

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

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

**Absent with notice:** Dale Strecker

**Staff Present:** Michele Chisolm

**Guest:** Sharon and Tom Hall; Property Owners, Will Guenther; Architect

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

**Minutes:** Jim Slavetskas motioned to approve the ARB meeting minutes for August 24, 2023. Jack Toti seconded the motion. The August 2023 Meeting Minutes were unanimously approved.

**Meeting Adjourned:** Jordan Berliner motioned to adjourn the ARB Meeting on September 28, 2023, James Slavetskas seconded the motion. The September 2023 ARB Meeting was adjourned at 09:30 am.

**Appeal:**

Mr. and Mrs. Hall appeal to the Board to reconsider their decision to appeal the 16' **variance requests**. The Owner's also submitted additional concept drawings for the Board to consider. The Board has tabled their discussion to give them time to review the new concept drawings and visit the property.

1. Lot 120 Clove Hitch Court #9 Case: 8901  
Merrihue  
Concept Review: Submitted concept drawings for new construction of a single family home on a full size Lot. The concept drawings were denied.

**Comments from the Board:**

- Site plan/survey: The plan does not show the width of the driveway. The driveway appears too wide. Driveways must be curved (meander) wherever possible. The driveway widths, (typically a minimum of twelve feet (12') wide), can flair at the front property line.
- Front elevation: Need more details on the cable bracket. 5 ½ by what?
- The foundation plan, right elevation shows the electric meter in the service yard area on the garage side, but the electrical floor plan shows the meter on bedroom three side.
- Left elevation: Does not show the fireplace vent, however our guidelines require a chimney with a chimney cap. The master bathroom window looks odd and out of character. The windows should be consistent with other windows.
- Rear elevation: Fireplace vent must be a chimney with chimney cap.
- Main floor plan: Service yard must be enclosed on all sides. Show electric meter. The location of the meter must be consistent.
- Main floor electrical: Meter location differs from foundation plan and right elevation.

The Board encourages you to move forward with revised concept drawings, 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.

2. Lot 103 Bowline Bay Court #7 Case: 5837  
 Sprecher  
 Final Review: Submitted plans requesting a 5'1" variance into the 10' swimming pool setback line to add a swimming pool and deck in the rear. The variance was denied.
- Comments from the Board:
- There is no justifiable reason for a variance. You have plenty of room to accommodate a pool and deck without the need for a variance.
  - The Board requests that you revise your pool design to accommodate a pool and deck within the required setback line. Please refer to Guidelines Sections 3.3 and 4.24.
- The Board encourages the Owner to consider other pool designs that will accommodate their needs and fit within the pool setback guidelines.
3. Lot 146 Honey Locust Circle #1 Case: 8292  
 Myers  
 Concept Review: Submitted concept plans to add a Carolina Room on the existing rear patio and a dormer on the second floor right side. The Board has granted Final Approval.
- Comments from the Board:
- The concept drawings for the Carolina Room and dormer met ARB Guidelines. The concept plan also provided all of the required details for final approval. The Board unanimously agreed to vote as a final submittal. The Owner must submit structural drawings to receive a final approval letter.
4. Lot 105 Sawtooth Court #16 Case: 6414  
 Morgan  
 Concept Review: Re-submitted plans to request a 64.34 sq. ft/6.2' variance to add a storage area on the side of the home, gazebo, front door and entry, front entry wall, exterior renovations to include a bump to extend bathroom, new chimney cap, roof material, skylights, cable railings, windows, and doors. The Board did not approve the front entry way and wall.
- Comments from the Board:
- The 6'2" variance has been approved to add the storage area. Details must be provided for final approval.
  - The concept for the bump out to extend the bathroom has been approved. Details must be provided for final approval.
  - The gazebo is approved. Details must be provided.
  - The roof material, skylight, and chimney cap concept are approved.
  - The Board states the front door entry is still out of character with the house.
  - The wall at the entry in the front does not confirm with the ARB Guidelines Section 4:17 states: Courtyard and other exterior walls are considered vertical construction and shall not encroach into any required setback areas. The courtyard and other exterior walls shall be designed to appear as an integral part of the structure and shall be attached thereto. This design is not attached to anything.
  - 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.
5. Lot 23 Herring Gull Lane #4 Case: 6271  
 Girk  
 Final Review: Submitted plans to add a swimming pool in the rear. The plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner and Contractor.

