Randy Hesterlee and Cassandra Banuelos

STAFF MEMBERS PRESENT: SCA President Bahr, SCA COA Secretary Shields

CALL TO ORDER: Chair Jill Holland called the meeting to order at 5:30 PM.

PLEDGE OF ALLEGIANCE.

NOTICE:

1. **Items may be taken out of order**
2. **Two or more items may be combined**
3. **Items may be removed from agenda or delayed at any time**
4. **Restrictions regarding Public Comment:** Pursuant to N.R.S. 241.020(c) (3), this time is devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item. Comments during this public comment period are limited to items NOT listed on the agenda, and shall be limited to not more than three (3) minutes per person unless the Committee of Architecture elects to extend the comments for purposes of further discussion. Persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Chair may prohibit comment, if the content of that comment is a topic that is not relevant to, or within the authority of, the Spring Creek Association or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

COMMENTS BY THE GENERAL PUBLIC

ACTION SHALL NOT BE TAKEN

No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken.

No public comment was received.

UNFINISHED BUSINESS

1. **REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A POSSIBLE VARIANCE OF THE SIZE OF THE HOME OCCUPATION SIGN AT 332 LAWDALE DRIVE (103-008-008)**
FOR POSSIBLE ACTION

COA Secretary Shields stated the property was on the January 23, 2019 Board of Directors agenda. The Board voted at that meeting to refer the property back to the Committee of Architecture to discuss the option of applying for a variance for the sign.

It was noted that the sign requirement is specifically stated in the Declarations of Reservations.

The property owner was not present.

Vice Chair Featherston moved/Member Banuelos seconded to refer the property at 332 Lawndale Drive back to the Board of Directors and uphold the \$200.00 fine. Motion carried (5-0).

2. **REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF INOPERATIVE/UNREGISTERED/UNLICENSED VEHICLES AT 395 BERRY CREEK PLACE (201-009-030).**
FOR POSSIBLE ACTION

COA Secretary Shields stated this property was on the January 8, 2019 Committee of Architecture agenda. The Committee voted at that meeting to give the property owner until February 1, 2019 to have the vehicle covered or registered. After review of the property on February 7, 2019, the vehicle had been covered.

The property owner was present.

Vice Chair Featherston moved/Chair Holland seconded to close the violation at 395 Berry Creek Place and reduce the fine to the amount of \$100.00. Motion carried (5-0).

3. **REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF BUILDING EXTERIOR AT 395 BERRY CREEK PLACE (201-009-030).**
FOR POSSIBLE ACTION

COA Secretary Shields stated this property was on the January 23, 2019 Board of Directors agenda. The homeowner was present at that meeting and stated she would stain the shed. The Board voted at that meeting to refer the property back to the Committee of Architecture.

The property owner was present.

Member Parker moved/Vice Chair Featherston seconded to give the property owner until the May 13, 2019 COA meeting to bring the shed at 395 Berry Creek Place into compliance.

Member Parker moved/Chair Holland seconded to amend the main motion to include reducing the fine to the amount of \$100.00.

The amended motion carried (3-2) Member Banuelos and Vice Chair Featherston opposed.

4. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF EXCESSIVE BRUSH/WEEDS OR DEAD TREES/SHRUBS, NOXIOUS WEEDS AT 681 CLOVER DRIVE (401-013-009). *FOR POSSIBLE ACTION*

COA Secretary Shields stated this property was on the January 23, 2019 Board of Directors agenda. The Board voted to uphold the \$200.00 fine and refer the property back to the Committee of Architecture to allow the property owner to follow up with the Lamoille Conservation District.

The property owner was not present.

Vice Chair Featherston moved/Member Banuelos seconded to uphold the \$200.00 fine and refer the property at 681 Clover Drive back to the Board of Directors for further action. Motion carried (5-0).

5. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF DOG NUISANCE AT 752 SPRING VALLEY PKWY (202-009-081). *FOR POSSIBLE ACTION*

COA Secretary Shields stated this property was on the January 18, 2019 Committee of Architecture agenda. The Committee voted to place the item on the February 12, 2019 Committee of Architecture agenda if the eviction process had not been completed. As of this date, the eviction notice is being pushed to March 4, 2019. There have been no more reports related to dogs.

Member Parker moved/Chair Holland seconded to waive the \$200.00 fine and close the violation at 752 Spring Valley Parkway while the eviction process is being handled. Motion carried (5-0).

NEW BUSINESS

6. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A LIVESTOCK PERMIT AT 581 GILIA PLACE (202-037-018). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner is requesting approval of a livestock permit for goats and noted the property 1.64 acres.

Member Featherston moved/Chair Holland seconded to approve the livestock permit at 581 Gilla Place. Motion carried (5-0).

7. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A LIVESTOCK PERMIT AT 520 BELLOAK DRIVE (201-001-005). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner is requesting approval of a livestock permit for goats. Updated pictures were presented to the Committee.

Chair Holland moved/Member Banuelos seconded to approve the livestock permit for 520 Belloak Drive. Motion carried (5-0).

8. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF DOG NUISANCE AT 362 BERRY CREEK COURT (201-009-048). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner's dog has been running at large on multiple occasions. Animal Control's comments were read into the record and an email from the property owner was provided to the Committee.

Animal Control Officer Manley was present.

The property owner was present and stated that one dog has been gone for 4 months. The pit bull dog has been loose and he stated he will get rid of it as soon as he can find someone to adopt it. He currently has a post on Facebook to see if anyone will adopt it.

Vice Chair Featherston moved/Member Banuelos seconded to close the violation at 362 Berry Creek Court and reduce the fine to the amount of \$100.00. Motion carried (5-0).

9. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF DOG NUISANCE AT 552 CROYDON DRIVE (101-005-027). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner's dog has been running at large on multiple occasions. Animal Control Officer Smith's comments were provided to the Committee in their packet.

Animal Control Officer Manley was present and noted that the property owner is not easy to get along with. She has been thrown off the property herself and neighbors have reported that they are afraid of the property owner and will not file a report about the dog because of it.

Vice Chair Featherston moved/Member Banuelos seconded to uphold the \$200.00 fine and refer the property at 552 Croydon Drive to the Board of Directors for further action. Motion carried (5-0).

10. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF DOG NUISANCE AT 730 EASTLAKE DRIVE (401-017-035).

FOR POSSIBLE ACTION

COA Secretary Shields stated the property owner's dog has been running at large on multiple occasions. The most recent was on October 2, 2018, and they were issued a citation. An email from Animal Control Officer Smith was read into the record.

Animal Control Officer Manley was present.

The property owner was present and noted that there is only 1 corgi on the property now. They installed an electric fence 2 days ago and the dog has a shock collar.

Vice Chair Featherston moved/Member Hesterlee seconded to reduce the fine to an amount of \$100.00 and close the violation at 730 Eastlake Drive. Motion carried (5-0).

11. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF INOPERATIVE/UNREGISTERED/UNLICENSED VEHICLES AT 767 STERLING DRIVE (202-005-020).

FOR POSSIBLE ACTION

COA Secretary Shields stated the property owner has been in violation since February 2017. There have been multiple conversations with the property owner. On December 18, 2017, he stated the 2 unlicensed vehicles are his sons' and he is in the army. He stated he would talk to his son about doing something with them so they are not on the property or visible. On February 21, 2018, he called and stated that he is trying to get the vehicles removed. It was suggested he call Pacific Steel or Billy Garcia and was offered their numbers, but he stated he would look them up himself. On February 21, 2018, he was told he had a month to remove the vehicles and if they were not removed, the item would be on the Committee of Architecture agenda in April. On March 13, 2018, the property owner called and stated that he had moved the silver grand prix and needs the ground to dry up before he can move the others. He was given a time extension to move the vehicles. On February 1, 2019, the property owner called and was upset in regards to the \$200.00 fine mentioned in the letter. He stated that he is not going to give us a copy of his registration. He was informed that since the vehicles had not been removed and no registration was provided, the item would be scheduled on the February 12, 2019 Committee of Architecture agenda. He was informed that if he was unable to attend the meeting, he had the option of writing a letter to the Committee. No letter was received. Chair Holland moved/Vice Chair Featherston seconded to uphold the \$200.00 fine and refer the property at 767 Sterling Drive to the Board of Directors for further action. Motion carried (5-0).

12. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF BUILDING EXTERIOR AND STORAGE OF TOOLS AND TRASH AT 483 CASTLECREST DRIVE (202-030-030).

FOR POSSIBLE ACTION

COA Secretary Shields stated the property owner has been in violation since June 2018. On August 27, 2018 the property owner's son contacted the office and stated his father is

deceased and he is trying to probate the property so he can take care of the assessment and violations. He stated he would keep in contact with the Association on the progression. To date, there has been no further contact.

Member Banuelos moved/Vice Chair Featherston seconded to refer the property at 483 Castlecrest Drive to the Board of Directors for further action and uphold the \$200.00 fine. Motion carried (5-0).

13. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF INOPERATIVE/UNREGISTERED/UNLICENSED VEHICLES AT 472 WESTCLIFF DRIVE (201-008-036). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner has been in violation since June 2018. On September 20, 2018, the property owner contacted the office and stated they are trying to get the vehicle moved this weekend and she will call after it is moved. On October 24, 2018, the property owner contacted the office and stated the truck is getting towed off the property on November 13, 2018. After review of property on February 7, 2019, the vehicle is still on property. There has been no further contact from the property owner.

Chair Holland moved/Member Parker seconded to uphold the \$200.00 fine and refer the property at 472 Westcliff Drive to the Board of Directors for further action. Motion carried (5-0).

14. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF STORAGE OF TOOLS AND TRASH AT 527 GYPSUM DRIVE (202-021-002). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner has been in violation since February 2018. On April 12, 2018, the property owner contacted the office and stated the property had been cleaned up. On April 17, 2019, the property was inspected and there was still debris on the property in the back yard. On April 20, 2018, the property owner contacted the office and stated the debris is a burn pile and they are waiting to get the permit on a day that they can burn when it's not windy. She was notified that they would have 30 days to get it done and to contact the office after it was completed. On July 9, 2018, the property owner contacted the office and stated they were going to burn the pile but ran out of time to get a permit. She stated they are going to haul it off, but are waiting for a trailer and asked for a 30 day extension. On October 30, 2018, the property owner contacted the office and said they are going to burn it as soon as the weather rains or snows. It was requested that she keep in contact with the Association. As of February 7, 2019, there has been no further contact from the property owner and the debris is still on the property.

Vice Chair Featherston moved/Chair Holland seconded to uphold the \$200.00 fine and refer the property at 527 Gypsum Drive to the Board of Directors for further action. Motion carried (5-0).

**15. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF STORAGE OF TOOLS AND TRASH AT 380 BERRY CREEK DRIVE (201-010-006).
FOR POSSIBLE ACTION**

COA Secretary Shields stated the property owner has been in violation since October 2018. There has been no contact from the property owner. After review of the property on February 7, 2019, the property is in compliance. Vice Chair Featherston moved/Member Banuelos seconded to close the violation at 380 Berry Creek Drive and uphold the \$200.00 fine. Motion carried (4-1) Member Hesterlee opposed.

**16. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF STORAGE OF TOOLS AND TRASH AT 878 SPRING VALLEY PKWY (202-025-042).
FOR POSSIBLE ACTION**

COA Secretary Shields stated the property owner has been in violation since May 2017. On May 26, 2017, the property owner's daughter called and stated she will be coming down to help get the property taken care of. On June 11, 2018, the renter came into the office and stated she has cleaned up a lot of things around the property but some can't be moved because she doesn't own them. She stated the pallets, tire, and washer and dryer are gone. The door left by the front door is there because she needs help moving it. On November 27, 2019, the executor of the estate contacted the office and said she will be handling everything from this point forward. To date, the property is still in violation. Member Parker moved/Vice Chair Featherston seconded to refer the property at 878 Spring Valley Parkway to the Board of Directors for further action and uphold the \$200.00 fine. Motion carried (5-0).

