

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

MEETING MINUTES

ARC MEETING

July 13th, 2018

3:00pm

Calabay Parc at Tower Lake

539 Pineloch Drive

Haines City, FL 33844

- I. Call to order at 3:07pm BY Jennifer Conklin of Highland Community Management (HCM)
- II. Verification of Quorum of ARC members: 4 members present by person and 1-member present by phone (all members were able to be present at meeting)
- III. Approval of Previous Minutes from previous Meeting: Jim moves to approve the minutes from the previous ARC meeting, Monique seconds, unanimous approval- HCM will post on the community website.
- IV. Purpose of Meeting
 1. Review the application for hurricane shutters: application was approved for removable shutters.
 2. New paint application: application was approved.
 3. Review the application for new build on Lot 47: Epic Development participated in a discussion for proposed changes to the exterior look of the application sent in. HCM will type of the requested changes for Epic to review along with pictures for reference of other homes in the community. If Epic agrees to the modifications and signs the agreement, the application will be approved with the changes.
 4. Discuss guidelines for ARC requests to add a possible Design Criteria to the By-Laws: The board reviewed on starting procedures in writing the criteria documents and requested all members to do some homework to get a list of items to include for the next meeting.
- V. Adjournment at 4:07 by Jennifer Conklin of HCM