

**Architectural Review Board  
HHP POA ARB Board Room  
Meeting Minutes  
March 23, 2023**

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

**Absent with notice:** N/A

**Staff Present:** Michele Chisolm

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

**Minutes:** Bob Zinn motioned to approve the ARB meeting minutes for February 23, 2022. Dale Strecker seconded the motion. The February 2023 Meeting Minutes were approved.

**Meeting Adjourned:** Bob Zinn motioned to adjourn the ARB Meeting on March 23, 2023, Don Schnackel seconded the motion. The March 2023 ARB Meeting was adjourned at 09:30 am.

**Submissions:**

1. Lot 21 China Cackle Lane #28 Case: 8893  
Walsh

Preliminary Review: Submitted preliminary final plans for new construction of a single family home. The **Preliminary Plans** submitted for new construction is approvable, however the Board has comments on specific details.

Comments from the Board:

- The Board does not approve of the cupola on the left side of the front elevation. The Board also stated that either design (design submitted in the February 23<sup>rd</sup> preliminary drawings or the current drawing submitted) is approved for the front entry design with windows.
- The Board reviewed the example photo submitted of the brick entry element. The plans show a design that appears to be much smaller than the one shown in the photos. The design is approvable on a smaller scale.

The Board encourages you to move forward with 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.

Update: The Owner submitted a request in writing to appeal the Board's decision. The Owner and Architect will meet with the Board in the April review meeting.

2. Lot 119 Clove Hitch Court #7 Case: 8896  
Merrihue

Preliminary Review: Submitted preliminary plans for New Construction of a single family home. The preliminary plans you submitted have been approved with comments.

Comments from the Board:

- Add more fenestration to the right and left elevations to break it up.
- The cross in the gable has a better appearance on the elevation than it does in the example photo provided. The cross is approvable. The Board asks that you submit details of the dimensions in your next submittal.
- Be aware that the details submitted on the survey and elevations of the garage and driveway location are reversed/ mirror image.

Comments from the Board:

The Board encourages you to move forward with preliminary plans or final review. If you chose to submit a final plans, it must be full working drawings with a 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), swimming pool plans if applicable, landscaping plan and all that applies.

3. Lot 74 Royal James Drive #27 Case: 8897  
Mauk

Final Review: Submitted final plans for new construction of a single family home. The architectural drawings you submitted for new construction have been granted a Final Approval. The landscape plan, drainage plan, and exterior colors are approved.

Comments from the Board:

- The meter is not shown on the electrical plan. The meter must be in the service yard out of view.
- The service yard details are missing.
- The Board noticed that two trees (18" and 20" pine) are marked for removal on the drainage plan due to the swale. The landscape plan shows that the swale can be moved inward so save the trees. The Board asks that you move the swale. One 16" pine marked for removal on the right side of the home must be evaluated by the POA inspector to see if it meets the criteria for removal. The tree is not in the scope of the project and shows no reason for it to be removed. If the trees do not meet the POA criteria, mitigation may be required.

4. Lot 65 Hickory Forest Drive #35 Case: 8898  
Sanniota

Concept Review: Submitted concept plans for a new construction of a single family home. Homeowner is requesting two variances. 215 Sq. Ft. /6.5' rear for screen porch addition and 41 Sq. Ft./2.7' front garage area. The **Concept Plans** you submitted request two variances: 215 sq. ft./6.5' in rear for a screen porch addition and 41 sq. ft./2.7' in front for the garage. The variances have been approved.

- 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.

