

**Architectural Review Board  
HHP POA ARB Board Room  
Meeting Minutes  
April 27, 2023**

**Board Present:** Jordan Berliner, Chairman, Brad Hix; Landscape Architect, Dale Strecker; Architect, David Barnum, JT. Landreth, James Slavetskas, Patricia Smith, Jack Toti, Bob Zinn

**Absent with notice:** Don Schnackel

**Staff Present:** Michele Chisolm

**Introduction:** The Board welcomed the newest Member, David Barnum, to the ARB Board.

**Guest:** Brian Walsh, Mary Ann Walsh, Neil Gordan

**Call to Order:** 8:00 AM

**Minutes:** Bob Zinn motioned to approve the ARB meeting minutes for March 23, 2023. Brad Hix seconded the motion. The March 2023 Meeting Minutes were unanimously approved.

**Meeting Adjourned:** Bob Zinn motioned to adjourn the ARB Meeting on April 27, 2023, Dale Strecker seconded the motion. The April 2023 ARB Meeting was adjourned at 09:30 am.

**Appeal:**

Lot 21 China Cockle Lane #28

The Owner is appealing the Board's decision to deny the cupola. They will also resubmit a final plan. The decision to allow the cupola was approved on a 5 to 4 vote.

1. Lot 21 China Cockle Lane #28 Case: 8893  
Walsh  
Final Review: Submitted final plans for new construction of a single family home. The plans were granted Final Approval with comments.

**Comments from the Board:**

- The cupola was approved on a 5 to 4 vote.
- A color board must be submitted for approval. The color board must include samples of the exterior house colors, roof material information, hardscape material information, house material details, etc.
- Provide a copy of the structural details to ARB Staff.
- Our guidelines state that the drainage plan must be prepared by a South Carolina registered professional or registered landscape architect and shall include the seal of the professional. The professional engineer or landscape architect who prepared the grading and drainage plan shall make a final inspection of the work and provide a letter of certification to the ARB that all grading and drainage work was performed in accordance with the approved plan. The drainage plan that was submitted does not show the stamp of a registered professional or registered landscape architect. Please provide a copy of a stamped drainage plan to the ARB.
- If you are adding a swimming pool, please familiarize yourself with the ARB Guidelines Sections 3.3 and 4.24. Detailed plans must be submitted by mid construction for approval. An additional \$600 review fee is required for the swimming pool submittal.
- The meter must be in the service yard.

2. Lot 119 Clove Hitch Court #7  
Merrihue

Case: 8896

Final Review: Submitted final plans of architectural drawings for New Construction of a single family home. The plans submitted were denied. Please re-submit plans that are in compliance with ARB Guidelines for new construction.

Comments from the Board:

- The plans need to be based on the guidelines.
- The details also need to be consistent in all areas. For example, the service yard needs to be shown on the site plan, floor plan, elevations, and electrical plan. It needs to show the details as needed on the plan.
- Service yard does not show the required height start of 4" above slab material. The meter needs to be shown.
- The service yard must be able to accommodate 30 gallons trash cans, HVAC units, electrical boxes, easy access for service technicians and palmetto electric. It does not show the required gate for access.
- Restudy the rear elevation. The roofline needs to be broken up.
- Identify the plans on the sheet. For example, rear elevation, left elevation, etc.)
- The window/faux is too small for the area. Need more to break up the elevation.
- A new site plan is needed.
- A color board that includes samples of the exterior house colors, roof material information, hardscape material information, house material details, etc.

3. Lot 25 King Rail Lane #11  
Bowyer

Case: 8894

Final Review: Submitted plans for new construction of a single family home. The architectural drawings submitted were granted Administrative Approval. The exterior colors and drainage plans were approved. A final approval letter will be provided once the Owner provides the missing and corrected details to ARB Staff.

Comments from the Board:

- The service yard is too small to accommodate two large trash cans, an HVAC Unit and easy access for a technician or Palmetto Electric. You must either extend the service yard or add a separate enclosure that can accommodate two large trash cans. Refer to 4:12 of the ARB Guidelines.
- Service yard must start at height of 4" above slab material and show board or board or appearance of solid walls. Refer to 4:12 of the ARB Guidelines.
- The privacy wall must be shown on the floor plan on the privacy wall side in the front and rear of the property.
- Bring gable wall out past the face of stucco below. Eliminate roof over fireplace and remove columns.
- Meter needs to be in the service yard.
- The landscape plan is approved but note the plantings along the road are in the road right of way (POA Common Area) any damage and removal due to utility (PSD water, Hargray, Spectrum, etc.) work is at the owner's expense. Sod material is recommended.

