



## Hammocks Cape Haze Architectural Review Committee, Inc.

### Approved Committee Meeting Minutes

February 25, 2016

- I. **Call to order by ARC Liaison:** Meeting was called to order at 4:00 p.m. by Hilary Gray at the Hammocks Ibis Clubhouse, located at 8660 Amberjack Circle, Englewood.
- II. **Proof of Notice of Meeting:** Notice of meeting was posted 48 hours prior to meeting in accordance with Florida Statutes.
- III. **Determine Presence of Quorum:** A Quorum of the Committee was present (Larry Muncie, Jeff Dreher, and Mary Hertel). In addition, ARC Liaison, Hilary Gray and Office Manager, Cristina Olsen were also present, along with two residents.
- IV. **No previous Meeting Minutes to be approved of at this time.**
- V. **Old Business - None**
- VI. **New Business:**
  - a. Appointing of Officers:
    - i. Hilary made a motion to appoint Larry Muncie as the Committee Chairman. Jeff 2<sup>nd</sup> this motion.  
**-All in Favor- Motion Carried**
    - ii. Hilary made a motion to appoint Jeff Dreher as the Committee Secretary. Mary 2<sup>nd</sup> this motion  
**-All in Favor- Motion Carried**
  - b. Terms of Reference of the ARC:
    - i. Discussion of work orders to go through Office Manager. ARC members will be notified via email within 24 hours of new work orders.
  - c. Process for establishing ARC standards:
    - i. Larry will speak with Sam Desiderio and/or Carolyn Maddy-Bernstein on finding our original construction specs and names of businesses.
  - d. Screens for front doors:
    - i. Jeff will research more information from different vendors for the rolling screen doors.
    - ii. Committee will visit "Lowe's" and "Lemon Bay Glass" to get a better visual of the rolling screen doors.
    - iii. Declarations do state no modification may be done to the front door. Will look into this matter further (may need changing or updating).

- VII. Additional Business to come before the Committee:**
  - a. Mary Hertel will look into lania enclosures with assistance from a Master Board member.
- VIII.** The next ARC Meeting will be March 9, 2016 at 4p.m.
- IX.** Larry motioned to adjourn the meeting, Jeff 2<sup>nd</sup> this
  - a. **All in favor- Meeting adjourned at 5:05 p.m.**

Respectfully submitted by, Cristina Olsen, Office Manager