

**SUN VALLEY ELKHORN ASSOCIATION
BOARD OF DIRECTORS' MEETING MINUTES**

Friday, March 25, 2016 – 2:00 p.m.
Harker Center

AGENDA BUSINESS ITEMS

1. Update from City Regarding Fire Station Equipment Storage
2. ADC Guideline Changes – Prohibit Yew, Add Solar to Minor Project List, ADC Report Discussion
3. Employee Policies Update
4. Future Capital Planning Discussion

IN ATTENDANCE

Board Members	Staff, Counsel & Others
Peter Petersen, President	Chuck Williamson
Ira Shepard, Vice President	Darlene Kuehn
Nancy Auseklis, Secretary	Sue Ahern
Jim Monger, Treasurer	Jim Laski – Legal Counsel
Harry Griffith, Director – <i>Arrived 2:30 p.m.</i>	Owners and Others
Jack Haase, Director (via phone)	Osse Skarpengland – 7 Black Birch
Angela Mabon, Director	Peter Hendricks – Mayor of Sun Valley
Dave Galloway, Director	Not Available
	Anita Northwood -Director

CALL TO ORDER

Peter Petersen called the meeting to order at 2:05 p.m.

ESTABLISHMENT OF A QUORUM

A quorum was established with eight (8) Board Members in attendance.

REPORT FROM SUN VALLEY MAYOR

Mayor Hendricks was in attendance and reported on the following:

- Amendment to City Right-of-Way Ordinance – The City has completed the second of three required readings. The amendment is expected to pass in April after the third reading.
- All Building permit fees had a modest increase.
- The City passed an amended sign ordinance which complies with Supreme Court decision regarding content-neutral sign regulations.
- The City passed an ordinance requiring roof snow retention devices on new home/building construction.
- The City is nearing completion on their remodel plans of the Elkhorn Fire Station.
- While not banning the use of “Yew”, the City is promoting an information and education plan regarding these planting materials.
- LOT tax will be on the ballot. Sun Valley City is seeking a 10 year renewal. The LOT tax generates approximately 1.2 million or 20% of the annual budget. A 1% tax has been added to building materials delivered in Sun Valley. When questioned, Mayor Hendricks reported he was not aware of any organized opposition to the LOT tax. The LOT tax requires 60% approval of those voting to pass.
- Pete Petersen inquired as to what could be done about private individuals feeding the elk. Mayor Hendricks stated there are City ordinances prohibiting the feeding of elk and this activity should be reported to the City when observed.

OWNERS ADDRESSING THE BOARD

None

APPROVAL OF FINANCIAL REPORTS

The financial statements for December 2015, January and February 2016 had been provided to all Board Members prior to the meeting.

MOTION: Nancy Auseklis moved to approve the financial reports as submitted. Ira Shepard seconded and the motion passed unanimously.

BUSINESS

1. Discuss Status of Elkhorn Fire Station Re: Section 3.13 (Equipment Screening)

Pete Petersen requested, depending on weather, a screening plan be submitted by the City in April in preparation for approval at the May meeting of the Architectural Committee. Mayor Hendricks reported that City Officials have met with the neighbors near the fire station. The City will be submitting a modest landscape plan that should provide adequate screening of the fire station equipment.

2. Consider Modification to ADC Guidelines

A. Toxic Landscape Planting Materials.

Staff prepared for Board consideration revised wording to section 3.8 Landscaping of the Architectural Design Manual as follows:

3.8 LANDSCAPING

*All disturbed areas shall be revegetated. All permanently landscaped areas shall be irrigated by an adequate automated underground irrigation system. Irrigation systems shall meet all current City of Sun Valley code requirements. Landscaping shall be designed and installed so as to reduce or eliminate the blocking or potential blocking of solar access and scenic views from adjacent property. **Care should be taken when selecting and planting trees or shrubs which are known to be toxic to wildlife. The use of toxic landscape planting materials is discouraged. The planting of "Yew" is prohibited.***

Jack Haase recommended the type of "Yew" be specifically identified as there are yew plants that are not fatal to wildlife.

MOTION: Jim Monger moved to approve the proposed revision to ADC Manual section 3.8 Landscaping prohibiting the use of "Yew" as a landscape planting material, with wording amended to include a listing of specific yew plant species fatal to wildlife, Angela Mabon seconded, motion passed unanimously.

