

**Ludlow Maintenance Commission
Architectural Control Committee
Post Office Box 65060
Port Ludlow, WA 98365**

~ Approved ~

Minutes of the Regularly Scheduled December 20, 2010 ACC Meeting

Members Present: Jeff Beres, Vaughn Bradshaw, Bill Clark, Carol Ann Napheys, Noble Nilsen, and Sharron Sherfick

Guests: No guests were present at this meeting

Call to order: The December 20, 2010 meeting of the Ludlow Maintenance Commission (LMC) Architectural Control Committee (ACC) was called to order at 3:08 p.m. by Chair Bill Clark. Alternate members Charlie Jackson and Joe Thompson were not present at this meeting.

Old & New Business in Order of Discussion:

1. Chair Clark reported receiving a telephone call from Jan Quick a resident of Rainier Lane, who informed Mr. Clark that there were two (2) **Alder Trees located on a vacant lot near her property that were leaning and possibly hazardous**. Mr. Clark and Ms. Sherfick drove by the site and determined that the trees were not posing a possible threat to the surrounding properties, but they were leaning toward the street. The surrounding properties are owned by Port Ludlow Associates and the other is owned by a gentleman on Machais Loop. With the committee concurring, Mr. Clark will research the ownership of the properties more thoroughly and notify the owners that they should come down.
2. Mr. Clark reported to the committee that he received through Ludlow Maintenance Commission (LMC) General Manager Brian Belmont, an email from Karen Brattain, a resident of Condon Lane. Ms. Brattain reported that there had been some **unauthorized tree cutting** on 201 Condon Lane, owned by Mr. Miller. Mr. Clark and Sharron Sherfick drove by the area and took photographs. They determined that some of the trees were under the six (6) inch diameter rule, but there was at least one tree that had been removed by the gardeners that was over the minimum. Committee members reviewed recent history in the area, recalling that other residents in that area had also performed unauthorized tree removal and/or cutting.
3. (14:08) Chair Clark reviewed for committee members a pending request made last summer by **Michael & Jackey Nilssen**, owners of lot # 2-3-199, 51 Harms Lane. Mr. & Ms. Nilssen requested to remove trees, some on their own property and some of the trees in the large grouping belong to the Kehele park area, which borders the Nilssen's property. ACC had previously requested that some brush and small trees (under six (6) inches) be removed so that a corner stake could be located. Chair Clark investigated the property

and though brush had been cleared, Mr. Clark was unable to find the missing corner stake. Since this issue is about identifying which trees are on Nilssen's property (therefore under ACC jurisdiction) and which trees are on park property (under Operations jurisdiction), Mr. Clark visited the site with members from the Operations Committee, including Mr. Belmont who located the property corner stakes. Mr. Clark reported that he and Mr. Bradshaw have looked at the site and that it appears that there will be no drainage issues if the trees are removed. Upon Mr. Clark's recommendation, the committee agreed that the trees could be approved for removal, pending the Operation Committees approval.

4. (23:50)Members discussed tree **removal notification for the Port Ludlow Drainage District (PLDD)**. Mr. Clark reported to the committee that the LMC front desk personnel have been handing out the PLDD's forms attached to the ACC Tree Removal forms, but they have had trouble explaining to residents how to complete the information that the PLDD is requesting. Mr. Bradshaw suggested that when approval letters are sent, that the PLDD be sent a copy. Mr. Clark will discuss the matter with PLDD Chair Walter Cairns to see whether the forms could be simplified. Members suggested that the PLDD be copied for the letter that will be sent to Mr. & Ms. Nilssen, as well as the notification that will be sent to 201 Condon Lane, regarding the unauthorized tree cutting.
5. (34:00) Chair Clark reported that he had been notified by the owner of a house on Trader Lane that water had accumulated under the house in the crawlspace, and that a ditch was going to be dug to try and alleviate the problem, there had been no curtain drain installed when the house was built. Mr. Clark notified PLDD Chair Walt Cairns, both gentlemen determined that this matter was not under either organizations purview, and that the owner was under no obligation to request approval.
6. (36:48The committee reviewed a **Master Bedroom Addition** by Rick & Barbara Dance, owners of lot # 5-0-056, 75 Warbler Lane (this application was submitted on July 19, 2010). The committee determined that there was no action to be taken at this time as there has been no Port Ludlow Drainage District (PLDD) approved plan or a Jefferson County Building permit submitted as yet. This will remain on the Pending Case Agenda.

The committee adjourned the regular meeting at 3:48 p.m. Work on the ACC Policies and Procedures draft followed after adjournment.

Respectfully submitted:
Susan Bartkus, ACC Recording Secretary