

January 16, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Establish required quorum to conduct meeting.

OLD BUSINESS DISCUSSION -

- (1.) 1915 Citrona Drive - Discussion of YMCA Metro Office's request to install new signage to the exterior of their facility in Amelia Park and to replace the entry signage off Citrona with signage compliant with YMCA-USA branding standards raised additional questions regarding the proposed sign content, colors, materials, dimensions and location. Chair will attempt to obtain additional information and/or arrange a mutually convenient date and time for an onsite meeting with appropriate represent from the YMCA and PARB.
- (2.) 1887 Perimeter Park Road - Resident's request to upgrade existing landscaping, add paving around the side yard to connect the driveway to the front porch, add a pet gate to front porch, and install fencing to enclose the side yard was approve following a meeting with the resident to clarify scope and design questions.
- (3.) 1593 Park Avenue - Resident's request to install a cross hatched lattice (white plastic/fiberglass) enclosure with hinged front opening to conceal two garbage containers and electric meters from view along Olmsted Lane was withdrawn.
- (4.) 1799 School Street - Resident's request to remove a live oak tree that is in danger of damaging the eave of their house was approved. Concurrent with the removal of the oak tree a near by elm tree that appeared to be infested with bugs and had grown too big (branches & roots) for its confined space was removed as well. Resident will consult with Rusty Footlik regarding an appropriate replacement tree and submit the necessary request to the PARB.

NEW BUSINESS DISCUSSION -

- (1.) 1650 Field Street - Resident's request to install a 3.0 foot brick walkway between their front sidewalk and Field Street was deferred pending receipt of additional detail regarding the type of brick to be used and who will do the installation.
- (2.) Landscape Committee received PARB approval regarding the proposed installation of a new Mutt-Mitt station in the median between the alley entrance off 15th Street closest to Northpark Drive and the relocation of 2 concrete benches from the common area walkway between Ruskin and Geddes Lane to the North and South locations along the western shore of the lake along Lake Park Drive.
- (3.) 1797 School Street - Resident's request to replace a window and door in their living room with a two panel sliding glass door leading to their rear patio to increase sunlight and correct uneven height of the existing door and window was deferred pending additional information on the sliding door and receipt of the required \$100 application fee.
- (4.) 1720 Gardenia Street - Resident's request to change the color of their house to Blissful Blue (SW6527), shutters and trim to remain unchanged, was approved.

Open discussion of any other topics or issues in this category.

Confirm next schedule meeting to be on February 20, 2016 between 9:00 & 11:00 AM in the YMCA's conference room.

Peter Newland - PARB Chair

February 20, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Establish required quorum to conduct meeting.

OLD BUSINESS DISCUSSION -

- (1.) 1915 Citrona Drive - Select committee members met with Tammy Miller , VP Risk Management, with the YMCA's Metro Office regarding options pertaining to proposed new signage to the exterior of their facility in Amelia Park and replacement of the entry signage off Citrona to comply withYMCA-USA branding standards. Additional information and renderings regarding both items, is to be provided by the YMCA prior to our next meeting.
- (2.) 1797 School Street - Resident has yet to start installation of glass sliding doors approved in February, or secured required building permit. Will continue to monitor.
- (3.) 1650 Field Street - Resident's request to install brick walkway between sidewalk and street was approve with the condition that the bricks be 4" x 8" in size.
- (4.) 1797 School Street - Resident's request to install sliding glass doors on to their rear patio was approved with receipt of the \$100 application fee. A copy of the required building permit will be provided when available.

NEW BUSINESS DISCUSSION -

- (1.) 1636 Nolen Lane - Resident has replaced front oyster shell walkway without requesting PARB review and approval. A copy of the required request form was placed inside their front door and attempts to meet with them to secure compliance have been unsuccessful. Additional efforts will be made over the next several weeks, but if unsuccessful the matter will be referred to the APNA Board for covenant compliance.
- (2.) Landscape Committee's request to enhance the landscaping within several flower beds throughout the Park and to remove the dilapidated for green fence along the southwest side of Simmons Lake was approved.
- (3.) 1887 Perimeter Park Road - Resident's request to install a retractable screened door on front and back doors, "along with the possible installation of screen doors to 2 French doors on the second floor" was approved.
- (4.) 1769 S. 15th Street - Resident's request to finish their unfinished front porch and steps to match their house color (Sherwin Williams "Boothbay Blue") was deferred pending review of the ARB approved plans for the house and clarification of the treatment for the front steps and railing.
- (5.) 1711 McArthur Street - Resident's request to trim back several trees and plants that become "over grown," was deferred pending additional information regarding the extent of the tree trimming and proposed ground cover.

Open discussion of any other topics or issues in this category.