B. Solar Panel Installation Addition to Administrative Approval Listing:

Staff submitted for Board approval a new "ADC Schedule G" SVEA Solar Panel Installation Guidelines establishing regulations for solar panel installations on homes and condominiums. (Revised Schedule G Attached) Harry Griffith suggested a clarification to distinguish the difference between photo voltaic (PV) solar panels and thermal solar panels. Thermal panel installations do not require pre-approval or final inspection by Idaho power.

MOTION: Ira Shepard moved to approve "ADC Schedule G SVEA Solar Panel Installation Guidelines" amended to include differentiation between photo voltaic and thermal solar panels with respect to approval requirements by Idaho Power, Jim Monger seconded, motion passed unanimously.

Staff reported with the approval of “ADC Schedule G Solar Panel Installation Guidelines” that basic solar panel installation will need to be added to the minor project approval listing allowing for administrative approval. Projects qualifying for administrative approval are subject to substantially reduced processing fees than those items requiring full ADC review.

MOTION: Ira Shepard moved to approve the addition of basic solar panel installations, subject to conditions as specified in amended ADC Schedule G, to the “ADC Minor Project Application” project listing, Dave Galloway seconded, motion passed unanimously.

C. Review and Report of ADC Processes

Those present reviewed and discussed an ADC process analysis (*See Attached*) prepared by ADC Manager Sue Ahern. The ADC process analysis was prepared at the request of the Board during the workshop held in January. The report concludes that SVEA ADC Guidelines are an important and integral part in the preservation of property value in Elkhorn. SVEA ADC processes and fee schedule are similar to many other associations across the country. The SVEA approval process compliments the City of Sun Valley review process to insure architectural design and aesthetic compatibility within the neighborhood is adequately addressed. While staff concludes the overall process is not unduly restrictive, efficiencies were identified and proposed for Board consideration. Staff reported that most complaints with respect to the ADC approval process can be associated with noticing of neighbors and the review fees incurred by the applicant. Staff recommended for Board consideration the following revisions to the ADC process:

1. Provide an option to eliminate administrative approval fee if the sub-association or individual property owner desires to complete the SVEA notification process.
2. In the event of a neighbor objection to an administrative approval project, whereby initiating full ADC review, the applicant review fees would be based on an hourly expense rather than the set rate of \$450.
3. Review periodically all administrative approval items and continue to add projects deemed appropriate for such approval.

After discussion, ***MOTION: Ira Shepard moved to direct staff to prepare language that modifies ADC Manual section 4.3.6 “Notification” and the waiving or modification of fees pursuant to recommendations for final approval by the Board, Jim Monger seconded, motion passed unanimously.***

3. Employee Policies Update

Staff proposed modification to the full-time and part-time employee polices to eliminate inconsistencies and bring the documents into compliance with Federal and State regulations. Jim Laski, legal counsel, reviewed the proposed changes in advance of the Board meeting. Staff summarized the Employee Policy changes proposed as follows:

Use of SVEA Amenities – Staff eliminated wording which granted amenity access to staff family members.

Sick Leave – Sick leave hours accumulated and utilized will be based on a 40 hour (5 day) work week.

Paid Vacation – Reworded to allow the General Manager the ability to pay a bonus up to the amount of accumulated vacation time if proper and adequate notice is provided prior to termination of employment.

Probation – Reworded to include “unless required in compliance with State or Federal Statute” allowing SVEA the ability to modify its 90 day probation period for new employees as may be required to comply with regulatory changes.

Death of Employee – PTO (*Paid Time Off*) was defined to include sick days, vacation days and personal days accrued up to the time of death. Final payment to estate or beneficiary would include these items.

Jim Laski recommended a correction under *Death of Employee* the word “accrue” should read “accrued”. With no other changes:

MOTION: Ira Shepard moved to approve the recommended changes to the Full-time and Part-time Employee Personnel Policies as corrected, Jim Monger seconded, motion passed unanimously.

