

MEETING MINUTES

Terrace Association HOA Special Meeting Hilton Homewood – 1550 Waterfront Monday, March 15, 2021

1. **CALL TO ORDER** – The meeting was called to order at 7:01p. R. Potter welcomed the attendees.
2. **QUORUM** – J. Stalker reported that all 5 Board members (D. Hill, T. Hiebsch, S. Larigan, R. Potter, J. Stalker) were in attendance. In addition to the Board members, the following Association members were also in attendance:

Carol Brown

Jim and Barbara Crawford

Ray Koenig

Mary Potter

Dennis Stalker

Carl Thurow

David Smith

3. **CHANGES & APPROVAL OF 10/21/2020 MEETING MINUTES** - R. Potter asked if there were any changes to the 10/21/20 meeting minutes. There were none. J. Stalker moved to accept the minutes as written.

S. Larigan seconded.

The motion passed 5-0-0.

4. **ANNOUNCEMENTS** – The meeting notice, agenda, proposed amendment and ballots were emailed to all homeowners that have email on March 2, 2021. Those members that do not have email received the above documents via hand delivery.

R. Potter announced that the covenants vote was moved to item 10 on the agenda. He asked if there were any other changes were required. There were none. **The agenda was approved by unanimous consent.**

R. Potter conveyed that the remainder of the agenda would follow a prepared PowerPoint presentation (See attached).

5. **ROCKY CREEK WEB SITE** – R. Potter discussed the continued development and content of the Terrace web site (See attached slides 2-4). The site was populated with contact information, meeting agendas, minutes, and budget information following the October meeting.
6. **DESIGN REVIEW CRITERIA** – There was a general discussion on a Board project of establishing design review criteria and creating a method to communicate requested changes (See attached slides 5-6). It was noted that the Design Review Request form had been successfully used over the past month by four different homeowners.

7. **COVENANTS COMPLIANCE** - Similar to the design review efforts, the Board is working on a covenants compliance document to be placed on the web for Homeowner reference. The criteria is the format that would be used for property inspections (See attached slide 7).
8. **BUDGET REPORT** – A budget report for the first quarter of CY2021 was provided. The most significant impact to the budget is “snow removal” – a non-budget item. Year to date on snow removal expense is \$2900. Other expenses and income appear to fall in line with the budget with the exception of income. Income is slightly below budget due to the accounting transition from Criser to the Terrace HOA where electronic rather than paper invoicing is now being used. Ray Koenig is assisting the Board with accounting and provided an overview of his efforts (See attached slide 8).
9. **BOARD VACANCY** – R. Potter reported that Steve Larigan would be leaving the Board this month - creating a vacancy. He also reported that at present time, the Board felt that the present structure even with Steve’s absence, was adequate. There was an enquiry by a meeting attendee on the number of Board members required. Section 4.01 of the Terrace Bylaws states in part “Until otherwise determined by the Board, the affairs of this Association shall be managed by a board of five (5) directors...”. The need to replace Steve will be further assessed by the Board as the need arises. R. Potter welcomed recommendations and volunteers to serve as Steve’s replacement.
10. **PROPOSED CHANGES TO THE COVENANTS** – R. Potter provided a topical review of the proposed changes to the Terrace Covenants. Attendees were invited to speak and express their views regarding the proposed amendment. Following this period, R. Potter requested that all votes be cast. Jane Stalker tallied the votes. Darrell Hill validated the count. The final tally was:

21 lot owners (42 votes) in favor
 2 lot owners (4 votes) opposed
 6 lot owners (12 votes) not voting

Dave Smith made a motion to accept the ballot results.

J. Crawford seconded.

The motion passed by unanimous consent

Per Section 11.03.b of the Terrace covenants, an amendment requires 2/3 vote in the affirmative. **Based on the number of affirmative votes, the amendment passed. Amendment 6 will be filed with Sedgwick County.**

