

**From:** [Terri Piper-Johnson](#)  
**To:** [Michael Barto](#); [ldybug1997@gmail.com](#); [Linda Alexander](#); [notsoquiet@aol.com](#)  
**Subject:** Re: Architectural Meeting  
**Date:** Thursday, December 20, 2018 4:31:42 PM

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Linda,

This enclosed document is the architectural committee meeting minutes. So please add them to the board book there also.

But please add this document to the agenda for discussion by the board. There are numerous items to be discussed in this document of recommendations. These are for discussion only. I believe the committee feels we need feedback from our owners during homeowners forum.

Can you please confirm this will be added to the agenda?

These are important issues and before we can vote, I also need to go down to city hall and discuss with the planning department how we can handle this issue of parking.

Thanks...

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Architectural Committee Meeting Summary For Board review and discussion at December meeting.

The Architectural Committee held a meeting Tuesday December 18th. Three members attended along with President Terri Piper-Johnson (the Chairman) and Member-at-Large Brenda Richardson,

Homeowner's Packet

1. The committee recommends a review of a single page guidance document to be added to the new homeowner packet and to all owners/renters.

2. The committee also advises the Board to include in what goes to all new owner and an one time notice to everyone is emergency numbers to contact when there is a major water leak in their unit or another person's or outside their units. These would be board members or people familiar with turn off procedures for boilers. This document also would include instructions on how to turn of the hydronic heaters if they start leaking in condo.

Boiler Safety

The committee also suggested that multiple individual contact information for emergencies be posted at the boiler with prevalent information that "no unauthorized person is allowed to shutoff the boilers". And it was also recommended the every boiler enclosure be locked with a lock box at the site to allow only approved personnel with the code.

New Pool Key, Garage Inspections for parking, pest/dry rot and

The following are suggestions from the committee for the boards review as how to proceed with two serious problems at Harbour Vista:

1. Condo residents parking 1-3 cars in visitor parking and not using their garages
2. Our pools being frequently visited by non residents who have been given keys from prior residents. Here are a couple examples: dozen or more teenager having a party or the bartender from down the street who didn't wear the bottom of her swim suit around kids.

Suggested procedure to implement for Garage Inspections:

Step One:

Give notice of dates of inspections of certain blocks of garages on both sides of HV.

These inspections will include:

1. Termite and dry rot inspections
  - a. (The board will need to decide on who to use for these services). This info would be used to set up out bids to get work done for pests/rot in blocks of garages, versus doing one garage at a time.
2. Safety Inspections
  - a. This would be done to confirm no potential fire hazards, living spaces, man caves, large appliances or business is being done
3. Use for storage and not vehicles
4. Updating residents vehicle info.
  - a. How many cars, license plate numbers/per condo/garage
5. Delivery of (1) new pool key. Additional keys can be purchased.
  - a. Only (1) new key because we want to keep track of how many keys each unit will have from then on. The cost will be \$12.50 each additional key at the time of inspection. After inspections the cost for lost keys will be \$25.
6. All garages not parking a vehicle will be put on a list for a lottery for assigned special parking. This special parking will have a cost yearly or monthly till notice is given and they are now parking a car in the garage. Inspection will be needed.
  - a. Cost of what the special parking will be, to be decided by board.

b. All changes to be reviewed by HOA lawyer to confirm what is legal with converting "visitor parking" spaces to assigned rented parking. But **FIRST** checking with the City of HB planning department-code enforcement to see how we can meet the challenge to deal with this issue of multiple vehicles/condo parking in visitor parking.