**Committee Members:** Sandy Vasser, Dean O'Nale, Jimmy Galbraith

**Activities:**

1. Construction Reviews:
   1. **Eric Miller & Sandy Ryan House (Lot 17, 1300 Elk Meadow)**
      1. Drawings have been submitted and reviewed by the ARC. ARC comments have been incorporated into the drawings and revised drawings have been submitted to Teller County. House will be a very positive addition to the community.
      2. Drawings are currently being reviewed by Teller County. Expecting permits to be issued mid-September.
      3. Initial activities including tree removals, temporary power, driveway cuts and septic system work have begun.
      4. Construction is expected to be complete in early 2023.
   2. **Kevin & Gail McGrath Detached Garage Addition (Lot 2, 3800 Elk Rdg N)**
      1. Drawings have been submitted and reviewed by the ARC. Drawings are in compliance with ARC Guidelines.
      2. Construction has progressed significantly. Delays have been caused by certain delays in materials (garage doors, windows).
   3. **Matt & Deb Gerace House (Lot 10, 2500 Elk Rdg S)**
      1. Preliminary drawings have been submitted to the ARC for review and comment. These are not the detailed drawings that the ARC will need to review and approve. Matt has asked for comments to be returned by February 15.
      2. Matt and Deb will select architect by March 1.
   4. **Steve & Shelley Yost (Lot 35, 3255 Elk Valley Rd)**
      1. Steve & Shelley had a road installed on their lot that had not been reviewed or approved by the ARC. They have been contacted by both Trey and I to share what is required by the HOA and ARC before any construction is performed.
      2. Steve has offered to submit plans for the road even though the work is already complete. He indicated that if any problems are identified, he will do what he can to rectify the problems.
      3. They have no plans to build a house in the near future.
2. Document Reviews/Developments
   1. **ARC Guidelines**
      1. Guidelines are being reviewed with the following objectives:
         1. Streamline the document to be concise.
         2. Incorporate requirements from other documents so that the Guidelines include everything related to construction for new facilities.
         3. Update requirements to clearly define the intent of a requirement rather than prescribing one possible solution.
         4. Update document for current architectures.
   2. **Progression Status Form**
      1. A new form is being developed that will list all of the steps from initial review of plans to final sign-off. Each step will be signed off by an ARC member as the work progresses.
      2. This document will status all of the steps in the ARC review process for the applicable lot owner and the HOA.
   3. **Contractor Spreadsheet**
      1. A document is being develop that will list all of the contractors that have performed work in the community. This will include contractors for general contracting, excavation, septic systems, landscaping, asphalt work, etc. Contact information will be provided. Applicable lot owners will be identified so they could be contacted for experience information.
   4. **Learnings Document**
      1. Learnings from past construction activities will be collected and will be available for review for future construction activities. This will include problems, unexpected delays, overlooked issues, etc. This is to help future lot owners who progress new construction activities and minimize future construction activities experiencing the same mistakes as past construction activities.