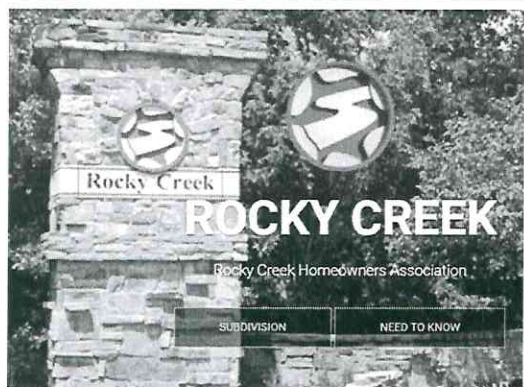
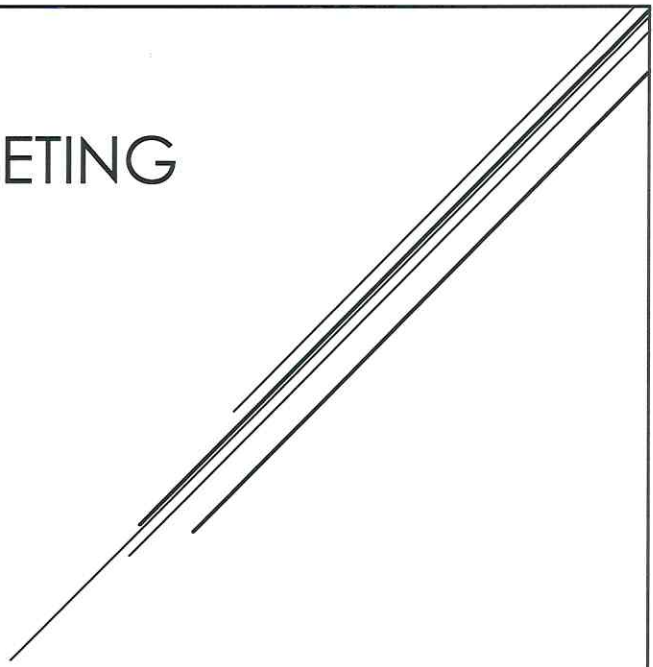
11. **NEXT MEETING** – The next Board meeting is tentatively planned for the first of May. The exact date when determined will be announced.
12. **ADJOURNMENT**– D. Hill made a motion to adjourn at 7:54pm.
 S. Larigan seconded.
The motion passed 5-0-0.

Minutes Approved By: Jane Stalker

Date: 3/17/2021

TERRACE HOA MEETING

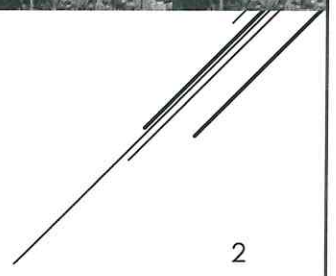
Terrace Patio Homeowners Association
Hilton Homewood Hotel
Wichita, KS
March 15, 2021



Subdivision



ROCKY CREEK WEB PAGE
[HTTPS://WWW.ROCKYCREEK-HOA.COM/](https://www.rockycreek-hoa.com/)



Subdivision

FOUNDER'S RIM

THE HALLMARK

THE LEGACY

THE TERRACE

Click on THE TERRACE box

THE TERRACE

EMAIL THE BOARD

TERRACE COVENANTS

TERRACE WEBSITE

Click on TERRACE WEBSITE

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Terrace Website

Contacts

Finance

-Budget
-Quarterly
Financial Report

Terrace Home Owner Association
Board of Directors

President	Robert Potter	(316) 393-1729	rdpotter@yaho.com
Vice President	Steve Larigan	(316) 734-2022	stvelarigan@icloud.com
Treasurer	Thomas Hieblich	(316) 440-4722	thinvestmen@hotmail.com
Secretary	Jane Stalker	(316) 519-6046	jdstalk@cox.net
Director At Large	Darrell Hill	(316) 204-3068	darrell5hill@gmail.com

Terrace Home Owner Association
Design Review Committee

Darrell Hill	(316) 204-3068	darrell5hill@gmail.com
Jane Stalker	(316) 519-6046	jdstalk@cox.net
Steve Larigan	(316) 734-2022	stvelarigan@icloud.com

Documents

Documents

INFO

Meeting Minutes

In Development

- Covenant Compliance Criteria
- Design Review Criteria

Meeting Minutes

Terrace Covenants

Board Policies

Meeting Minutes 09.12.20

Meeting Minutes 09.23.20

Terrace Articles of Incorporation

Meeting Minutes 09.14.20

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Terrace Homes Owners Association
Design Review Criteria

The purpose of this document is to provide criteria for fulfilling the design review requirements of the Terrace Homes Owners Association Covenants. It is important to note that the purpose of the design review is to maintain the community as it was planned. This is accomplished by maintaining structures, driveways, landscaping and overall appearance to be in harmony with the Terrace community as a whole. The criteria used in determining suitability includes:

- The harmony of external design and location in relation to and effect upon surrounding structures, topography and the overall community design of the community;
- The character of the exterior materials; and
- The quality of the exterior workmanship.