4. Lot 37 Herring Gull Lane # 11 Kennedy Case: 5633  
 Concept Review: Submitted conceptual plans requesting two variances to add a garage, screen porch addition (7 ½ ' variance), dining room (3.5'variance), new front porch and new master bedroom. The Board did not approve or deny the variance. The concept plans submitted were difficult to comprehend. The Board request that the Owner re-submit concept plans that show more details of the existing and the new together.

5. Lot 176 Clear Water Lane #14 Frank Case: 8899  
 Concept Review: Submitted conceptual plans for new construction of a single family home and requesting a variance for the minor (6" or less) encroachment into the 20' rear setback. The plans submitted were approved with comments.

Comments from the Board:

- Board recommends that you square off the pool enclosure and request the needed variance for a better aesthetic look.
- Reduce the extent of the driveway.

The Board encourages you to move forward with preliminary or final plans for review.

The Board encourages you to move forward with preliminary or final review. The final plans must be full working drawings, most of which were shown in the preliminary. Final review includes a copy of the stamped survey showing building setback lines, site plan (1/8-inch scale), tree and topo survey, elevation drawings of all four (4) sides, culvert inert elevations, finish floor elevations, spot grade elevations, adjacent property elevations, roof plan, drainage plan, window schedules, structure details, cross section details, wall section details, electrical plans, exterior colors, and materials (color board) landscaping plan and all that applies.

If you are adding a swimming pool, please familiarize yourself with the ARB Guidelines Sections 3.3 and 4.24. Detailed plans must be submitted for final approval. An additional \$600 review fee is required for the swimming pool submittal.

The next ARB Meeting is scheduled for May 25, 2023; all submissions are due at the ARB Office by noon Monday, May 22, 2023.

6. Lot 103 Hickory Forest Drive #58 Thibodeau Case: 5668  
 Final Review: Submitted plans to add a trellis in rear of existing patio requesting a 15.5' variance. The plans and variance were approved with comments.  
 Concept Review: Submitted conceptual plans to add a detached two car garage with bonus room. The plans submitted were approved with comments.

Comments from the Board:

- The pergola was installed prior to seeking a variance approval from the Board. The existing garage was altered without notification or approval of the Board. A fine is imposed for violating POA Covenants by making exterior changes and or alterations to your home without approval. The fine must be paid in addition to the POA review fee that is required with a submission.

Sign off:

Lot 12 Stonegate Drive #23 Drainage Plan

**Administrative Approvals:**

|                                      |                    |            |
|--------------------------------------|--------------------|------------|
| 1. Lot 20 Turrett Shell Lane #12     | Driveway           | Case: 6199 |
| 2. Lot 69 Deerfield Road #57         | Garage Door        | Case: 5496 |
| 3. Lot 26 Myrtle Warbler Lane #14    | Driveway           | Case: 7339 |
| 4. Lot 24 Sam's Point Lane #1        | Deck               | Case: 7964 |
| 5. Lot 38 Pineland Road #17          | Driveway           | Case: 6546 |
| 6. Lot 152 Whispering Pines Ct. #10  | Driveway/Patio     | Case: 5427 |
| 7. Lot 16 Glenmoor Place #4          | Driveway repair    | Case: 7322 |
| 8. Lot Fernwood Trail #19            | Window/patio/entry | Case: N/A  |
| 9. Lot 3 Brown Thrasher Rd #8        | Driveway           | Case: 5206 |
| 10. Lot 153 Whispering Pines Ct. #11 | Patio              | Case: 6313 |
| 11. Lot 12 Angel Wing Drive #2       | Resurface Pool     | Case: 5151 |
| 12. Lot 1 Turrett Shell Lane #1      | Patio/sidewalk     | Case: 5119 |
| 13. Lot 225 Cypress Marsh Drive #30  | Patio              | Case: 7865 |
| 14. Lot 100 Bowline Bay Court #1     | Skylight           | Case: 7720 |
| 15. Lot 8 Country Club Court #16     | Driveway           | Case: 7844 |
| 16. Lot 321 Catalina Court #2        | Service Yard       | Case: 6429 |
| 17. Lot 41 Oyster Reef Drive #22     | Chimney Repair     | Case: 8358 |
| 18. Lot 227 Flying King Court #4     | Service Yard       | Case: 7282 |

**Fees:**

|                             |           |
|-----------------------------|-----------|
| April Review Fees:          | \$ 2,650  |
| April Administrative Fees:  | \$ 1,675  |
| Total Fees:                 | \$ 4,325  |
| Y.T.D Fees:                 | \$ 22,950 |
| April Tree Mitigation Fees: | \$ 453    |
| Y.T.D. Fees                 | \$ 1,353  |
| April Fines:                | \$ 300    |
| Y.T.D. Fines:               | \$ 300    |

The next scheduled ARB Meeting is Thursday, May 25, 2023.