5. Lot 9 Turrett Shell Lane #17 Case: 8890  
 Silvey  
 Final Review: Re-submitted approved plans with changes for a new construction of a single-family home. The re-submitted plans were granted Administrative Approval on a contingency that the required revisions were made and submitted to the ARB.
- Comments from the Board:
- Site-Plan. The dimensions of the driveway extension. It should be no more than 12' wide. The flare can go up to 17'.
  - A.6- The service yard must start at a height of 4" above slab material. -that detail was excluded from the original as well and the Homeowner was requested to make that correction
  - E.1-electrical plan. The service yard needs to be larger to accommodate the HVAC unit(s), trash cans, utilities and service technicians providing services.
  - A.4 -The windows in front elevation appear to be smaller than the original plan and look odd. The Board wants it to go back to the original size or make it 2'6" wide.
  - A.4 Break up the right elevation (add fenestration) repeat the band from the left elevation
6. Lot 25 Sea Robin Court #2 Case: 8875  
 Larsen  
 Final Review: Submitted plans to add a swimming pool in the rear. The plans submitted have been granted Final Approval on the contingency that a grading and drainage plan is submitted due to the 4' drop in elevation before the start of construction. The trees marked for removal must be re-elevated by the ARB Tree Inspector. Trees that are not in the scope of the pool project must be mitigated.
7. Lot 23 Knollwood Drive #42 Case: 8318  
 Armstrong  
 Concept Review: Submitted conceptual plans to add a swimming pool in the rear. The concept plans submitted were approved.
- Comments from the Board:
- More information detailing the material is needed.
  - Pool Equipment and enclosure needs to be installed in another location due to the low windows in the proposed area.
  - Must submit a landscape plan.
8. Lot 116 Waterthrush Place #8 Case: 7022  
 Giles  
 Final Review: Submitted plans to install solar panels on the garage roof. The plans submitted were granted Final Approval.

9. Lot 136 Misty Morning Drive #6 Case: 7653  
Miller

Final Review: Submitted plans to install artificial turf in area behind the pool deck. The plans submitted were granted Final Approval with comments.

Comments from the Board:

- Verify the type of material (concrete curbing or metal edging).
- ARB Member and Staff Member must be present for the integral part of the installation.

10. Lot 97 Lenora Drive #10 Case: 6900  
Williamson

Final Review: Submitted a proposal requesting permission to keep his palm tree lighting. The request was denied.

Comments from the Board:

- The Owner must follow the ARB guidelines pertaining to Exterior Landscape Lighting.

#### Administrative Approvals:

11. Lot 297 Florencia Court #2	Awning	Case: 7500
12. Lot 35 Pineland Road #23	Sidewalk	Case: 5093
13. Lot A Santa Maria Drive #47	Driveway	Case: 8841
14. Lot 6 Honeysuckle Court #6	Patio's	Case: N/A
15. Lot 87 Lenora Drive #29	Driftwood Arbor	Case: 7788
16. Lot 52 Bayley Point Lane #19	Driveway	Case: 8325
17. Lot 314 Headlands Drive #107	Door	Case: 5531
18. Lot 1 Field Sparrow Road #44	Patio	Case: 8835
19. Lot 30 Parkwood Drive #1	Door	Case: 8196
20. Lot 7 Fernwood Trail #7	Landscape/pavers	Case: N/A
21. Lot 38 Bobcat Lane #3	Windows	Case: 5892
22. Lot 63 Big Woods Drive #19	Door	Case: 5769
23. Lot 85 Sweetbay Lane #22	Driveway	Case: 5299
24. Lot 9 Windflower Ct. #9	Patio	Case: N/A
25. Lot 32 Santa Maria Drive #44	Landscape/pavers	Case: 7960
26. Lot 114 Bear Creek Drive #21	Landscape/pavers	Case: 5462
27. Lot 171 Marsh Owl #2	Deck/Front/Side	Case: 5932

#### Fees:

March Review Fees:	\$ 2,000
March Administrative Fees:	\$ 1,550
Total Fees:	\$ 3,550
Y.T.D Fees:	\$ 19,000
March Tree Mitigation Fees:	\$ 0
Y.T.D. Fees	\$ 900
March Fines:	\$ 0
Y.T.D. Fines:	\$ 0

The next scheduled ARB Meeting is Thursday, April 27, 2023.