Next schedule meeting is March 19, 2016 between 9:00 & 11:00 AM in the YMCA's conference room.

Peter Newland - PARB Chair

March 19, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Establish required quorum to conduct meeting.

OLD BUSINESS DISCUSSION -

- (1.) 1915 Citrona Drive - No additional information has been provided to PARB by Tammy Miller, VP Risk Management, with the YMCA's Metro Office regarding options pertaining to proposed new signage to the exterior of their facility in Amelia Park and replacement of the entry signage off Citrona to comply with YMCA-USA branding standards. Will continue to monitor.
- (2.) 1797 School Street - Copy of required building permit regarding the approved installation of glass sliding doors to resident's patio has yet to be provided and work as yet to be started.
- (3.) Landscape committee's approved request to remove the dilapidated green fence along the southwest side of Simmons Lake was not accomplished due to the contractor's error in removing the fence at the northwest corner near the YMCA. Correction action is yet to be scheduled and alternatives are under study.
- (4.) 1769 S. 15th Street - Resident's request to finish their front porch and steps was approved following clarification of the trim treatment.
- (5.) 1711 McArthur Street - Resident's request to trim back several trees and plants was approved upon receipt of additional documentation.

NEW BUSINESS DISCUSSION -

- (1.) 1771 Gardenia Street - Resident's request to install black aluminum handrails to front porch steps for safety reasons was deemed to be inappropriate and residents have been asked to submit an alternative design/style.
- (2.) 1785 Howard Lane - Resident request to repaint lattice in green to match siding on street side was approved. Request for gutters on front and sides, railing on front steps, side and rear, and redo flower bed at curb by rear driveway deferred due to lack of information provided. Selections need to be submitted for review.
- (3.) 1662 Field Street - Resident's request to enhance existing landscaping was approved.
- (4.) 1609 Lake Park Avenue - Resident's request to install a gas hot water heater at the northwest side of their house was approved subject to adequate shielding by boxwood bush(s).
- (5.) 1791 Neighbor Street - Resident's request to install a privacy fence along the side of the house within existing landscaping was approved.
- (6.) 1509 Lake Park Drive - Resident's request to install handrails from front porch to provide enhance safety lacked adequate detail on style, materials or color. Resident was asked to provide additional detail and is waiting on contractor.
- (7.) Draft letters dealing with several covenant violations by resident's of 1636 Nolen Lane, 1897 Gardenia, 1889 Floyd, and 1637/1641 Park Avenue were reviewed, it was determined that while amendments were deemed necessary, since the letters had already been mailed, no further action was required by the PARB at this time.

(8.) 1766 S. 15th Street - Resident's request to paint front and rear porches in same color as shutters (Foggy Day - SW6235), with the risers to be painted white, was approved.

(9.) 1797 School Street - Resident request to replace front door, change color to white, and add a screen door was approved with the comment that the screen door be either undivided or retractable.

(10.) 1775 Gardenia Street - Resident's request to install a gate to side railing to match existing design was approved.

(11.) 1897 Gardenia Street - Resident submitted a request after completing the removal of several Oleander bushes, adding additional landscaping, and installing a hand railing on left side of front steps to enhance safety. After meeting with resident it was determined that existing landscaping would be acceptable, but additional planting around the foundation at the front of the house was recommended, installation of a 4' high fence to screen the A/C unit from public view and staining of the wood hand railing with a dark brown stain was required.

(12.) 1797 School Street - Resident request to add gutters and downspouts over rear porch to prevent excessive runoff was approved.

(13.) 1779 Azalea Street - Resident's request to replace dead/dying plants with super blue liriodendron and add bottle brush plants to side of the house was approved.

(14.) 1551 Olmsted Lane - Resident's request to move several rose bushes from the side to the rear of the property, remove two Muhly Grass bushes, and relocate several Agapanthus and Loropetalum within the same area was approved.

(15.) The PARB and Town Architect reviewed the APNA Board's request for replacing the recently removed wood rail fencing along the northwest shore of Simmons Lake with vinyl fencing and had the following comments:

- If it is determined that the fencing is necessary to be replaced per code requirements or for safety purposes, it should be replaced with a simple board or picket type wood fence to be in keeping with the Design Code Guidelines and commensurate with the cottage vernacular of the Amelia Park character.
- The existing posts that have been cut should be removed entirely or cut at or below grade.

(16.) Transition of committee chair, effective April 1, 2016, was deferred pending selection of new PARB committee members.

Open discussion of any other topics or issues in this category.

Confirm next schedule meeting to be on April 16, 2016 between 9:00 & 11:00 AM in the YMCA's conference room.

