

**Architectural Review Board
HHP POA ARB Board Room
Meeting Minutes
November 17, 2022**

Board Present: Jordan Berliner, Chairman, Brad Hix; Landscape Architect, Dale Strecker; Architect, James Slavetskas, Patricia Smith, Bob Zinn

Absent with notice: Don Schnackel; Jack Toti; JT Landreth

Staff Present: Michele Chisolm

Call to Order: 8:00 AM

Minutes: Bob Zinn motioned to approve the ARB meeting minutes for October 28, 2022. James Slavetskas; seconded the motion. The October Meeting Minutes were approved.

Meeting Adjourned: Bob Zinn motioned to adjourn the ARB Meeting on November 17, 2022. Dale Strecker seconded the motion. The November ARB Meeting was adjourned at 09:00 am.

Submissions:

1. Lot 10 Jingle Shell Lane #19 Case: 5314
McDonough
Final Review: Submitted plans requesting a 10' variance to add a screen porch addition on an existing rear deck. The plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner.
2. Lot 77 Big Woods Drive #57 Case: 5457
Rice
Concept Review: Submitted concept plan requesting a 6' variance to add an addition behind the garage. The variance was approved.

Comments from the Board:

- The Board encouraged the Owner to move forward with preliminary or final plans for review. The final plans must be full working drawings with a site plan (1/8-inch scale), tree and topo survey if applicable, elevation drawings of all four (4) sides, culvert inert elevations, finish floor elevations, spot grade elevations, adjacent property elevations if applicable, roof plan, drainage plan if applicable, window schedules if applicable, structure details, cross section details, wall section details, electrical plans, exterior colors, and materials a landscaping plan if applicable, and else that applies.

3. Lot G Santa Maria Drive #59 Case: 8447
Fay
Final Review: Submitted plans to request a 10' variance to extend the existing patio to add a trellis and fire pit with a new landscape plan. The variance was approved. The details were disapproved.

Comments from the Board:

- Additional details on the trellis are required, to include dimensions, material, and color.

Update: Additional details were provided to ARB Staff. The Board Architect and Member reviewed the additional details.

4. Lot 114 Waterthrush Place #12 Case: 5482
Brown
Concept Review: Submitted a concept plan to request a 12' variance to add a covered porch addition in the rear. The variance was approved.

Comments from the Board:

- The Board encouraged the Owner to move forward with preliminary or final plans for review. The final plans must be full working drawings with a site plan (1/8-inch scale), tree and topo survey if applicable, elevation drawings of all four (4) sides, culvert inert elevations, finish floor elevations, spot grade elevations, adjacent property elevations if applicable, roof plan, drainage plan if applicable, window schedules if applicable, structure details, cross section details, wall section details, electrical plans, exterior colors, and materials a landscaping plan if applicable, and else that applies.

5. Lot 365 Gaspee Court #6 Case: 6939
Toma
Final Review: Re-Submitted plans to install 35 solar panels on left side and rear of roof. The owner and contractor stated that removing the 3 additional panels will decrease the effectiveness of the panels. The plans submitted were denied.

Comments from the Board:

- The panels must be squared off as required in the ARB Guidelines.

6. Lot 63 Skull Creek Drive #65 Case: N/A
Hancock
Final: Re-submit plans to install revised sign in the entry way of new multi-family building. The plans submitted were denied.

Comments from the Board:

- The details and dimensions were not consistent on the plan.

Update: A revised plan was forwarded to POA Staff. The Board reviewed the plans via email. The plans were approved with comments.

Comments from the Board:

- The updated submittal appears to satisfy our last round of comments graphically, but the new detail added at the bottom does not jive with the elevations above.
- Based on the new detail the sign is supposed to integrate into an above grade CMU base which is wider than the sign. This is not shown on the elevations and if it is intended it will alter the overall aesthetic of the sign.
- More clarity on the section detailing is needed for the record. A plan cut through the sign (say 2' above grade) showing all of the materials in plan. As presented, only an aerial view from above, plan is provided.
- Section marks on the elevation indicating where the section(s) is(are) cut.
- 1 vertical section would be provided at the sign face. Stucco, if provided, should be depicted in the section. Real hard coat stucco? EIFS?
- 1 vertical section would be provided at the typical column end. Stucco, if provided, should be depicted in the section. Real hard coat stucco? EIFS?

All in all, aesthetically the sign looks great. This is the sign that the Board wants to view at the Charles. However, be aware that some of the details do not match and could cause an issue with the installation. If changes have to be made during the installation of this sign, the revisions must be submitted to the ARB.

Administrative Approvals:

7. Lot 2 China Cockle Lane #3	Patio	Case: 8871
8. Lot 34 Parkwood Drive #19	Door	Case: 7956
9. Lot 51 Yellow Rail Lane #75	Patio	Case: 6460
10. Lot 21 Sam's Point Lane #11	Pool Resurface	Case: 8750
11. Lot 16 Fernwood Trail #16	Replace plant material	Case: N/A
12. Lot 235 Sweetwater Lane #14	Driveway	Case: 7035
13. Lot 30 Arrow Wood Road #27	Driveway	Case: 6642
14. Lot 41 Parkwood Drive #33	Patio	Case: 8371
15. Lot 160 Fish Hawk #5	Patio	Case: 8026
16. Lot 342 Isabella Court #3	Steps (replace boards)	Case: 7820

November

Review Fees:	\$	1,250
Administrative Fees:	\$	575
Total Monthly Review Fees:	\$	1,825
Y.T.D.	\$	50,950
Monthly Tree Mitigation Fees:	\$	720
Y.T.D.	\$	7,227
Monthly Fines Collected:	\$	0
Fines Y.T.D.	\$	200

The next scheduled ARB Meeting will be December 15, 2022.