

**Minutes of the Brentwood Hills Architectural Control Committee (ACC)
January 17, 2018**

The ACC Committee met at the Brentwood Hills Pool and Tennis facility. The meeting was called to order at 7:10 p.m. by Chair Olin Barnett. Present were the following Committee members: Charles Leo, Sharon Snyder, Peter Thibodeau and James Barber. No homeowners were present:

It was established there was a quorum present and Olin verified the timely notice of the meeting.

Peter made a motion to approve the minutes of the November 21, 2017 meeting, Jim seconded the motion and all were in favor.

Other Business:

New guidelines: Since the revised guidelines were approved at the Homeowner's Association meeting on Monday, January 15, 2018, Olin asked the Committee members to destroy or delete all other versions of the guidelines they may have. James stated McNeil Management will mail each Brentwood Hills homeowner a copy of the revised guidelines, along with the newsletter early next week. Jim will have the completed newsletter to McNeil by Monday, January 22, 2018.

Olin reminded the Committee to refer to the guidelines when reviewing an alteration application as the guidelines must be strictly adhered to.

If a resident is not satisfied with the ACC's response to their alteration application, they can appeal the Committee's decision in writing and ask to have their appeal added to the next ACC agenda for discussion. The procedure to appeal is included in the guidelines.

New alteration application: Olin stated the new alteration application is in effect and available on the Brentwood Hills website. If a Committee member needs further clarification on a submitted application, please let Olin know and he'll contact the homeowner. The Committee Chair can ask the Homeowner to submit a drawing, contract, etc., if needed.

If the homeowner included an email address on their application, the Chair will send the approval or denial via email; McNeil Management will send the hard copy via mail as soon as possible.

The next ACC meeting is Wednesday, February 21, 2018, at 7:00 p.m. at the pool.

There being no further discussion, Peter made a motion to adjourn the meeting at 7:50 p.m., Jim seconded the motion and all were in favor.

approved Olin Barnett 2/21/18