Peter Newland - PARB Chair

April 16, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Members in attendance: Magda Sossa, Debra Branton, Ray Mooney, Beverly Hansen, Rusty Footlik, Interim PARB Chairman. Members absent: David Schoening, Tom Spayde. Guest: Rick Glassbrenner

Quorum established. All decisions were unanimous with no abstentions.

OLD BUSINESS DISCUSSION –

- (1.) 1915 Citrona Drive - No additional information has been provided to PARB by Tammy Miller, VP Risk Management, with the YMCA's Metro Office regarding options pertaining to proposed new signage to the exterior of their facility in Amelia Park and replacement of the entry signage off Citrona to comply with YMCA-USA branding standards.
- (2.) 1797 School Street - Copy of required building permit regarding the approved installation of glass sliding doors to resident's patio has yet to be provided and work as yet to be started. Alternate submittal of French doors was approved.
- (3.) 1771 Gardenia Street - Resident's request to install black aluminum handrails to front porch steps deemed to be inappropriate was asked to resubmit an alternative design/style. Resubmittal has not been made yet.
- (5.) 1785 Howard Lane - Resident's request for gutters on front and sides, railing on front steps, side and rear, and redo flower bed at curb by rear driveway deferred due to lack of information provided. Selections need to be submitted for review.
- (6.) 1509 Lake Park Drive - Resident's request to install handrails from front porch to provide enhance safety lacked adequate detail on style, materials or color. Resident was asked to provide additional detail and is waiting on contractor. Submittal has not been made yet.
- (7.) 1897 Gardenia Street - Resident submitted a request after completing the removal of several Oleander bushes, adding additional landscaping, and installing a hand railing on left side of front steps to enhance safety. It was determined that existing landscaping was acceptable, but a 4' high fence to screen the A/C unit from public view was required and recommended the wood handrail to be stained dark brown. Resident was asked to submit fence detail and landscape plan for

additional planting around the foundation at the front of the house. Submittal has not been made yet.

(8.) 1636 Nolen Lane – Resident submitted response letter regarding change of front walk from shell pathway to pavers through common area. PARB (Rusty) to contact owner to review acceptable options for walkway material.

(9.) 1783 Heather Street – Resident submittal of body and trim colors in response to notification that home was painted without PARB review/approval. PARB approved submitted body and trim colors.

(10.) Discussion regarding new PARB member(s) to fill vacancy of previous committee chair's resignation effective April 1, 2016. Due to personal and work related changes, David Schoening offered to step down from PARB but offered to be available to review special submittals (home additions, façade improvements, etc.) when deemed necessary. PARB accepted this offer and recommended that the PARB be expanded to 9 members total based on number of resident volunteers (7). Rusty and Ray to meet with potential new members volunteers and make recommendation to Board of Directors for approval.

NEW BUSINESS DISCUSSION -

(1.) 1502 Northpark Drive – Resident request to install new front porch light and pathway lights was approved as submitted.

(2.) 1801 Park Avenue - Resident is request to install low paver retaining wall at corner of Park Ave. & Heather St. along sidewalk was approved as submitted.

(3.) 1790 Gardenia Street – Contractor's (Milts of Amelia) request to replace/relocate air conditioning unit to opposite side of garage was approved as submitted.

(4.) 1736 South 15th Street - Resident is request to enclose outdoor patio area with screened enclosure was approved as submitted.

(5.) 1772 Azalea Street - Resident is request to install Phantom invisible screen for garage side door was approved as submitted.

(6.) 1769 15th Street - Resident is request to install screened enclosure at rear porch patio was approved as submitted.

(7.) 1705 Lake Park Drive - Resident request to remove Palm tree at the side of their home as it is hitting house and windows and starting to tear shingles from the roof was withdrawn due to denial by City. Palm tree to be pruned instead.

(8.) 1636 Nolen Lane – Resident request to reduce width of steps and reposition handrails due to encroachment from tree was deferred pending PARB (Rusty) meeting with owner.

(9.) 1777 S. 15th Street – Resident request to add sliding vinyl windows to screened rear porch was approved as submitted.

(10.) 1797 School Street – Resident request to update front yard landscaping was approved with recommendation that dwarf Walter's Viburnum instead of regular variety.

Next scheduled PARB meeting: May 21, 2016 9:00AM in the YMCA's conference room.

