

**Architectural Review Board
HHP POA ARB Board Room
Meeting Minutes
August 2023**

Board Present: Jordan Berliner, Chairman, Brad Hix; Landscape Architect, Dale Strecker; Architect, David Barnum, JT Landreth, James Slavetskas, Don Schnackel, Pat Smith, Bob Zinn

Absent with notice: JT Landreth, Bob Zinn

Staff Present: Michele Chisolm; Leah Davis

Call to Order: 8:00 AM

Minutes: Jim Slavetskas motioned to approve the ARB meeting minutes for July 27, 2023. Patricia Smith seconded the motion. The July 2023 Meeting Minutes were unanimously approved.

Meeting Adjourned: Jordan Berliner motioned to adjourn the ARB Meeting on August 28, 2023, Don Schnackel seconded the motion. The August 2023 ARB Meeting was adjourned at 09:27 am.

Discussion: Leah Davis updated the Board revision of the 2024 Survey Questionnaire.

1. Lot 71 Bear Island Road #6 Case: 6211
Dunn
Final Review: Submitted final plans to add a screen porch enclosure to the existing raised deck. Existing encroaching steps and landing to be repaired/replaced in the existing location. The plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner.

2. Lot 95 Edgewood Drive #9 Case: 6170
Clow
Final Review: Submitted plans to add a garage addition with connected breezeway to the existing house. Trees in the scope of the project to be removed. The plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner and Contractor.

3. Lot 85 Lenora Drive #25 Case: 6412
Schaffner
Final Review: Submitted plans to add a garage addition with bonus room extending over the existing garage. The plans submitted were granted Final Approval with comments. A final approval letter was forwarded to the Owner.

Comments from the Board:

- The existing service yard is not shown. Is the existing service yard large enough to accommodate an additional HVAC Unit and store two 30 gallon trash containers.
- A separate enclosure or service yard may be required to accommodate an additional HVAC Unit.
- Please provide existing details to ARB Staff of the existing service yard and new details of a enclosure if required.

4. Lot 38 Big Woods Drive #44 Case: 7051
Gruber
Preliminary Review: Submitted preliminary plans to add a breezeway off the existing laundry room and add a two car garage. A 10' variance was approved in the June review meeting. The plans submitted were granted Administrative Approval with comments. A final approval letter can be issued once ARB Staff receive additional details as noted in comments.

Comments from the Board:

- A foundation plan, wall section, and structural drawings must be submitted to the ARB Staff

5. Lot 19 Dolphin Point Lane #25 Case: 6010
Godwin
Concept Review: Re-submitted conceptual drawings to request a 5' variance to extend the garage for a second vehicle and a 5' variance in the rear to add a 2nd floor and extend rear left side of home to add a den/dining area. The revised drawings were granted approval.

Comments from the Board:

- The Board encourages you 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.

6. Lot 53 Teal Wood Court #3 Case: 6311
King
Final Review: Submitted plans to add a swimming pool at the rear of the property. The plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner and Contractor.

7. Lot 105 Sawtooth Court #16 Case: 6414
Morgan
Concept Review: Submitted plans to request a 64.34 sq .ft./6.2' variance to add a storage area, a gazebo with attached trellis, a 3' wall with fire pit, exterior renovations to include a bump out to extend bathroom, new chimney cap, roof material, skylights, cable railings, windows, and doors. The plans submitted were denied.

Comments from the Board:

- The front door entry is out of character with the house.
- The second floor balcony looks odd and out of character with the house.
- Modify the gazebo columns to coordinate with the trellis columns.
- A variance is required for the 3' wall structure with fire pit in the rear. Fire pits containers must be located more than 15 feet from any structure or combustible material including trees and shrubs, pine straw, etc. along with other required guidelines. The fire pit on the plan does not show dimensions but appears to be close to the house, trellis, and gazebo.
- The storage room looks odd with the low walls. The Board requests the entire structure be enclosed with one roof.
- The photo shows one existing HVAC unit that is exposed that is most likely going to be relocated. All exterior equipment must be enclosed in a service yard or separate enclosure that meets ARB guidelines.

8. Lot 281 Carma Court #7 Case: 6782
Hall
Conceptual Review: Submitted concept plans for 16' variance request and concept drawings for a covered rear deck, screen side porch on an existing elevation, add a new balcony on the front of the home with a circular set of stairs, remove wood trim band and replace with stucco and add horizontal siding in various locations. The plans submitted have been denied.

Comments from the Board:

- The existing home already exceed the required building setbacks.

9. Lot 340 Isabella Court #7 Case: 6631
Kelly
Preliminary Review: Submitted preliminary plans to propose a reconfigured entry stair with new tread material. Travertine is proposed to be laid on the pool deck, small kitchen addition on the rear. The preliminary plans submitted have been approved. The Board encourages the Owner to move forward with final details for approval.

Comments from the Board:

- The front steps/stairs require railing to meet Town Code requirements.

10. Lot 41 Marsh Hawk #10 Case: 6389
Sherwood
Final Review: Submitted plans to add a window on the patio wall side for egress. An existing window is already on the patio wall side that was approved in 1983 during the original construction prior to the Covenant Amendment. The proposal submitted was denied.

Comments from the Board:

- The governing documents prohibit windows on the patio wall side.

11. Brite Life Fence
Friedman
Final Review: Submitted revised plans to replace POA fence with a new proposed fence as shown on the plan. The plans submitted were approved pending finalization of the Maintenance Agreement as written and approved by the POA Attorney.

Administrative Approvals:

12. Lot 149 Whispering Pines Court #4	Driveway	Case: 8144
13. Lot 75 Myrtle Bank Road #61	Driveway	Case: 6111
14. Lot 4 Prestwick Court #8	Repair	Case: 6877
15. Lot 149 Deerfield/Gray Fox #1	Driveway	Case: 6116
16. Lot 149 Whispering Pines Ct #4	Windows	Case: 8144
17. Lot 15 Myrtle Bank Road #76	Window	Case: 6780
18. Lot 31 Herring Gull Lane #20	Driveway	Case: 7554
19. Lot 9 Stonegate Drive #17	Weathervane	Case: 8099
20. Lot 29 King Rail Lane #3	Pool Barrier	Case: 7706
21. Lot 16 Old Fort Drive #33	Replace pool deck	Case: 8280
22. Lot 15 Sycamore Lane #3	Patio	Case: 5507
23. Lot 38 Elmwood Court #6	Driveway	Case: 6683
24. Lot 38 Old Fort Drive #55	Resurface pool deck	Case: 8522
25. Lot 61 High Bush Drive #15	Window	Case: 7157
26. Lot 24 Pineland Road #47	Driveway	Case: 6607
27. Lot 90 Salt Wind Way #1	Doors	Case: 5241
28. Lot 69 Deerfield Road #57	Wood Rot	Case: 5496
29. Lot 358 Seabrook Drive #267	Driveway	Case: 8069

Fees:

July Review Fees:	\$ 5,350
July Administrative Fees:	\$ 1,775
Total Fees:	\$ 7,125
Y.T.D Fees:	\$ 57,575
July Tree Mitigation Fees:	\$ 1,661
Y.T.D. Fees	\$ 5,402
July Fines:	\$ 0
Y.T.D. Fines:	\$ 300

The next scheduled ARB Meeting is Thursday, September 28, 2023.