**17. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF BUILDING EXTERIOR AT 369 BUFFSIDE COURT (201-004-035).
FOR POSSIBLE ACTION**

COA Secretary Shields stated the property owner has been in violation since September 2018. On January 24, 2019, the property owner contacted the office with questions about the letter she received and the \$200.00 fine. The process was explained to her and it was recommended that she attend the Committee of Architecture meeting and speak with the Committee. She stated that she would try to attend the meeting. It was suggested that if she could not attend to let the COA Secretary know or write a letter to be presented at the meeting.

The property owner was present and requested that the Committee give her until June to bring the property into compliance.

Chair Holland moved/Vice Chair Featherston seconded to uphold the \$200.00 fine and give the property owner until the June 11, 2019 COA meeting to bring the shed at 369 Buffside Court into compliance which includes staining or painting and repairs to the roof. Motion carried (5-0).

Chair Holland moved/Vice Chair Featherston seconded to reconsider Item No. 17. Motion carried (5-0).

Chair Holland moved/Vice Chair Featherston seconded to strike the main motion to uphold the \$200.00 fine and give the property owner until the June 11, 2019 COA meeting to bring the shed at 369 Buffside Court into compliance which includes staining or painting and repairs to the roof. Motion carried (5-0).

Chair Holland moved/Member Banuelos seconded to postpone the \$200.00 fine and give the property owner until the June 11, 2019 COA meeting to bring the shed at 369 Buffside Court into compliance which includes staining or painting and repairs to the roof. Motion carried (5-0).

18. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF BUILDING EXTERIOR AND INOPERATIVE/UNREGISTERED/UNLICENSED VEHICLES AT 777 SPRING VALLEY PKWY (202-004-015). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner has been in violation since October 2018. There has been no contact with property owner.

Member Parker moved/Vice Chair Featherston seconded to uphold the \$200.00 fine and refer the property at 777 Spring Valley Parkway to the Board of Directors for further action. Motion carried (5-0).

19. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF BUILDING EXTERIOR AT 248 OAKSHIRE DRIVE (106A-003-007). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner has been in violation since July 2017. On November 30, 2018, the property owner came into the office and stated she didn't know what the letter was about and she never received the first 2 letters. She stated that she would paint the shed in the spring and contact us know when it was completed. On January 23, 2019, the office contacted the property owner and she stated they stained the shed last spring and thought it was completed; they didn't know they needed to contact the office. It was recommended that she attend the meeting and see if the shed is acceptable or if they need to paint the shed to match the home. On January 28, 2019, the property owner contacted the office and stated they painted the shed and she will still be attending the meeting. A letter from the property owner was included in the Committee's packet.

The property owner was present and explained that there was a miscommunication and that they had stained the shed previously and then went ahead and painted it to be in compliance.

Vice Chair Featherston moved/Member Banuelos seconded to waive the \$200.00 fine and close the violation at 248 Oakshire Drive. Motion carried (5-0).

20. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF INOPERATIVE/UNREGISTERED/UNLICENSED VEHICLES AT 163 GREENCREST DRIVE (109-002-010). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner has been in violation since July 2018. The property owner's wife came into the office in August and stated that they would buy a cover and place it on the vehicles. There has been no further contact from the property owner. After review of the property on February 7, 2019, the property is not in compliance. Vice Chair Featherston moved/Chair Holland seconded to uphold the \$200.00 fine and refer the property at 163 Greencrest Drive to the Board of Directors for further action. Motion carried (5-0).

21. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF IMPROVEMENT STANDARDS AT 745 AESOP DRIVE (401-017-020). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner has been in violation since October 2018. On January 28, 2019, the property owner called and stated they sold their house, they are moving, and they will be tearing down the chicken coop in February. He stated that he never received any of the other letters that were sent. It was explained to him that he should attend the meeting and if he was unable, he could write a letter to the Committee explaining the situation. He left a voice message for President Bahr. There has been no further contact from the property owner.

Member Banuelos moved/Vice Chair Featherston seconded to close the violation at 745 Aesop Drive and waive the \$200.00 fine. Motion carried (5-0).

22. REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE A HOME OCCUPATION PERMIT AT 522 CROYDON DRIVE (101-005-022). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner is requesting approval of a Home Occupation Permit for Massage Therapy.

The property owner was present and noted she has been a licensed massage therapist for 9 years. She stated they have a roundabout driveway in regards to parking, however, she will only be seeing 1 client at a time.

Member Banuelos moved/Vice Chair Featherston seconded to approve the home occupation permit at 522 Croydon Drive. Motion carried (5-0).

23. REVIEW AND DISCUSSION IN REGARDS TO COA RULE #9 PAGE #5 CULVERTS AND POSSIBLE CHANGES TO WORDING. *NON-ACTION ITEM*

COA Secretary Shields stated Member Hesterlee requested this item be brought back onto the Committee of Architecture agenda. Member Hesterlee's email was included in the supplemental information along with an email from Tom Hannum with Summit Engineering.

Member Parker suggested changing the wording to the original wording and to include contacting the COA Secretary for further information.

Member Hesterlee stated he would like the wording to include that the culvert needs to be in a transverse location. He agrees with the wording suggestion made by Member Parker.

SCA President Bahr noted that the work will still have to be performed by a licensed contractor.

Member Hesterlee suggested that the wording state "new culverts will be constructed per standards".

Member Featherston suggested wording "new and additional culverts will be placed as specified per the build sheet; no excavations will be performed in Spring Creek right of way".

SCA President Bahr noted that we cannot put different wording from the Country as we defer to them and have to follow their guidelines.

SCA President Bahr directed staff to present proposed wording at the next Committee of Architecture meeting on March 12, 2019.

24. REVIEW, DISCUSSION AND POSSIBLE ACTION TO VOTE A NEW COA CHAIR AND CO-CHAIR FOR THE 2019 CALENDAR YEAR. *FOR POSSIBLE ACTION*

Member Parker moved/Member Banuelos seconded to appoint Jill Holland as Chair and John Featherston as Vice Chair for the 2019 calendar year. Motion carried (5-0).

25. REVIEW AND DISCUSSION REGARDING MONTHLY UPDATE ON PROPERTIES AT MCCONNELL LAW. *NON-ACTION ITEM*

COA Secretary Shields provided the SCA/COA Legal Account Status Report for the COA members to review.

26. APPROVE MINUTES FROM THE JANUARY 8, 2019 COA REGULAR MEETING. *FOR POSSIBLE ACTION*

Member Parker moved/Chair Holland seconded to approve the January 8, 2019 COA Regular Meeting Minutes. Motion carried (3-2) Member Banuelos and Vice Chair Featherston abstained.

27. APPROVE COMMITTEE OF ARCHITECTURE REVENUE AND VIOLATION REPORTS FOR JANUARY 2019. *FOR POSSIBLE ACTION*

Member Parker moved/Member Banuelos seconded to approve the Committee of Architecture Revenue and Violation Reports for January 2019. Motion carried (5-0).

DRAFT

28. PUBLIC COMMENT

No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken.

ACTION SHALL NOT BE TAKEN

No public comment was received.

29. THE NEXT REGULAR MEETING OF THE COMMITTEE OF ARCHITECTURE IS SCHEDULED FOR TUESDAY, MARCH 12, 2019 AT 5:30 PM.

NON-ACTION ITEM

30. ADJOURN MEETING

The meeting adjourned at 7:53 p.m.