Please note that the criteria defined herein is not all inclusive. For specific details, please refer to the Terrace Homes Owners Association Covenants. Each criteria below will be followed with a parenthetical reference. This reference refers to the section of the covenants that the criteria is based on.

Criteria	Assessment			Notes
	Sat	Unsat	N/A	
Lawn & Yard Care.				
No rock yards and all yard areas, enclosure of improvements, shall be at least eighty percent (80%) grass. (5.05)				
Lighting poles shall not exceed 18 feet in height without specific written approval of the DRC. All tennis court plant must specify the light source and wattage; pole height; manufacturer of light; location of light standards around the court. Tennis court may be built to the property line (5.07)				
All flagpoles and the type of flag that may be flown must be first approved by the DRC (5.09)				
All forms of sculpture or "yard art" must first be approved by the DRC (5.08)				
No tree having a diameter of eight (8) inches or more (measured from a point two (2) feet above ground level) shall be removed without the express written authorization of the DRC (6.03)				
No water pipe, gas pipe, sewer pipe, or drainage pipe shall be installed or maintained above the surface of the ground, except hoses used for irrigation purposes (6.13)				
Structures				
In the event of the construction of any retaining walls, the plan and materials utilized must be previously approved in writing by the DRC (5.09)				
No storage sheds shall be specifically approved by the DRC as to design and material. Any approved out-building shall be constructed of the same material as the home (5.09)				
Pool buildings or gazebos may be constructed within any rear yard setback area established pursuant to Section 6.24 hereof, provided that the same shall not exceed one story in height and are allowed by applicable building codes (5.09)				

DESIGN REVIEW CRITERIA

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Terrace Homes Owners Association
Design Review Criteria

DESIGN REVIEW REQUEST

ADDRESS	DATE OF REQUEST
HOME OWNER CONTACT:	HOME OWNER CELL NUMBER:
REPAIR, REPLACEMENT OR MODIFICATION REQUESTED AND PRESENT CONDITION:	
PROVIDE REPAIR, REPLACEMENT OR MODIFICATION SKETCH OR DRAWING:	
IDENTIFY MATERIALS, CONSTRUCTION & WORKMANSHIP:	
IMPACT STATEMENT:	
DRC DISPOSITION:	Date:
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE DRC:	
REQUIRED ACTION:	

- List the specific action to be taken. For example: Expand driveway, 4' to the west. Include a photo of the area.
- Provide a drawing or sketch of the planned end result. Include the plans and specifications showing the nature, kind, shape, height, materials, location dimensions, and direction.
- Provide list of materials, colors, trade names . . .
- Provide a statement of how the repair, replacement or modification will not affect the overall appearance and be in harmony with the Terrace community.
- DRC Disposition - Approve or Disapprove. The criteria used in determining suitability includes:
 - The harmony of external design and location in relation to and effect upon surrounding structures, topography and the overall community design of the Addition;
 - The character of the exterior materials; and
 - The quality of the exterior workmanship.

Note if disapproved, provide explanation in Required Action section. For example: Disapproved because driveway extension is on the Common Ground. Redesign and resubmit.

(6) Signature from DRC Member approving or disapproving the request and date of disposition.

DESIGN REVIEW REQUEST FORM

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Terrace Homes Owners Association
Covenant Inspection Criteria

The purpose of this document is to provide criteria for covenant inspection and enforcement. It is important to note that the purpose of covenant inspection and enforcement is to maintain the community as it was platted. This is accomplished by maintaining structures, driveways, landscaping and overall appearance to be in harmony with the Terrace community as a whole. Please note that the criteria defined herein is not all inclusive. For specific details, please refer to the Terrace Homes Owners Association Covenants. As a homeowner, you have the right to be notified and grant inspection access prior to any inspection. If you believe this right was violated, please contact the Terrace Homes Owners Association Board. Each criteria below is followed with a parenthetical reference. This reference refers to the section of the covenants that the criteria is based on.