4. Future Capital Planning Discussions

Pete Petersen expressed that in following up on the Board workshop held in January, Staff has requested the Board provide guidance in moving forward with regard to future capital planning and improvement considerations when contemplating the tennis court replacement portion in the capital budgeting process. Board members expressed the following:

- The Board is obligated to maintain the existing facilities. To the extent in which improvements or changes to the facilities can occur, within the current dues structure, it should be considered by the Board.
- Staff has provided the Board with various options to enhance the tennis facilities with longer life courts, repurposing and expanded use possibilities, and maintenance and restroom considerations. The Board should consider each component and how they might be integrated into the overall capital budget without any further dues modifications.
- Communications with the membership and keeping them informed on the Boards evaluation and plans for funding capital replacement will be very important going forward. It is important to convey that capital asset replacement has been anticipated, budgeted and funded for replacing our existing amenities when required.
- When contemplating capital planning and associated funding requirements the Board should consider and include operational expenditure projections and capital funding requirements simultaneously. If funds are redirected from operational tennis expenses towards capital tennis expenditures the impact on the overall operational budget should be projected over the next several years. By considering both budgets simultaneously and accounting for any tennis expense reallocation as well as inflationary impacts, the Board may be better able to anticipate the timing and amount of the next dues increase.

Based on comments above staff will research and gather additional information and report to the Board at the next meeting of the Directors. Discussions with respect to contractor negotiation and vendor relations was deliberated in executive session.

STAFF REPORT

The Staff Report distributed prior to the meeting included:

- An update on Blaine County’s position regarding ownership of Elkhorn Village Subdivision (*Twin Creeks*) open space pond areas and the current tax lien – Chuck reported the County has prepared a quit claim transferring ownership interest of the Twin Creek ponds to SVEA; however, filing was delayed as the County discovered a portion of the property description included roadways which required removal prior to filing. It was anticipated the work would be completed by the end of the month. Jim Laski suggested a draft of the quit claim be provided to SVEA legal counsel for review prior to filing by the County.

- Hiring of Operations Manager – Dave Mark, previously hired to fill this position, decided to pursue other employment opportunities. Chuck Williamson reported he has solicited for applicants in the local paper as well as the job posting board at Boise State University. Eleven (11) applications were received and interviews are scheduled in the next week.
- Amenities Report
- ADC & Compliance Report
- General Restrictions Compliance Report
- Dues Collections Report
- SVEA Management Software Development Update

COMMITTEE REPORTS

1. Capital Improvements/Long Range Planning Committee ~ No Report.
2. Communications Committee ~ Angela informed those present a meeting has been scheduled on March 29, where she would ask the Committee to review and discuss how to best to communicate water conservation, solar panel opportunities and future capital planning to keep members fully informed with complete and accurate information.
3. Executive Committee ~ No report.
4. Finance Committee ~ No Report.
5. Governance Committee ~ Pete reported that he has reviewed historical information on previous attempts by the Board to pass revisions to the Bylaws. There were changes proposed requiring eighty percent (80%) owner approval involving electronic voting and the removal of developer references. Pete indicated he would meet with Jim Laski to review the Bylaws for possible changes and report back to the Board.
6. Recreation Committee ~ No Report.
7. Sub Associations Liaison Committee ~ No Report.
8. Ad Hoc Water Committee – Harry reported on the committee's work-to-date regarding the BOR water grant status. The grant presents potential opportunity for sub-associations to receive match funding for water conservation projects. Individual owners could participate if they could provide documentation from landscaping contractor supporting their request for matching funds. The program has been directed towards associations as they can provide estimates, budgets and financial statements in support of their funding requests.

OTHER BUSINESS

There was no other business discussed.

EXECUTIVE SESSION

An Executive Session of the Board was called for the purpose of discussing contractor negotiation, vendor relations, matters of employment and threatened/pending lawsuits.

MOTION: Angela Mabon moved to adjourn into Executive Session to discuss contractor negotiation, vendor relations, matters of employment and threatened/pending lawsuits, Dave Galloway seconded and the motion passed unanimously.

RECONVENE OPEN BOARD MEETING

ADJOURNMENT

With no further business a motion was made and duly seconded to adjourn the meeting.

The meeting adjourned at 4:05 p.m.

Respectfully Submitted,

 /s/ Nancy Auseklis
Nancy Auseklis, SVEA Secretary

/cw

SUMMARY OF MOTIONS, DECISIONS & ACTION ITEMS

Motion or Decision	Page #
Motion to approve the December 2015, January and February 2016 Financial Reports	2
Motion to approve revision to ADC Manual section 3.8 Landscaping prohibiting specific toxic yew planting materials.	2
Motion to approve ADC Schedule G Solar Panel Installation Guidelines as amended to include Idaho Power approval clarification.	2
Motion to approve basic solar panel installation requests to ADC Minor Project Application	3
Motion to prepare language that modifies ADC Manual section 4.3.6 "Notification" allowing owners and sub-associations the ability to complete the notification process and waive or modify fees as recommended by staff.	3
Motion to amend full and part-time Employee Personnel Policies as recommended by staff and corrected in the meeting.	3-4
Motion to move into Executive Session to discuss contractor negotiations, vendor relations, matters of employment and pending litigation.	

