

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

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

**Absent with notice:** Don Schnackel, Pat Smith

**Staff Present:** Michele Chisolm

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

**Minutes:** Bob Zinn motioned to approve the ARB meeting minutes for April 27, 2023. James Slavetkas seconded the motion. The April 2023 Meeting Minutes were unanimously approved.

**Meeting Adjourned:** Bob Zinn motioned to adjourn the ARB Meeting on May 25, 2023, Dale Strecker seconded the motion. The May 2023 ARB Meeting was adjourned at 09:30 am.

1. Lot 119 Clove Hitch Court #7 Case: 8896  
Merrihue  
Final Review: Submitted final plans of architectural drawings for New Construction of a single family home. The architectural drawings were granted Administrative Approval. The drainage plan was approved. The landscape plan was approved. The exterior colors were approved.

Comments from the Board:

- The Board requests a 6:12 pitch on the rear elevation.
- The louvers on the right and left elevations need to be larger aesthetically.
- Provide a copy of the structural drawings to ARB Staff.

Update: The Owner provided a copy of the revised drawings showing a 6:12 roof pitch and larger louvers.

2. Lot 65 Hickory Forest Drive Case: 8898  
Sanniota  
Preliminary Review: Submitted preliminary plans for new construction of a single family home. Variances were approved in the March ARB Meeting: a 215 sq. ft./6.5' in the rear for a screen porch addition and 41sq. ft./2.7' in front of the garage. The preliminary plans were approved.

Comments from the Board:

- 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 pool plans must be submitted for final approval.

The next ARB Meeting is scheduled for June 29, 2023; all submissions are due at the ARB Office by noon Monday, June 26, 2023.

3. Lot 176 Clear Water Lane #14 Case: 8899  
 Frank  
 Final Review: Submitted final drawings for new construction of a single family home and requested a 6' in the rear right corner for a pool enclosure. The plans submitted were granted Administrative Approval with comments.
- Comments from the Board:
- 4:12 roof pitch needs to be verified.
  - Break up the elevation with faux windows or a band
  - Provide structural drawings to ARB Staff.
- 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 June 29, 2023; all submissions are due at the ARB Office by noon Monday, June 26, 2023.
- Update: The Owner and designer submitted plans that verified the 4:12 roof pitch and revised elevations.
4. Lot 37 Herring Gull Lane # 11 Case: 5633  
 Kennedy/Horan  
 Final 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 tabled their decision and requested a stake out of the proposed structures to see if any trees on private property and POA Open space would have to be removed other than the two trees located with three feet of the existing garage roof line and one damaged tree in the front yard.
- Update: The plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner.
5. Lot 131 Wimbrel Lane #4 Case: 6384  
 Despres  
 Final Review: Submitted plans requesting a 4'11" variance to add a room addition to the front of the residence. The plans submitted were granted Administrative Approval with comments.
- Comments from the Board:
- The roof line needs to be revised
  - Submitted a revised landscape plan.
- Update: The Owner submitted a revised roof plan and elevation plans that showed the requested roof line.
6. Lot 429 Wild Azalea Lane #21 Case: 7777  
 Roth  
 Final Review: Submitted plans to add a bonus room to existing garage, add third garage with bonus room and screen porch addition in rear. The plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner and Builder.
7. Lot 93 Deerfield Road #39 Case: 5095  
 Sass/Rodriquez

Final Review: Submitted final plans to add a two-car garage with bonus room, rebuild and expand rear deck, replace doors and windows. The plans submitted were denied.

Comments from the Board:

- Elevations drawing are inconsistent with what is shown in the photos.
- Needs more fenestration in the front elevation.
- The windows need to be leveled.

Update: The Owner submitted revised drawings showing more fenestration in the front elevation, and leveled windows. The existing siding to remain match on the revised elevations and photos of the existing home.

8. Lot 28 Pineland Road #37 Case: 5044

Perkins

Concept Review: Submitted concept plans requesting a 1.6' variance to add a garage addition. The concept plan and variance were approved.

Comments from the Board:

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.

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9. Lot 27 Chickadee Road #13 Case: 8847

Duegar

Concept Review: Submitted conceptual plans to add a bedroom and bath to the right side of the existing house. The concept plans submitted were approved.