Criteria	Assessment			Notes
	Sat	Unsat	N/A	
Lawn & Yard Care				
Yard and gardens are free of weeds (Art. 4)				
Trees and bushes receive appropriate care and are disease free (Art. 4)				
No rock yards and all yard areas, exclusive of improvements, shall be at least eighty percent (80%) grass (3.09)				
No Exotic or Bermuda grass (3.09)				
All vegetable gardens are in the back yard (3.09)				
Dog runs are screened from view from neighboring homes with fencing or other appropriate material (3.09)				
Recreation & Play Equipment				
All recreation and play equipment is located in the rear of the lot except for basketball goals (3.09)				
All basketball goals shall be either white or plain. No "home-made" basketball backboards or supports (3.09)				
There shall be no above-ground swimming pools (3.09)				
No storage sheds are permitted. Any approved out-building shall be constructed of the same material as the home (3.09)				
Driveway, Sidewalks & Parking				
Driveway and sidewalks are in acceptable condition (Art. 4)				
No boat, boat trailer, horse trailer, camper, camper trailer, horse or other livestock trailer, recreational vehicle, personal automobile, personal pickup, bus, specially equipped commercial pickup, or other commercial is stored or permanently, continually, or regularly parked in and on any street, the Common Area, or in the open on any Lot or driveway (4.04)				

COVENANT COMPLIANCE

2021 1st Qtr Budget	3/15/2021	Variance
Mowing \$ 5,950		
Fert and Weed \$ 495		
Grub \$ 171		
Irrigation \$ 206		
Total Tree Top \$ 6,822	\$ 7,042	\$ (220)
Snow Removal \$ -	\$ 2,900	\$ (2,900)
Crises accounting \$ -	\$ 165	\$ (165)
Office expense \$ 300		\$ 300
Postage \$ 10	\$ 7	\$ 3
Tax and License \$ 40	\$ 43	\$ (3)
Cov. Recording \$ 208		\$ 208
Trash and Recycle \$ 2,015	\$ 2,005	\$ 10
Total Expenses \$ 9,395	\$ 12,162	\$ (2,767)

Bank Balance –
Feb. 28, 2021

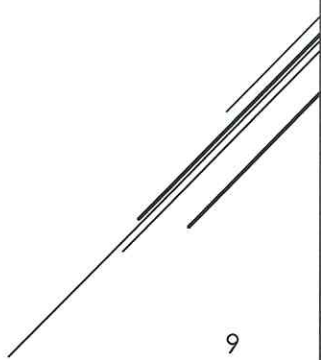
\$10,533.94

2021 1ST QUARTER FINANCIALS

▶ VACANCY OF BOARD SEAT
▶ PRESENT BOARD MAKEUP

BOARD OF DIRECTOR STATUS

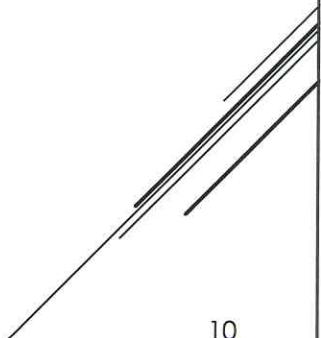
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▶ BALLOT RESULTS
▶ BALLOT RATIFICATION

COVENANTS AMENDMENT VOTE

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SUMMER BACKYARD COOKOUT
1st WEEKEND IN MAY

NEXT MEETING

11

ADJOURNMENT

12

AGENDA

Terrace Association HOA Meeting
Hilton Homewood – 1550 Waterfront
Monday March 15, 2021, 7:00 PM to 8:00 PM

1. CALL TO ORDER
2. QUORUM
3. CHANGES & APPROVAL OF 10-21-2020 MEETING MINUTES
4. ANNOUNCEMENTS
5. ROCKY CREEK WEB SITE
6. DESIGN REVIEW COMMITTEE
 - 6.1 DRC Criteria
 - 6.2 DRC Form
7. COVENANT COMPLIANCE
 - 7.1 Covenant Compliance Criteria
8. BUDGET REPORT
 - 8.1. Status of Transition from Criser
 - 8.2. Year to Date Financial
9. BOARD OF DIRECTOR STATUS
10. COVENANTS
 - 10.1 Amendment 6 Vote
 - 10.2 Going Forward
11. NEXT MEETING
12. ADJOURNMENT