ACTION ITEMS	
Who	Does What
Chuck/Sue	Stay in touch with City re: Fire Department screening issue – January or earlier update
Chuck/Sue	Add Yew types fatal to wildlife to wording proposed and approved in ADC Manual section 3.8 Landscaping.
Chuck/Sue	Reword Schedule G to include distinction between PV Panels and Thermal Panels and what is approved by Idaho Power.
Chuck/Sue	Add basic solar panel installation to ADC Minor Project Application
Chuck/Sue	Prepare rewording of section 4.3.6 "Notification" and revise fee structure pursuant to recommendation to the Board.
Chuck/Darlene	Finalize Employee Policy changes as recommended to the Board.
Chuck	Prepare actual replacement costs for capital budget components discussed in the January workshop.

PROPOSED
ADC Schedule G
SVEA Solar Panel Installation Guidelines

Sun Valley Elkhorn Association acknowledges the owner desire to utilize solar panel technologies for production of solar electricity and solar heating of water as a sustainable alternative to non-renewable energy sources. However, the aesthetics of the components associated with these systems must be carefully considered to ensure they are visually integrated within the architecture of the residence. Solar panel installation requests may be approved or denied based on aesthetic considerations and neighborhood compatibility at the discretion of the Architectural Design Committee (ADC). General requirements for solar panel installations are as follows:

1. ADC approval is required for all solar panels installations, including photovoltaic (PV) for solar production of electricity and thermal panels for solar heating of water.
2. Solar panel installations considered for administrative approval shall be limited to roof mounted systems where panels are installed parallel to the roof plane and projecting a maximum of six (6) inches above the surface and at least twelve (12) inches below any ridge line. All other types of solar panel installation applications must be approved by the ADC committee.
3. Solar panel installations where glare to neighboring property may be a concern or where panels are visible from the street shall require full ADC review.
4. All neighbors within 100 feet of the property corners will be notified of the application for the solar panel installation.
5. All submittals will include a completed ADC Project Application, a proposal for installation from a certified licensed installer. The proposal will include specific installation information with schematics detailing the location of panels on the roof, the location of the panels in relation to the pitch/plane of the roof, size of the panels, total number of panels and color. Drawings to include location and detail of auxiliary equipment which is externally visible.
6. The applicant shall provide a review approval letter, for all (PV) photo voltaic panel installations, from Idaho Power. Approval letter not required for thermal panel installations.
7. The applicant shall provide written approval from the sub-association, where applicable.
8. Any landscape alterations associated with the solar panel installation must be approved administratively or by the ADC as may be required. A complete description and diagram of any proposed landscape alterations must be included with the application. Landscape alteration plans will be included in the notice to neighbors.
9. The administrative approval fee of \$100 must be included with the application.
10. The application will not be considered for approval until all portions of the submittal package have been received.
11. Applicant shall contact the City of Sun Valley for inquiry into necessary approval or permitting processes required.
12. Upon project completion, the applicant shall provide SVEA a copy of the final electrical and project inspection report, for all (PV) photo voltaic panel installations, from Idaho Power. This report is required prior to final SVEA inspection. Report not required for thermal panel installations and final SVEA inspection.
13. All solar panel administrative approval requests shall be at the discretion of the ADC Manager. If the solar panel installation project does not qualify for administrative approval a complete ADC review shall be required. Fees required for full ADC review shall apply.

Review & Report of ADC Processes

Staff has been directed to review the current ADC processes for efficiencies which could be implemented to streamline the ADC approval process. Sue Ahern has researched various HOA's across the country and has answered many of the questions posed with regard to the ADC approval process and its necessity. The following reports her findings with respect to ADC processes:

What are the historical statistics for Community Associations in the US?

