

**NEPENTHE ARCHITECTURAL REVIEW COMMITTEE MINUTES
December 2022**

December Meeting was cancelled. Emergency applications completed via email.

B.1. Homeowner requests not voted on: none.

B.2. Homeowner Requests Recommended to be Approved: none.

B.2.A. Homeowner Requests Approved via Emergency Approvals:

1. **1000 Dunbarton Circle** – HVAC system replacement is requested in this 5500 Model. A 3.5-ton Carrier split system Heat Pump to be installed in the original location, and the existing refrigerant line set will be re-used. No new wiring is required. The contractor is to be Clarke and Rush of Sacramento. Voting was conducted by email with all five members responding voting in the affirmative. **Emergency Approval granted December 6, 2022.**
2. **204 Elmhurst Circle**- HVAC system replacement is requested in this 2300 model. An American Standard split-system Heat Pump (4A6H4036D1000A) to be installed in the original location, and the existing refrigerant line set will be re-used. No new wiring is required. The contractor is to be Clarke and Rush of Sacramento. Voting was conducted by email with all five members responding voting in the affirmative. **Emergency Approval granted December 20, 2022.**

C. Old Business: Ongoing

1. **Updating the ARC “Rules” and associated forms** – The Committee members worked on updating their assigned sections of the ARC rules. Collated changes and updates were reviewed will be reviewed over the next month along with all related forms being reviewed and updated.
2. **ARC application submission schedule.** At the November meeting, the Committee agreed to establish a non-emergency application submission cut-off date of seven (7) days prior to the scheduled monthly ARC meeting (end of business on the Thursday before the meeting). This will provide adequate time for the Committee members to do a thorough review of the application. Emergency applications will be reviewed as promptly as possible. A communication plan to send out this information to the community still must be identified and agreed upon by the Committee.
3. **Application completeness and review time:** In November, the Committee confirmed that it will abide by the CC&Rs’ stated 30-day limit to review ARC applications, starting from the formal acceptance of the application (the applications is satisfying all requirements) to the providing a recommendation to the Board. Still outstanding is the updating of the application form with a paragraph explaining the estimated timing of ARC review and Board approval, also highlighting that the review clock will not begin until ARC deems the application complete.

D. New Business: None

E. Notices of Completion: Alan signed several.

Respectfully submitted, Pat Singer, A.R.C. secretary