



Architectural Committee Meeting Minutes – December 4, 2025

BSAC/Staff in Attendance:

John Seelye, Chair
Ernie Chappell
Dave McCaffery
Holly Coltea
Lisa Chase

Guests in Attendance:

None

Project Attending For:

Guests Joining Virtually:

None

BSAC Joining Virtually:

George Mueller
Les Hopper
Gina Dee

1. **Call to Order** – The Chair called the meeting to order at 8:59 AM.
2. **Membership Forum** – None
3. **Overview:** Staff presented the restructuring of BSAC Governing documents, Design Regulation Amendments and Revised Resolutions for discussion purposes. No Motions were made.
4. **Amendments and Restructuring of BSAC Documents**
 - a. **Current Stand-Alone Documents**
 - Design Regulations
 - Procedure Resolution
 - Construction Standards
 - Guidelines & Resolutions
 - Enforcement Resolution

Staff noted these separate documents create confusion for members who must navigate multiple resources, making the review process cumbersome.

b. Combining and Restructuring of Information

- *Welcome to Members – NEW
- Part I Architectural Review Procedure
- Part II Design Regulations
- Part III Construction Standards
- Part IV Guidelines & Resolutions
- Part V Enforcement Procedure

Staff proposed restructuring the BSAC applicable documents into one comprehensive document with five main sections, modeled after the Design Regulations of neighboring communities like Moonlight Basin, Spanish Peaks, and Yellowstone Club.

The committee discussed whether to integrate or keep separate the Procedure and Enforcement Resolutions. It was determined that only key information from these resolutions should be integrated into the comprehensive document while maintaining the standalone resolutions for official policy purposes.

Staff emphasized the goal is to create a clean, readable document that feels less like a legal manual and more like a guide.

Staff believe it to be prudent to include the BSOA Guidelines and pertinent BSAC Resolutions in Part IV as they include rules that are not noted in the Design Regulation guidelines and process.

Committee Members noted the word 'Guidelines' does not insinuate that the rules are mandatory. Rather than using the word, "Guidelines," the Committee concurred the miscellaneous list be referred to as "*BSOA Requirements*."

Discussion ensued regarding the changing word, *Resolution*, however, the word aligns with the BSOA Bylaws and for consistency purposes should remain as is.

Resolutions to be included in the comprehensive document will be limited to what is applicable to the Members such as Parking and Trash Resolutions. Examples of BSOA Resolutions that will not be included are the BSOA Document Retention Policy and the Whistleblower Policy. To provide clarity, these Resolutions will be referred to as *Compliance Resolutions*.

5. Part I Architectural Review Procedure

- a. *Project Types – NEW
 - i. Staff proposed adding a "Project Types" section at the beginning of the document to help members understand what requires BSAC approval.

1. Proposed Project Type Categories:

a. **Standard** Project Reviews:

- (1) New Construction
- (2) Major Alteration
- (3) Minor Alteration or Repair
- (4) Minor Landscaping
- (5) Major Landscaping
- (6) Multifamily
- (7) Commercial
- (8) Wildfire Mitigation

- (9) Geotechnical
- (10) Painting/Staining

b. Other Reviews:

- (1) Variance to Covenants
- (2) Exception to Design Regulations
- (3) After-the-Fact Review
- (4) Emergency Repairs

The committee discussed the importance of clearly communicating what constitutes a "project" since existing homeowners often claim they didn't know routine repairs required approval. Staff will add language to the welcome section clarifying that "all projects and/or repairs" require prior approval.

Staff will continue to work with and provide a BSOA Welcome Kit's to common title companies. Additionally, for the 2026 BSOA election a line item will be presented on the ballot regarding Member acknowledgement of the 2026 Design Regulation amendments and the new BSOA Resolutions.

Regarding the project types, the committee agreed that the order is logical (chronological) rather than alphabetical.

There was discussion about categorization, with the committee ultimately agreeing to separate standard project types from special circumstances (variances, exceptions, after-the-fact reviews, and emergency repairs).

- b. * Review Fees
 - i. Staff presented proposed updates to the fee structure, including:
 - 1. After-the-fact fee range
 - 2. Construction Completion Lapse fee
- c. Definitions – The definitions included in the BSOA Resolution are redundant. The definitions will stay on the Procedure Resolution but will not be repeated in the comprehensive document.
- d. Performance Deposits – Staff will present increases to Exhibit A at the December 18, 2025, BSAC meeting.
- e. Meetings and Approvals – No changes
- f. Time for Completions- No changes
- g. Request for Reconsideration- No changes

6. Part II Design Regulations

- a. 2.0. Professional Services
 - i. 2.1 Montana Licensed Architect
 - 1. Montana License required for all New Construction
 - ii. 2.3 Montana Licensed Structural Engineer
 - 1. Montana License required for all New Construction

- iii. 2.4 Landscape Architect – A landscaping professional should be *identified* at the time of Final Approval.
- iv. 2.5 Montana Licensed Contractor – A Montana Licensed Contractor required for all New Construction and Major Alterations.

