

Carter Plantation Architectural Review Board
Meeting Minutes
December 9, 2010

I. Call to order

John Mundinger, Chair, called to order the meeting of the ARB Board at 7:30 PM on December 9, 2010 at 23877 Carter Trace, Springfield, LA

II. Roll Call

John Mundinger conducted roll call. The following were present: John Mundinger, Ricky Juban and Sharon Lietzke

III. New Business:

1. Violation letters - Certified letters have been sent to the owner of the white house on Carter Cemetery Road (lot 8A) and the corrective action has not been taken. Violation Fine letter has been sent.
2. A letter has been put together regarding lot 25, notifying the owner of several violations. It is our understanding that the tenant is moving out February 1, but it was agreed the letter should be sent to the owner and Jennifer Drude identifying the violations, so corrective action can be taken before the house is put on the market. Letters have been sent in the past and we've had no response. We would like this letter to be a formal, 'certified mail' letter.
3. Sharon to get copies of PC&Rs section 9. General Restrictions to Jennifer Drude to attach to all rental agreements in Carter Plantation.
4. A copy of the PC&Rs should be included with all real estate agents that have listings in Carter Plantation. The neighborhood documents should be included in property disclosures.
5. Question was raised regarding our letter sending process. It was agreed we would like to meet with the CPCA to come to a better understanding and be certain that any overlap is avoided. In general, our recommendation would be for the ARB to initiate the process by sending a certified violation letter to the property owner and copy the CPCA. The ARB will follow up to determine if appropriate action has been taken. In either case, the ARB will document its findings to the CPCA. If the issue has not been corrected, the CPCA will be responsible to notify the property owner of the consequences of their failure to act. (i.e. fines being levied)
6. The ARB would like to meet with the CPCA to discuss options on how to best manage the violation letter process. December 14, 15 and 20 were suggested as available options. There is also a January 6 CPCA meeting that might present a good opportunity for a joint meeting of the two boards.
7. John will contact Beau Campbell and meet with him to give him an overview of the ARB's function and responsibility. Sharon's role with the ARB was discussed and it was suggested that she continue to help in an administrative and communications capacity. John also suggested that as she phases out of involvement over the next year, she might consider encouraging/training someone to replace some of those administrative/communications roles.
8. Fairway Gardens was discussed. CDD has added on the next Board of Supervisors meeting an agenda item to discuss an ordinance that would enforce all properties under the CDD to comply with the PC&Rs. CPCA is to get list to CDD Board of Supervisors.