

**ARCHITECTURE / DESIGN REVIEW COOMITTEE**  
**ANNUAL REPORT for 2011/2012**  
**MARCH 2012 HOMEOWNERS MEETING**

**COMMITTEE MEMBERS:** Carol Ansley, Co-Chair, Ellen Marshall, Co-Chair, Scott Sheppard, Board Liaison

**COMMITTEE RECOMMENDATIONS RECEIVING CROWN HOA BOARD APPROVAL:**

1. **Replacement Exterior Brass Light Fixture** - when an exterior brass light fixture is not functioning and cannot be repaired, a Genie brass fixture closely matching the design of the original fixtures has been approved. This fixture can be seen on the home at 1305 Crown, where the owners elected to replace all three of their exterior lighting fixtures.
  
2. **Exterior Painting:**
  - A master exterior paint palette identifying our building and trim colors was created, Using the original colors from John Piziali's list. This palatte will be used when our next association painting contract is needed.
  
  - The Committee explored the possibility of creating a new master paint palate for future painting projects and identified that painting costs would be increased by 20-50% over using current colors. The Committee recommended and the Board approved the use of the current color palate for future association painting.
  
  - In preparation for refinishing of front entry doors needing work, a paint color and a stain color were approved for this work. Both colors were chosen to closely match the current stained doors. To date, one unit door has been painted and one has been stained, and neither door meets our expectations. So this is a work in progress and will continue.

NOTE: As you may know, the HOA provides for periodic maintenance of the front doors. Several years ago, the Board approved a revised door refinishing procedure which includes sanding down the door surface and applying an exterior paint matching the wood stain color.

Homeowners have two options for front door refinishing:

1. Refinish the door with two coats of wood-toned exterior paint, provided by HOA and done with door in place.
  
2. Remove door, strip surface, stain, and seal over 2-day process; owner is responsible for added costs above option #1. If a homeowner is interested in this option, cost information will be provided when available.

3. In addition, if a homeowner ever needs or wishes to replace an entry door, a similarly designed door has been approved by the Board. At this time, one such door has been installed at 1327 Crown Drive. The door is constructed of fiberglass and should never need refinishing or additional maintenance. Homeowners are responsible for the expense of door replacements. Maintaining the seal and finish of entry doors is recommended to avoid door replacement costs.

#### **HOMEOWNER REMINDER – WORK REQUIRING COMMITTEE / BOARD APPROVAL**

- **Homeowners wishing to complete work previously approved by the Board (ie window replacement) must STILL apply for an Architectural Variance to the Committee**, to ensure that the conditions for the project are met and the approval is recorded in the unit file. Approvals can be received in a very timely manner, given previous Board reviews.
- **Work requiring Committee / Board approval includes, but not limited to:**
  1. Replacement of windows, entry doors, garage doors
  2. Interior renovations requiring building permit, including any structural alterations to load-bearing walls, major plumbing or lighting work.
  3. Any alterations to the exterior, including balcony railings, garbage enclosures, chairlift installation.