b. 3.0 Site Design

- i. NEW* 3.4.1 Stormwater Permit
 - 1. Owners *may* be required to obtain a construction stormwater water prevention plan permit, SWPPP, for New Construction.
- ii. 3.7 Utility Installation
 - 1. Propane tanks must be buried.
 - 2. No changes to generators.
 - 3. Window or wall mounted air conditioning units are prohibited.
- iii. 3.8 Walkways *Materials
 - 1. Permeable Materials – Staff proposal to identify materials is out of scope and will be omitted.
- iv. 3.9 Parking, Driveways & Culverts
 - 1. Staff added section (3rd paragraph) from Parking Resolution.
- v. 3.9.1 Parking spaces clarified
 - 1. Staff added clarification for parking spaces required per bedroom.
- vi. 3.9.2 Clarification for screening
 - 1. Added “natural” screening for multi-family and commercial parking lots.
- vii. 3.12 Landscaping & fire mitigation
 - 1. Minimize potential landscape fuels.
 - 2. No evidence of erosion on Lots.
- viii. New* 3.12.1 Noxious Weed Management
 - 1. Staff added Design Regulation to correspond with the new Resolution.
- ix. New* 3.12.2 Maintenance standards
 - 1. Staff added new Design Regulation to be able to manage unsightly or unhealthy landscaping.
- x. 3.14.1 Exterior Lighting
 - 1. Staff will rewrite 3.14.1 and differentiate between temporary vs permanent lighting.
- xi. 3.15.1 Construction sign & real estate sign
 - 1. Owners must wait until after Final Approval prior to erecting a sign.
 - 2. Staff to research The Yellowstone Club policy regarding construction sign verbiage.
 - 3. Real estate signs cannot be placed on public property.
 - 4. Directional signs are prohibited.
- xii. 3.16.1 Basketball hoops temp vs perm
 - 1. The word “permanent” was added for clarification.

- xiii. 3.16.4 Ext fireplaces
 - 1. All new wood burning fire pits and exterior fireplaces are expressly prohibited.
 - 2. Staff will remove “natural gas” as it’s not relevant.
- xiv. 3.16.5 Fences
 - 1. Fences shall not follow property lines.
- xv. 3.16.6 Garbage can storage – Modified to align with Amended Resolution.
- xvi. 3.16.9 Screens- No changes.
- xvii. 3.16.10 Firewood storage
 - 1. Storing firewood between the trees may be allowed.
 - 2. Wood must be covered by a tarp during summer fire season from June 1 to October 31st.
- xviii. NEW* 3.16.11 Saunas
 - 1. Staff added new Design Regulation.
- xix. NEW* 3.16.12 American Flags
 - 1. Staff will modify *American Flags* to Flags.
 - 2. Staff will research lighting requirements and dark sky compliance for flags.
- xx. NEW* 3.16.13 Exterior Entertainment
 - 1. Staff added new regulation.

c. 4.0 Interior Building Form – No changes

d. 5.0 Exterior Building Form

- i. 5.1 Building height
 - 1. Berming up for grade is not permitted.
- ii. 5.6 Exterior Window & Doors
 - 1. Staff proposal for energy star removed.
- iii. 5.8 Roof Design
 - 1. Staff proposal to include ‘roof forms should be simple’ section deemed to be interpretive and not necessary.
 - 2. Cold roof may require a Variance when allowed.

e. 6.0 Materials

- i. 6.1 Exterior wall
 - 1. Staff proposal was deemed to be more of a ‘best practice’. The proposal was omitted.
- ii. 6.1.1 Metal & Fiber Cement Siding
 - 1. Prefabricated metal may be approved for the main body of a structure on a case-by-case basis.
- iii. 6.2 Roofing material
 - 1. Roofing materials should blend with the terrain.

f. 7.0 Variance & Exceptions

- i. 7.3 BSAC Procedures – This section will be redundant when the governing documents have been combined and will be omitted.

g. 8.0 Appeal Process – No changes

7. Part III Construction Standards

- a. Prior to Construction
 - i. Staff shall approve a staging plan in person prior to construction-TBD
- b. During Construction
 - i. Contractors and Owners shall provide the BSOA 48- hours’ notice prior to flying a drone.
 - ii. Dumpsters and porta potties shall not be placed on the street.
 - iii. All construction vehicles shall be parked on one side of the road and identified with orange cones.
 - iv. Dumpsters shall have bear-proof lids with a locking mechanism.
 - v. Owners must submit a weed mitigation plan.
 - vi. Contractors shall keep the street clean during construction.
- c. Duration – No changes.
- d. After Construction- No changes

8. Part IV Guidelines & Resolutions

- a. Original proposal: "Guidelines & Resolutions"

"Guidelines" sounds optional rather than mandatory.

Suggestion: "Quick Reference" - rejected as it implies abbreviated content.

Suggestion: "Rules or Requirements" - discussed but not adopted.

- b. Member Resolutions

Parking Rules & Regulations
RV Parking & Storage
Dark Sky Compliance
Noxious Weed Compliance
Trash Restrictions & Enforcement
Holiday Lighting

9. Part V Enforcement Procedure

*No amendments. Staff will reformat for easy viewing.

10. Other- Staff to research Nox Box to include in the Design Regulations.

11. Adjourned – The Chair adjourned the meeting at 11:18 AM.
John Seelye, Chair