Rusty Footlik – Interim PARB Chairman

21 May, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Quorum established to conduct meeting.

Committee Members Attending: Tom Spayde, Beverly Hansen, Rusty Footlik, Rick Shook, Ray Mooney, Rick Glassbrenner (Chairperson)

OLD BUSINESS DISCUSSION -

- (1.) 1376 S 15th St – resident confirmed frame and screen color. Request approved
Confirmed with owner white frame color and charcoal grey screen color.
- (2.) 1771 Gardenia St – initial request dated 10 Feb 16. Azek handrail for front steps installed. Request approved
- (3.) 1636 Nolan Lane – repositioning of banister handrail (tree infringement) & new pavers. Rusty has been unable to get in contact with the resident to resolve outstanding questions. Request outstanding / open

NEW BUSINESS DISCUSSION –

Requests for Modification

- (1.) 1897 Floyd St – repaint of entire house, trim and porch / deck. Approved as submitted
- (2.) 1887 Perimeter Park Rd – repaint of front porch & steps. Approved as submitted
- (3.) 1797 School St – Install banister on right side of front steps. Approved as submitted
- (4.) 1624 Ruskin Lane – replace rear door overhead fixture with fabric awning, cover 2(?) garage doors with fabric awnings, add 2 rain diverters (one over Gardenia St facing garage door & one over north facing garage door), remove dog run area fencing and move north side of property area, between neighbor's property. Approved pending final selection and approval of fabric color and pattern by resident. Resident will be visited week of 22 May to communicate this action
Recommend solid or simple striped colors for fabric awning. Blue and/or tan colors to match house/door colors preferred.
- (5.) 1897 Gardenia St – install antique brick walkway and landscape area in front of house. Approved with the following conditions; walkway will not flair out and will be the same width of the current walkway, Resident has been notified that she must address the exposed A/C unit and water pump with landscaping. This must be completed in conjunction with this latest request. Resident will be visited to explain conditions
- (6.) 1740 S 15th St – remove 4 trees and landscape courtyard. Rusty will visit resident to measure tree caliper and explain AP & City Tree Mitigation policy. Request on Hold until Resident notified
Follow up: Rusty confirmed 3 trees to be removed are under 4" in caliper. No tree mitigation or submittal to City required. Approved as submitted.
- (7.) 1609 Park Ave – install front porch railing and gate. Request needs to be resubmitted with actual fence drawing and materials identified. Resident will be notified wk of 22 May.

Other New Business

- (1.) Request by Mickey Baity family to install a memorial plaque at the base of the crape myrtle tree (paid for by the Baity family) in the common area north of the pavilion approved. Recommend BOD establish policy for allowing memorial plaques in the community in the future, i.e. purpose, type, size, location.
- (2.) Query from potential AP home buyer regarding the installation of a 20 ft freestanding flagpole to be used as both a flag pole and ham radio antennae. Committee discussion resulted in not allowing either. However, this decision needs to be vetted by the BOD and required changes to AP rules and/or Design Code Guidelines made as necessary. The Design Code Guidelines do not specifically allow or prohibit flagpoles or antennae. Question for BOD/Attorney – how specific do Design Code Guidelines need to be to prohibit it's use?
- (3.) AP BOD requested the PARB committee begin using previously Board approved PARB Guidelines, Procedures & Application (dated 16 June 2014). This document was presented and discussed by the committee with the understanding that this document will be updated to reflect the most recent changes to the Guidelines & Procedures and submitted to the BOD for a final approval. Committee consensus that a review of Design Code Guidelines by PARB is also needed.
- (4.) Previously used excel spreadsheet for the purpose of maintaining a history of Request Modification was sent to the new Chair. This tool will be used from May 2016. Thank you Madga and Debra for providing this document
- (5.) Latest AIM covenant violations was presented. Discussion ensued on how to approve communication with AIM and leverage both groups activity. More information to come
- (6.) Committee discussed improved ways to communicate with the Residents. More Information to come

Submitted – Rick Glassbrenner, PARB Chairperson

18 June, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Quorum established to conduct meeting.

Committee Members Attending: Beverly Hansen, Rusty Footlik, Rick Shook, Ray Mooney, Rod Irwin, Rick Glassbrenner (Chairperson)

Old / Unresolved Requests

- 1636 Nolan Lane – repositioning bannister handrail (tree infringement) new pavers. Rusty met with owner & reviewed paver requirements. Homeowner to submit paver sample and handrail detail. Application still open
- 1771 Gardenia St – handrail for front steps installed by homeowner per ARB recommendations.
- 1624 Ruskin Lane – move fence, remove and replace fixed rear porch overhang with fabric awing, place fabric awing over both garage man doors, add rain diverters above garage man door and main house porch entrance. Homeowner has amended her application and removed request for awing at this time. Fence relocation and rain diverters approved
- 1897 Gardenia – landscape and remove current walkway and replace with pavers (same as 1845 Hometown). Walkway approved based on maintaining same walkway location. Landscape contractor to submit updated landscape plan.
- 1740 S 1^{5th} St – amended original application to change style of front door to same that is currently in place. Approved based on the fact that the front door style didn't change
- 1609 Park Ave – front porch railing and gate. Homeowner resubmitted application with photo of proposed railing. Approved via internet
- 1809 Park Ave – Parking pad at rear of the house. Approved via internet
- 1785 Howard Lane - put up railings and gate without getting approval. PARB to review action to be taken

New Requests

- 1845 Hometown – application submitted after the work was completed. Approved via internet based on acceptable changes made during construction.
- 1781 S. 15th St – Landscape changes and new walkway approved as submitted.
- 1877 Gardenia – Landscape changes and new cement paver walkway approved as submitted.