Year	Communities	Housing Units	Residents
1970	10,000	701,000	2.1 million
1980	36,000	3.6 million	9.6 million
1990	130,000	11.6 million	29.6 million
2000	222,500	17.8 million	45.2 million
2002	240,000	19.2 million	48 million
2004	260,000	20.8 million	51.8 million
2006	286,000	23.1 million	57 million
2008	300,800	24.1 million	59.5 million
2010	309,600	24.8 million	62 million
2011	317,200	25.4 million	62.7 million
2012	323,600	25.9 million	63.4 million
2013	328,500	26.3 million	65.7 million
2014	333,600	26.7 million	66.7 million

Based on the figures above – Homeowners Associations account for about 51-55% of the totals, condominium communities for 42 -45% and cooperatives for 3-4%. The numbers for 2015 are estimated to be between 336,000 and 338,000 associations. There are between 2,000 and 3,000 community associations in the state of Idaho.

What are the common goals of these communities?

All of the communities share common essential goals – preserving the nature and character of the community, providing services and amenities to residents, protecting property values and meeting the established expectations of the owners.

Do these communities have a design review process?

All of the homeowners associations that were researched had a design review process. The basic premise was the same - any exterior alterations or additions to any property would need prior written approval from the design review committee or Board of Directors. They all had required applications for these projects and most had a fee schedule. The ADC applications required plans, specs, dimensions, materials, finishes, colors, locations, samples, etc.

Is there any data on Homeowners Associations who have eliminated the design review process and what the repercussions were?

The CAI - Community Associations Institute is an international organization dedicated to building better communities. CAI has over 33,500 members. CAI representatives were contacted and this question was posed. Lawrence Williams, Member Services Specialist, replied a search of their database of articles and letters found no instance of an Association eliminating their design review process.

Why is SVEA ADC necessary?

One of the goals of the Board of Directors is to maintain, protect and enhance property values in the Elkhorn Community. The ADC is a driving force of the Association that works to achieve and maintain that goal. Its purpose is to create and maintain a community of high quality development, design and construction while maintaining and preserving the natural character of the area.

Is Elkhorn 'built out'?

There was some discussion at the last board workshop as to whether or not Elkhorn is nearing build out and perhaps ADC won't play as big a role in the Community in the future. Currently there are 82 empty lots in Elkhorn with 3 to 5 new multifamily development possibilities. ADC will play a crucial role in that development to continue to reach the standards set forth in the Governing Documents.

Why is the process very specific with so many guidelines?

Projects involve diverse individuals and groups, each with their own concepts and ideas. Standards and guidelines are in place as a way to obtain a desired level of consistency and appearance. Consistently applied ADC guidelines aids in avoiding misunderstandings and controversy between homeowners and potentially the decline of property values.

What is the BOD and staff responsibility in regards to ADC?

The Board of Directors and Staff members need to be well versed in the ADC purpose and goals so they can communicate accurate information to homeowners. When the question of additions, remodels, new construction and simple tree removals are introduced, all should be aware of the process involved so it can be explained in a positive way. ADC should be presented as an asset to the community in place to protect the property owner's interests. This protective mechanism should be viewed as a benefit not a burden. Homeowners should feel the ADC process is a cooperative, protective process, not a restrictive confrontation. The Board and staff need to promote this concept whenever possible.

Board members are encouraged to attend an ADC meeting to observe firsthand the expertise that is involved in making important decisions that affect our community. The members of the committee are seasoned professionals that are genuinely concerned about fulfilling the requirements set forth in the Governing Documents. It is an interesting and educating procedure that will aid you in gaining a better understanding of how it all works.

How can we better inform homeowners of the ADC?

Homeowners in Elkhorn have chosen to live in this community where properties are to be maintained according to the established standards. With that said, homeowners have the responsibility to read and comply with the governing documents of the SVEA and maintain their property according to those established standards.

When a warranty deed is received by Staff the new homeowners are sent a welcome letter from the Association. Within this letter the following is stated:

The SVEA is run by a full time staff and volunteer Board of Directors whose mission is to maintain and enhance the quality of life in Elkhorn by:

- *Providing excellent facilities, amenities and accompanying services.*
- *Prudently managing the finances of the Association.*
- *Proactively keeping members informed of issues affecting them and the broader Elkhorn community.*
- *Preserving the beauty of Elkhorn by guiding the design of attractive residences and landscaping and by protecting Association-owned land.*
- *Assuring compliance with the approved rules, regulations, and governance policies.*

While "guiding the design" is stated it is not explained. By elaborating more on each item of the mission statement we may be able to better explain the ADC purpose and role in the community. This could help alleviate the common issues of "not being aware or the perception ADC is a cumbersome process".

