

## Minutes for the LARC meeting on 9/17/2020

Present: Mary Delamater, chair; Donna Self; Carol Schutz; Joe Wilson; Patty O'Toole; Pam Rinehart, Administrator

Unable to attend: Katherine Griffith, Helen Harper

- 1) We talked with the Administrator about who does what, and when, regarding LARC violations that require enforcement action. Here's what we determined:
  - LARC identifies issues that need to be addressed. This can be violations that the committee members themselves notice during the course of their duties. Or, this can be violations that are brought to the committee's attention by residents via a completed CCR Member Complaint form (available in the rack outside the office, or online at [mykcca.com](http://mykcca.com)). CCR Member Complaint forms submitted to the Administrator will be forwarded to the LARC committee for initial review.
  - If LARC determines that the issue is a violation, they will attempt to resolve the issue informally. This may take the form of a phone call, in-person visit, or informal letter to the resident.
  - If the violation remains unresolved, the LARC chair will refer the violation to the Administrator for official enforcement action. The Administrator will be in charge of all enforcement action from that point forward. LARC members will refer any inquiries to the Administrator.
  
- 2) Joe Wilson and the Administrator are working together to revive a system LARC used in the past to notify people when their yard lamps are out. If a LARC committee member notices a yard lamp that's dark, they'll attach a yellow bag or yellow ribbon to the lamp with a sticker notifying the resident that the light is out. This is an informal notification, though it could lead to a more formal process if the light stays dark, since our governing documents state that the lamps must be in working order. ([CCRs, Article VII, Section 8](#))
  
- 3) A resident has identified a problem with people who walk their dogs in the common park area by the Crown Center throwing dog waste in neighbors' garbage cans on garbage days. Resident is requesting that we place a waste bin in the park. LARC chair will discuss with House chair and Greens Superintendent.
  
- 4) We reviewed and updated the process for approving Project Request forms. Previously, we were assigning them as they came in to two-person teams for review, but the process wasn't really working out. We decided that we'll assign specific Project requests to the person who's territory it's in. That person will do initial review - drive by property, contact resident if needed - and then we'll make decision as a committee at the next meeting.

Exceptions - chair will take care of simple requests without referring to full committee. Examples: repair of existing fence, no changes in color; repaint house, no change in

color; tree removal with permit; a request that's an obvious denial because it violates governing docs (e.g., a fence on property that abuts golf course, a painted driveway, external window guards).

Note from chair: I need to update the territory map to adjust for recent personnel changes. I'll email adjusted map to committee members when it's completed.

- 5) Committee reviewed several pending project request forms. We discussed how projects are often in process or even completed by the time we receive the forms, which is not OK. We will try to educate community members to file request forms with plenty of lead time so the review process can be completed before the project starts.

Next meeting: Oct 1, 3:30pm, outdoors at Crown Center. Please bring a chair and a face covering.