Other Business / Discussions

- Recommend that modification application be changed to include homeowners phone number and email address or be returned with no action. So many applications come in with neither and it is difficult to follow up with the homeowner.
 - Also want to add a line for the PARB reference # to correlate with the spreadsheet
- List the minimum requirements for each type of modification and return applications that don't contain them
 - Railings – type of material and specific design
 - Landscaping – design drawing with showing each planting type and location
 - Other changes that might want to be made
- Since we continue to have a number of situations where work is completed without an application, lay out steps to the Board as to how we would want to address fines going forward.
- Flagpoles and radio antenna's – I would expect to receive a request for a 20 ft freestanding flagpole in the near future. I did some research in FI Statute 720 and while a HOA can't deny a flagpole it is vague on areas like line of sight, guidewires and such. We may want to be proactive

with regards to this and develop a POV for discussion with the Board. I couldn't find much about amateur radio antennas.

Submitted – Rick Glassbrenner, PARB Chairperson

16 July, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Quorum established to conduct meeting.

Committee Members Attending: Beverly Hansen, Rusty Footlik, Rick Shook, Ray Mooney, Rod Irwin, Rick Glassbrenner (Chairperson)

Homeowners Attending – Brad Moses, 1711 McArthur

OLD BUSINESS DISCUSSION -

- (1.) 1636 Nolan Lane – Homeowner to be contacted to confirm that they still want to move forward with the modification. Rick G to email homeowner. Request still open
- (2.) 1771 Gardenia St– Homeowner needs to resubmit request for modification indicating color of Azek railing material. Rusty to contact homeowner
- (3.) 1879 Perimeter Park Rd – Pool and fence approved pending final fence and landscaping detail as per application comments. Rusty is working with homeowner to ensure compliance.
- (4.) 1785 Howard Lane – Railing and fence work completed without PARB approval. Homeowner is being notified that the front porch railing and fence is not in compliance with PARB criteria and the homeowner has the option to appeal this decision to the AP BOD

NEW BUSINESS DISCUSSION –

Requests for Modification

- (1.) 1778 S 15th St – tree removal request approved
- (2.) 1782 S 15th St – tree removal request approved
- (3.) 1737 Azalea St – pool installation approved
- (4.) 1765 S 15th St – install gate fence approved
- (5.) 1711 McArthur – installation of fence, removal of all existing palmettos and removal of 3 trees and new plantings (undefined) not approved. Rusty to communicate response to homeowner and continue to work towards a mutual decision

Other New Business

- (1.) Rick Glassbrenner to step down as PARB Committee Chair effective 16 July due to work requirements. Rusty will assume Chair role until new Chair is on boarded
- (2.) Discussed the process for homeowners to appeal a PARB committee decision. Recommend that the BOD activate the peer appeal committee in light of some recent requests that have not been approved

- (3.) Discussed the need for better defining the process and guidelines for tree trimming. There is no clear process for determining when or if a homeowner needs to get permission to trim non-street trees.
- (4.) PARB needs to better define what documents are required when a homeowner is applying for a modification and not make a decision until all required documents and information are received. This will reduce the amount of follow up that some requests require

Submitted – Rick Glassbrenner, PARB Chairperson

20 August, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Quorum established to conduct meeting.

Committee Members Attending: Tom Spayde, Rick Shook, Ray Mooney, Rod Irwin, Rusty Footlik (Acting Chairperson)

Homeowners Attending– Leon & Gwen White, 1785 Howard Lane

OLD BUSINESS DISCUSSION -

- (1.) 1636 Nolan Lane – Homeowner to change entry walk paver type thru common area. Front stair and handrail change on hold pending detail from homeowner. Request still open.
- (2.) 1771 Gardenia St– Homeowner needs to resubmit request for modification indicating color of Azek railing material. Rusty to contact homeowner.
- (3.) 1879 Perimeter Park Rd – Pool and fence approved subject to submittal of fence detail and landscaping plan as per application comments.
- (4.) 1785 Howard lane – Front railing & gate installed without PARB approval. Homeowner requested reconsideration of previous PARB decision re: gate design and location due to medical reasons. Decision tabled pending review with AP Board President and counsel if necessary.

