

Standards Committee Meeting Minutes

Date: March 2, 2021

0. Unit Owners Forum – no one spoke up at this time
1. Discussion regarding extending the 90 day limit for completion of work approved by SC. (Levine)

** Will update language in AAI to indicate that Unit Owner request for extension of the 90 day completion time should be submitted to the Property Manager. Words in Red below, are the suggested changes (this paragraph appears right above the signature section on the AAI)

Note: It is the unit owner's responsibility to inform Elite when work is completed. If email is used there must be receipt verification. It is the unit owner's responsibility to follow up if they have not received a Closing/Letter of Compliance. The standard approved construction time is 90 days from **AAI approval date**. **Any extension request, with estimated date of completion, must be submitted to the Property Manager**. The time allowed for completing the entire AAI process from **submission approval** to receipt of Closing/ Letter of Compliance is 120 days.

2. Status of Radon Rule for Duplex and Townhomes. Does the Village need a similar rule. (Marinelli)

Duplex: Theda will do a drive around in the spring to make sure the draft rule addresses all 4 of the townhome types. Rule will then be updated for Board review (timing may have this go through attorney review as well).

Townhome: Needs more research because unit fireplaces are generally in the middle of the units. So need to determine what is best solution for end/inside units.

Village: Rule may be crafted if Radon issue arises in Village. Is a different situation from Duplex / Townhomes since Unit Owners own the building.

3. Tracking chart, narrative regarding process when filing an AAI. (Levine)

**Website: can add a notation referring Unit Owners to the Rules Document section entitled:
AAIs: Additions, Alterations and Improvements**

4. Revised AAI (Marinelli/Levine) (draft to revised AAI to be provided prior to meeting)
Draft form was received by Cmte members.
Update AAI form reviewed. Plan final approval by Cmte and submission to Board for March meeting.
5. Rule for storm/screen door hardware for Townhomes. (Marinelli)
Rule updated to add hardware color requirements (polished brass) and will be submitted to Board for March meeting.
6. Pending AAIs. (O'Connor)
All on track.