

## **MINUTES – Design Review Board Monthly Meeting February 17, 2024**

Attendees: Marie Hawkins, Chair, Tom Simms and Nick Lanzo

Meeting began at 10 AM.

One homeowner attended and inquired about the status of her application for new windows. Our Homeowner was assured all the documents submitted were in order, two DRB Members had already done a site visit, and the Chair wanted to do a site visit prior to final approval. This was scheduled for later today.

There were no pending applications.

We had 16 new Digital Applications submitted and reviewed; 15 were approved. #013 is Pending receipt of required documents. The DRB remains committed to assist Homeowners in completing their Applications and obtaining required documents.

Our meeting adjourned at 10:20 am.

After adjournment, Betsy Papamitrou remained and assisted our new DRB Member, Nick Lanzo, with setup of his laptop, and participated in additional discussions regarding procedures.

Our next DRB Meeting will be Saturday, March 16, 2024, at 10 am.

Marie L Hawkins  
Chair, Design Review Board  
ATT: Listing of Applications

mlh