**Standards Committee Meeting Minutes**

**Date: May 4, 2021**

# New AAI Form

0. Chris Kohnle joined the meeting to review this new form.

1. New Form updated to add following information:

 a. in Note section (page 2): added sentence to indicate that unit owner should contact Elite if extension is required.

 b. Boxes to guide unit owner through preparing the AAI, and what information is needed.

2. Additions to the form are Not changes in what is required, simply improvements to make the form clearer to the unit owner. This should reduce the requests for additional information after an AAI is received, and make the approval process smoother and quicker.

3. Form will be sent to board for approval at May Conservancy Board meeting.

4. Agreed that AAI will in future be posted to website in two formats:

 a. PDF (as currently) - unit owner can download, print, complete manually

 b. Word document in Read-Only format (.docx) - for those proficient in Word, can save under new name and complete and submit electronically.

5. Chris responded to concerns that closure letters need to be issued. He explained his process, and is aware of need for closure letters.

6. Marylin noted that working with Jahney on the AAI’s has been a smooth process.

# Homeowners Forum

Michael (Village) – raised concerns about receipt of Closure Letters for AAI projects. Advised to talk to Village Council, and to raise issue at Conservancy Meeting.

# Minutes

Approved April 6 minutes. Theda will send to Peter to post on the website.

# AAI