6. Lot 340 Isabella Court #7 Case: 6631  
 Kelly  
 Final Review: Submitted plans to reconfigure entry stair with new tread material, add second story covered porch. Travertine is proposed to be laid on the pool deck and there is a small kitchen addition on the rear. The plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner and Contractor.

7. Lot 228 Wild Holly Court #6 Case: 6038  
 Winkle  
 Concept Review: Submitted concept drawings to add a small addition to the side of the garage. The concept drawings were denied.

Comments from the Board:

- The roof pitch design did not look functional and looked odd aesthetically. The Board encourages you to resubmit a revised concept plan with a better roof design or another possible location for a room addition within the building setbacks that may meet ARB aesthetic requirements.

8. Lot 346 Headlands Drive #120 Case: 7145  
 Boughton  
 Final Review: Submitted plans install synthetic green putting turf in the rear of the property. The plans submitted were granted Final Approval. A final approval letter was forwarded to the Owner.

Administrative Approvals:

9. Lot 144 Gray Fox Lane #11	Windows/Doors	Case: 8536
10. Lot 17 Big Woods Drive #10	Patio	Case: 5554
11. Lot 15 Margarita Court #12	Driveway	Case: 7605
12. Lot 190 Bear Creek Drive	Wood Rot	Case: 8587
13. Lot 34 Headlands Drive #12	Windows/Doors	Case: 5322
14. Lot 314 Headlands Drive #107	Walkway Entry	Case: 5531
15. Lot 108 Sawtooth Court #17	Driveway/walkway	Case: 5400
16. Lot 140 Gray Fox Lane #10	Front Step/F. Deck	Case: 5951
17. Lot 61 Rusty Rail Lane #25	SY/Window Slider	Case: 8003
18. Lot 3 Towhee Road #5	SY's/Wood Rot	Case: 5192
19. Lot 126 Twisted Cay Lane #19	Window/Patio Door	Case: 8308
20. Lot 346 Headlands Drive #120	Patio	Case: 7145
21. Lot 18 Adventure Galley Lane #13	Wood Rot	Case: 6122
22. Lot 79 Seabrook Drive #305	Driveway	Case: 8096
23. Lot 2 Pineland Road/Myrtle Warb #1	Driveway repair	Case: 5536
24. Lot 297 Twisted Oak Court #3	Patio	Case: 8460
25. Lot 69 Deerfield Road #57	Wood Rot	Case: 5496
26. Lot 358 Seabrook Drive #267	Driveway	Case: 6665
27. Lot 18 Wild Turkey Run #3	Deck Steps Wood rot	Case: 8069
28. Lot 139 Persimmon Place #28	Courtyard Patio	Case: 6558
29. Lot 7 Broomsedge Court #7	S/Y Courtyard	Case: N/A
30. Lot 394 Santa Maria Drive #23	Driveway	Case: 6345
31. Lot 78 Tall Pines #6	Sliding Doors	Case: 6083
32. Lot 89 Lenora Drive #26	Resurface pool deck	Case: 7963

**Fees:**

September Review Fees:	\$ 1,800
September Administrative Fees:	\$ 2,125
Total Fees:	\$ 3,925
Y.T.D Fees:	\$ 64,775
September Tree Mitigation Fees:	\$ 0
Y.T.D. Fees	\$ 5,402
September Fines:	\$ 0
Y.T.D. Fines:	\$ 300

The next scheduled ARB Meeting is Thursday, October 26, 2023.