In addition to the welcome letter, SVEA could offer new owner orientations at the Harker Center on a regular basis. A morning coffee hour or late afternoon wine and cheese gathering as a way to provide new homeowners with information on all aspects of living in Elkhorn, community events, ADC functions and rules and regulations.

How can SVEA streamline the ADC process?

The administrative approval process has been frequently updated the past several years simplifying and expediting the ADC approval processes for basic projects.

One ADC process that can be furthered streamlined within our organization is the “Notice to Neighbor” requirement. Each sub-association goes through its own approval and neighbor noticing process. Once that is complete, ADC receives its application and repeats the noticing as part of its requirements. A proposed solution would be to eliminate the SVEA notice requirement and accept the sub-association noticing as sufficient.

To meet SVEA noticing of neighbor standards and requirements, sub-associations could adopt the following practices:

The sub-association would adopt the SVEA Minor Project Application on which the Notice to Neighbor requirement is included for each item. If an item is considered a “TBD” item, the ADC manager would make the decision if the sub-association is required to send out the notices.

The notice sent would be adapted from the SVEA notice currently used and reconfigured to identify each individual sub-association. Notices would be sent to all neighbors within 100 feet of the property corners where the project occurs. SVEA can provide copies of the plat maps if necessary to help identify these properties. Notices will be sent by Certificate of Mailing, a service offered by the USPS to provide proof that the notice was mailed and on what date. Property owner receiving notice will have 14 days from the mailing date to respond.

Should SVEA relinquish to the City of Sun Valley more control over the ADC process?

The City of Sun Valley has been contacted to open discussions on ways to streamline the ADC approval process. City Planner, Jae Hill requested additional time to discuss this matter with Mayor Peter Hendricks.

Thoughtful and careful consideration should be taken when contemplating the possibility of relinquishing ADC design control processes to the city. The City design review process primarily focuses on health and safety as it relates to construction activity as described in the following excerpt from their website:

“The Building Division oversees the permitting and construction of the built environment. The division ensures structures are properly constructed in order to provide safe, healthy, habitable and efficient buildings in which to live and work. The division checks architectural and structural plans for compliance with the International Code, conducts field inspections of all building components, coordinates additional documentation and special inspections, and interfaces with building professionals throughout construction and final inspection, ending in building occupancy approval.”

The standards and procedures set forth in the Master Declaration and ADC Manual focus primarily on the aesthetic consideration, view preservation and the compatibility of projects within neighborhoods. It is important that these standards and procedures remain intact so as to preserve property value.

Conclusions:

A planned community, such as Elkhorn, is successful primarily due the assurances owners can expect when purchasing their property. The implied assurance and expectation on how Elkhorn neighborhoods will be constructed, maintained and built out has an intrinsic value. Should SVEA relinquish architectural design control to a third party, who may not have a vested interest in overseeing aesthetic compatibility, it could seriously undermine the planned community concept, foster disharmony among neighbors and diminish the assurances property owners come to expect when purchasing their property.

The most common complaints received is the SVEA ADC approval process is redundant, cumbersome, overly restrictive and costs too much. Many improvements have been made over the past several years to streamline the ADC process and costs have been reduced by including more items under the administrative approval process. The redundancies in the ADC approval process is primarily associated with noticing procedures required. The Elkhorn condominium and homeowner association owners could potentially be noticed on three (3) different occasions for the same project. This can cause delays in starting a project as each notice process usually has a minimum waiting period

for public comment. Much of the cost incurred by owners, for administrative approval, is a direct result of the time and materials cost of the noticing process.

Staff contends most common complaints directed towards the ADC process could be mitigated by implementing the following ADC Guideline changes:

- 1) Allow the option to eliminate fees for administrative approval projects if the sub-associations or individual property owners desire to complete the SVEA notification requirement themselves. For Associations this could potentially eliminate one of the notices their owners would receive and could expedite the approval process by two weeks. Checks and balances would be implemented to insure noticing is properly completed.
- 2) Should an objection from a neighboring owner be received the application would have to go through ADC review; however, the costs associated for the review could be on an actual time basis resulting in reduced fees to the applicant.
- 3) Review periodically all administrative approval items and continue to add projects deemed appropriate for such approval.

In general, Staff believes the ADC process to be very efficient and beneficial for all owners in protecting their property interests. The modifications recommended alleviates owner complaints by providing a means for associations and individual property owners to assume some control over the approval timing and fees when seeking administrative approval. Staff will continue to educate and provide assistance in making the process as simple as possible.