Comments from the Board:

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10. Lot 29 Bear Creek Drive #38 Case: 8688  
 Hardt  
 Concept Review: Submitted concept plans to add a swimming pool in the rear. The concept plans are approval, but additional details are required.

Comments from the Board:

- The Homeowner must verify who is going to build the service yard and provide details. The Board sees an issue with access to the service yard.
- The Homeowner must verify the contractor that is going to install the wall. How high is it? If the wall is beyond the building setbacks it can't be higher than 18"
- Elevations plans/cross section are required because the pool is coming out of the ground, so the Board wants to see what it looks like.
- A landscape plan is required.

The final plans must be full working drawings. Please refer to Guidelines Sections 3.3 and 4.24. Detailed plans must be submitted for final approval along with a landscape plan. An additional \$400 for final review fee is required for the swimming pool submittal.

The next ARB Meeting is scheduled for June 29, 2023; all submissions are due at the ARB Office by noon Monday, June 26, 2023.

11. Lot 384 Headlands Drive #124 Case: 6927  
 Wright  
 Concept Review: Submitted concept plans to add a room in the rear. The concept plans were approved.

Comments from the Board:

- Windows and doors should match the style of the existing house.
- If you are not replacing the entire roof, the new roof for the proposed structure must match or blend in with the existing roof.
- Provide additional details as described below.

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.

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12. Lot 35 Herring Gull Lane #21 Case: 5904  
 Wurtele  
 Concept Review: Submitted concept plans a 10' variance to add 12' variance to enclose an existing trellis on the rear right side, a 11' variance to add a gazebo and hot tub on the to the rear left side, demo and replace existing composite wood deck and side patio and replace with concrete pavers, extend pavers at back patio to existing grass yard to create a larger outdoor seating opportunity and fire pit, remove existing brick walkway to create a sitting area, add paver walkway from master bedroom existing deck to proposed hot tub location, removed pine straw fill at perimeter of home foundation and replace with 32" gravel/rock walkway around entirety of home and remove three (5' radius) bushes that obstruct proposed pathway to hot tub gazebo area. The plans submitted were denied.

13. Lot 18 Teal Lane #2 Case: 6758  
Sidon  
Final Review: Submitted plans to add synthetic turf in the rear. The Board tabled their decision.

Comments from the Board:

- The Board requested a site plan showing the location of the existing landscape, location of the turf, and any other new material.

Update: The Owner provided a site plan with the required details. The plans were granted Final Approval.

**Sign off:**

Lot 25 Royal James Drive #27 Drainage and Landscape plan

**Administrative Approvals:**

14. Lot 367 Gaspee Court #3	Driveway	Case: 7879
15. Lot 4 Conservancy Court #10	Deck, windows, doors	Case: 5809
16. Lot 17 Palmview Drive #21	Pool Replaster	Case: 8656
17. Lot 232 Flying King Court #10	Window, Door, SY	Case: 6352
18. Lot 78 Old Fort Drive #2	Pool Replaster	Case: 7728
19. Lot 250 Ellenita Drive	Driveway/Patio	Case: 8183
20. Lot 94 Lenora Drive #16	Paver Driveway	Case: 6926
21. Lot 9 Fernwood Trail #9	Windows Wood Rot	Case: N/A
22. Lot 15 Raintree Lane #20	Elev. Chg. W & Doors	Case: 5832
23. Lot 537 Seabrook Drive #293	Patio	Case: 8328
24. Lot 21 Pelican Watch Way #20	Driveway Repair	Case: 8794
25. Lot 199 Oyster Reef Drive #61	Driveway Repair	Case: 7238
26. Lot 32 Parkwood Drive #15	Pool Deck/Stucco Repair	Case: 7962

**Fees:**

May Review Fees:	\$ 5,650
May Administrative Fees:	\$ 1,575
Total Fees:	\$ 7,225
Y.T.D Fees:	\$ 29,100
May Tree Mitigation Fees:	\$ 165
Y.T.D. Fees	\$ 1,518
May Fines:	\$ 0
Y.T.D. Fines:	\$ 300

The next scheduled ARB Meeting is Thursday, June 29, 2023.