NEW BUSINESS DISCUSSION –

Requests for Modification

- (1.) 1766 South 15th Street - Homeowner request to install gutters and downspouts at garage and rear screened porch approved as submitted.
- (2.) 1797 School Street - Homeowner request to replace Hydrangea shrubs with Meyer Lemon tree in front yard and plant shrubs in rear yard to screen view of vehicles approved as submitted.
- (3.) 1708 McArthur Street - Homeowner request to repaint body and trim of home with new colors (Body: SW2849 Westchester Gray, Trim: SW7008 Alabaster) approved as submitted. (Follow-up – Homeowner has subsequently changed color selections and will resubmit new colors to PARB.)
- (4.) 1630 Nolen Lane – Homeowner request to install a 4' ht. fence in rear yard approved as submitted.
- (5.) 1905 Hometown Dr. – Homeowner request to remove dead Red Bay Tree approved as submitted.

Other New Business

- (1). Common Area Landscaping – Request by APNA Landscaping Group to landscape portions of Common Areas 25 & 26 (Coastal Garden District) adjacent to new homes recently completed approved as submitted.
- (2.) Discussed the necessity for PARB to review homeowners' properties that are in need of supplemental landscaping and/or home repainting. Process to be defined at next PARB meeting.

Next scheduled PARB meeting to be on September 17, 2016 between 9:00 & 11:00 AM in the YMCA conference room.

Submitted – Rusty Footlik, Acting PARB Chairperson

September 17, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Quorum established to conduct meeting.

Committee Members Attending: Tom Spayde, Ricky Shook, Ray Mooney, Rick Glassbrenner, Magda Sossa, Debra Branton, Rusty Footlik (Acting Chairperson)

OLD BUSINESS DISCUSSION -

- (1.) 1785 Howard lane – Front railing & gate installed without PARB approval. Homeowner requested reconsideration of previous PARB decision re: gate design and location due to medical reasons. Decision tabled pending review with AP Board President and counsel if necessary.
- (2.) 1708 McArthur Street – Revised submittal - Resident request to repaint body, trim and shutter colors approved as submitted.
- (3.) 1636 Nolan Lane – Homeowner to change entry walk paver type thru common area. Front stair and handrail change on hold pending detail from homeowner. Request still open.
- (4.) 1879 Perimeter Park Rd – Pool and fence approved subject to submittal of fence detail and landscaping plan as per application comments. Approval still pending.

NEW BUSINESS DISCUSSION –

Requests for Modification

- (1.) 1740 S. 15th Street – Owner request to remove two tree on sides of home causing damage to owners and neighbors roofs put on hold. Owner to meet with arborist to evaluate extent of tree trimming or removal necessary.
- (2.) 1759 Azalea Street – Owner request to install freestanding arbor and picket gate on north side of home and removal of tree overhanging front porch approved as submitted.
- (3.) 1882 Perimeter Park Rd. – Buyer request to install fence and gates in side yard area approved subject to onsite review of fence location and recommendation that post caps be changes to pyramidal style.
- (4.) 1631 Olmsted Lane – Owner request to remove two dead/dying trees in side yard area put on hold. Owner to meet with tree arborist to evaluate condition of trees and extent of tree trimming or removal necessary.
- (5.) 1516 Gardenia St. – Owner request to repaint front and side doors and remove shutters from 5 windows approved as submitted.
- (6.) 1501 Lake Park Dr. - Owner request to repaint body and trim colors of home approved as submitted.
- (7.) 1877 Floyd St. - Owner request to install front porch gate approved as submitted.

(8.) 1597 Carnation St. - Owner request to cut large branch of tree on south side of home due to concern that it will cause future damage to roof put on hold. Owner to meet with arborist to evaluate extent of tree trimming necessary.

OTHER BUSINESS / DISCUSSION -

(1.) PARB member Beverly Hansen resigned as of 9-12-16. Rusty to contact 5 residents who have expressed interest in the recent past to determine their current availability and interest in serving on the PARB to fill one vacant position.

(2.) Rusty Footlik will continue serving as acting PARB Chair until a replacement chair is found.

(3.) PARB discussed need to make some modifications to PARB Application, Procedures and Guidelines. Rusty to send PARB members current application for review and discussion at next PARB meeting.

Next scheduled meeting to be on October 15, 2016 between 9:00 & 11:00 AM in the YMCA's conference room.

Submitted – Rusty Footlik, Acting PARB Chairperson

October 15, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Quorum established to conduct meeting.

