

SPRAC Meeting May 14<sup>th</sup>, 2007

Meeting began at 7:05 p.m. (note: SP refers to Swan Point, OB refers to Owen Brown)

Attendees:

Gracie Bradford, SPRAC Consultant  
Kathi Bestany, Board Secretary  
Pamela Ford, SPRAC member  
Tom Alizio, Board member, former SPRAC member  
Jean Alizio, former SPRAC member  
Stephanie Chisolm, SPRAC member  
Gene Sutter, SPRAC member  
Renee Vreeland, SPRAC member

Absent: Mark King, SPRAC member

Handouts: SP guidelines, Owen Brown Guidelines (Note: the stricter of the two applies where they do not agree). Section of By-Laws regarding Architectural Control.  
Notebooks for SPRAC members.

Objectives for SPRAC:

- Exterior Alteration Applications (required for ALL changes outside of a unit) – process and forward to Owen Brown, if approved, if not, notify homeowner for compromise or appeal to Board. Process SP ONLY applications and file.
- Community Review, in conjunction with SP Board – walk through and review all units. Requires documentation from SP Data Base manager (Pat Fort). Complete a status page for each unit so letters can be sent to homeowners. Usually done by 3 teams – Board, SPRAC and Grounds members.
- Evaluate new materials, vendors, etc. as they become available. Take recommendations forward to the Board.

Community design was reviewed.

The entire Architectural Control Process was reviewed.

Community Review (walk-through) process was reviewed.

Anecdotal information was provided by several members.

Projects:

- Work with Dave Bittner, web master, to get unit specifications on-line – Gracie
- Create walk-through checklist - Gracie
- Get new vs. old color scheme handout for SPRAC members – Gracie
- Check with Pat Fort re unit specs. – Gracie
- Check with Dave Bittner re status of unit specs on web-site - Gracie
- Review both SP & OB Guidelines (note differences) – SPRAC members
- Have a “practice review” as a learning situation – SPRAC members

Meeting closed at 8:10 p.m.