

Wellington Neighborhood Association  
Design Review Committee  
Meeting Minutes

5/14/2012

**Called to Order:** 7:00 pm

**Members Present:**

Mike Mosher  
Dave Watson  
Doug Briggs

**Residents Present:**

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**Prior Meeting Minutes:** -

**New and Outstanding Submission Review:**

We had new submissions but they were not discussed as we didn't have a quorum. We will address these over the next few days by email.

**Other Business:**

Mosh proposed implementing a system of online copies of applications to help organize the review and approval process. We plan to implement a password protected system utilizing DropBox or possibly a Yahoo group.

We envision:

- A spreadsheet listing all the applications
  - Ordered by street name, then street number
  - To include
    - Title of project
    - Address
    - Owner name and contact information
    - Date of submission
    - Date of approval
    - Date of completion
    - Vote tally

- Notes – a summarization of comments from emails and discussions
    - Managed by chairperson
- Folders for each address with an application to contain
  - Dated PDF(s) of application
  - Link to send an email that will populate subject with address and project title

Additionally, Mosh will obtain electronic copies of ILCs for use by residents for submitting their applications.

**Meeting Adjourned:** 8:15 pm