Committee Members Attending: Rod Irwin, Ricky Shook, Magda Sossa, Debra Branton, Rusty Footlik (Acting Chairperson)

OLD BUSINESS DISCUSSION -

- (1.) 1785 Howard lane – Front railing & gate installed without PARB approval. Homeowner request for reconsideration of previous PARB decision re: gate location approved subject to providing medical verification of particular disability from licensed doctor and conditions for removing or relocating gate if/when owner or pet no longer is residing at property.
- (2.) 1636 Nolan Lane – Homeowner to change entry walk paver type thru common area. Change of front stair and handrail approved subject to front porch railing matching stair railing.
- (3.) 1631 Olmsted Lane – Resident request to remove dying tree in side yard on hold pending review by arborist.
- (4.) 1597 Carnation St. – Resident has withdrawn previous request to cut large branch of tree on south side.
- (5.) Mary Ruark selected to be new PARB member to fill vacancy of resigned member Beverly Hansen.
- (6.) 1740 S. 15th Street – Resident request to remove tree on south side of home on hold pending review by arborist.

NEW BUSINESS DISCUSSION -

- (1.) 1501 Lake Park Dr. – Resident request to remove dying Coastal Oak tree in rear yard in pool deck area approved subject to AP Tree Replacement Policy criteria. Request to install “Phantom” invisible screens on front door and kitchen door approved as submitted. Request to install “Phantom” motorized screens on front porch and rear porch approved with recommendation that screen color be “Charcoal Grey”.
- (2.) 1765 S. 15th Street – Resident request to install gutters/downspouts and replace lighting fixtures at garage and side porch approved as submitted.

- (3.) 1781 S. 15th Street – Resident requesting to remove tree next to garage causing damage to roof approved as submitted.
- (4.) 1597 Park Ave. - Resident request to remove tree damaged by Hurricane Matthew approved as submitted. No replacement tree required due to proximity of other existing trees.
- (5.) 1769 S. 15th Street – Resident request to install gutters/downspouts approved as submitted.
- (6.) Discussion of proposed changes to existing PARB Guidelines, Procedures and Application form. Rusty to prepared revised draft for review at next PARB meeting.
- (7.) 1716 Ruskin Lane – Resident request for pool addition on hold pending submittal of pool construction plans. Resident has offered to reuse existing pavers to replace gravel community pathway next to their property.
- (8.) 1601 Lake Park Dr. – Resident request to remove of 10” caliper Oak tree due to poor form approved subject to replacement with two Palm trees and approval from City.
- (9.) 1714 Park Ave. – Resident request to install new fans/lights at front porch to replace existing lights approved with recommendation that higher quality fans be considered due to their outdoor location.

Next PARB Meeting: November 19, 2016 between 9:00 & 11:00 AM in the YMCA's conference

Submitted - Rusty Footlik, Acting PARB Chair

November 19, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Quorum established to conduct meeting.

Committee Members Attending: Tom Spayde, Ricky Shook, Magda Sossa, Debra Branton, Mary Ruark, Rusty Footlik (Acting Chairperson)

OLD BUSINESS DISCUSSION -

- (1.) 1785 Howard lane – Front railing & gate installation approved pending receipt of letter verifying medical condition from certified doctor. (Note – Medical report was received from doctor on 11-19-16 subsequent to PARB meeting.)
- (2.) 1636 Nolan Lane – Homeowner has changed entry walk paver type thru common area - item closed.
- (3.) 1631 Olmsted Lane – Resident request to remove dying tree in rear yard on hold pending submittal and review by arborist.
- (4.) 1740 S. 15th Street – Resident request to remove tree on south side of home causing damage to roof on hold pending review by arborist.
- (5.) 1501 Lake Park Dr. – Resident request to remove dying Coastal Oak tree in pool deck area approved subject to tree replacement in accordance with Amelia Park Tree Replacement Policy.
- (6.) 1716 Ruskin Lane – Resident request for pool addition approved subject to review/approval of pool equipment pad & fence location detail, and tree replacement in accordance with Amelia Park Tree Replacement Policy.
- (7.) 1711 McArthur Street – Resident request to remove Oak tree and install fencing next to garage approved as submitted. Proposed landscape plantings not approved as existing Palmetto plantings outside of fence enclosure must be preserved to comply with AP Design Code landscape requirements.
- (8.) 1882 Perimeter Park Rd. – Resident request to revise fence and gates locations in side yard areas approved as resubmitted.

NEW BUSINESS DISCUSSION -

- (1.) 1757 Burnham Lane – Resident request to install pergola above garage doors on hold pending submittal of pergola design.

(2.) 1525 Field Street – Resident request to refurbish landscape of front, side and rear yard areas approved by PARB via electronic correspondence prior to meeting.

(3.) 1603 Geddes Lane – Resident request for handrail already installed at front porch stairs not approved. Rusty to meet with resident to review acceptable railing design options.

(4.) 1897 Lake Park Dr. – Owner request to remove Chinese Elm street tree (on Floyd St.) damaged by Hurricane Matthew approved. Type, location and requirement for replacement tree on hold pending recommendation from Amelia Park Landscape Group.

(5.) Review of proposed additions and/or changes to existing PARB Guidelines, Procedures and Application form deferred until next PARB meeting.

Open discussion of any other topics or issues in this category:

Brightness of exterior lighting of new home at 1575 Olmsted Lane in question. Rusty to check.

Next PARB Meeting: December 17, 2016 between 9:00 & 11:00 AM in the YMCA's conference room.

Rusty Footlik – Acting PARB Chair

December 17, 2016 PARB Meeting Minutes
YMCA Conference Room - 9:00 AM

Quorum established to conduct meeting.

Committee Members Attending: Magda Sossa, Debra Branton, Rick Glassbrenner, Rod Irwin, Mary Ruark, Rusty Footlik (Acting Chairperson)

OLD BUSINESS DISCUSSION -

- (1.) 1785 Howard lane – Front gate location conditionally approved. Letter verifying medical condition from certified doctor received. Rusty to review with Board President/APNA attorney what procedure/recordation is necessary to ensure that conditions of approval are enforced.
- (2.) 1631 Olmsted Lane – Resident request to remove dying tree in rear yard on hold pending submittal and review by arborist.
- (3.) 1740 S. 15th Street – Resident request to remove tree on south side of home causing damage to roof on hold pending review by arborist.
- (4.) 1501 Lake Park Dr. – Resident request to remove dying Coastal Oak tree in pool deck area approved subject to tree replacement in accordance with Amelia Park Tree Replacement Policy.
- (5.) 1716 Ruskin Lane – Resident request for pool addition approved subject to review/approval of pool equipment pad & fence location detail, and tree replacement in accordance with Amelia Park Tree Replacement Policy.
- (6.) 1757 Burnham Lane – Resident request to install pergola above garage doors on hold pending submittal of pergola detail.
- (7.) 1603 Geddes Lane – Stair handrail installed without approval needs to be replaced with acceptable design option presented to resident.
- (8.) 1776 Camellia St. – Resident resubmitted plans for installation of fence and landscaping additions/changes. Fence and landscaping approved as follows:
 - Straight top wood picket fence with two gates to be located in rear yard (6' ht.) and along south side property line (6' ht. transitioning to 3'-4' ht.) connecting at garage and rear porch. Fence color to be submitted for approval.
 - Wood shadow box fence (6' ht.) to be located along north side property line connecting at home and garage. Fence color to be submitted for approval.
 - Existing Loropetalum shrubs in front yard area to be replaced with dwarf variety. Wax Myrtles and Muhly Grass plants to be planted in rear yard adjacent to alley. Landscape plan

to be submitted for replacement of sod along the side yard area adjacent to the new picket fence.

NEW BUSINESS DISCUSSION -

(1.) 1626 Nolen Lane – Resident request to install two ceiling fans at front porch approved as submitted.

(2.) 1763 Azalea St - Resident request to removal two native Oak trees next to front porch. Tree to right approved for removal due to close proximity to porch roof. Resident also must obtain tree removal permit from City as tree is larger than 5” in caliper. Tree to left not close to roof and approved for tree trimming only instead of removal.

(3.) 1615 Geddes Lane – Resident request to remove lawn and replace with plants in rear yard approved as submitted.

(4.) Existing PARB Guidelines, Procedures and Application form for proposed changes/updates were reviewed by PARB members. Rusty to incorporate comments into final draft for review at next PARB meeting.

(5.) Proposed rule language for Approval by ARB/PARB and Appeal to Board by APNA attorney was reviewed by PARB members. Following are recommended changes:

- The timeframe for ARB/PARB decision be changed from 45 days to 60 days to coincide with cycle of monthly ARB/PARB review meetings.

- A super majority (5-2 or 6-1 vote) be required by the Board of Directors to override a (P)ARB decision. The (P)ARB thoroughly reviews each submittal (review prior to meeting via email, as a group at meeting and onsite review if necessary) and believes that the decision for an applicant to move forward with an appeal should meet a higher threshold to reverse a (P)ARB decision.

- Language change: *from* “An appeal based on automatic disapproval for the ARB's or PARB's failure to act may be brought by the Owner **at any time**” *to* “An appeal based on automatic disapproval for the ARB's or PARB's failure to act shall be brought by the Owner **within 60 days of the adverse decision**”.

(6.) 1515 Gardenia St. – Resident request to remove Shumard Oak tree in front yard due to disease and replace fence wood fence with vinyl fence in side yard area. Removal of Shumard Oak tree approved with condition that it be replaced with ornamental tree (such as Crape Myrtle) due to its prominent location in front yard. Request for fence replacement on hold pending submittal of fence design.

Next schedule meeting to be on January 21, 2016 between 9:00 & 11:00 AM in the YMCA's conference room.