

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

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

**Absent with notice:** Don Schnackel

**Staff Present:** Michele Chisolm

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

**Minutes:** Bob Zinn motioned to approve the ARB meeting minutes for January 26, 2022. Brad Hix; seconded the motion. The January 2023 Meeting Minutes were approved.

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

**Submissions:**

1. Lot 21 China Cockle Lane #28 Case: 8893  
Walsh  
Preliminary Review: Submitted preliminary final plans for new construction of a single family home. The Board approved the preliminary plan with comments.

Comments from the Board:

- The Board states that the cupolas do not blend aesthetically wise and need to be removed. (See email photos of elevation plans).
- The Board is not aware of neighboring properties with a brick entry element with gas lighting. The Board approved the preliminary, but more detail is needed in the final submission for a final decision. Please refer to Section 4.21, Exterior Landscape/Lighting in the ARB Guidelines.

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.

The Board encourages the Owner to familiarize themselves with the ARB Guidelines for a swimming pool Sections 3.3 and 4.24. Detailed plans must be submitted for final approval. An additional review fee is required for the swimming pool submittal along with the remaining review fee for single family residence architectural drawings.

Update: The Owner stated that they want to have a cupola and will resubmit a detailed drawing that blends in aesthetically in accordance with the ARB Guidelines.

2. Lot 81 Saltwind Way #12 Case: 8895  
 Dougherty  
 Final Review: Submitted plans for new construction of a single family home and concept plan for a swimming pool. The plans submitted were approved with comments. The swimming pool concept was approved. The exterior colors were not approved.

Comments from the Board:

- Pool plans must be submitted for approval prior to the completion of the construction. For swimming pools, see ARB Guidelines Sections 3.3 and 4.24.
- The landscape plan must be submitted for review prior to the completion of the construction. For landscaping guidelines, see ARB Guidelines Section 5.0.
- Please re-submit your exterior colors to the ARB for approval. Refer to section 4.6 in the ARB Guidelines. The Board recommends submitting a sample of the proposed exterior siding material for review. The use of a significant expanse of white or black tones is discouraged and may not be approved.
- The Board needs to view a hard sample of the 5V Galvalume metal roof in the proposed color.
- A copy of the structural drawings must be submitted to ARB Staff.

3. Lot 119 Clove Hitch Court #7 Case: 8896  
 Merrihue  
 Concept Review: Submitted conceptual plans for New Construction of a single family home. The concept drawings and photos you submitted showing the style and size of the home you wish to build appears approvable.

Comments from the Board:

- The Board needs a site plan and architectural drawings to view how that home will sit within the building setbacks of your property and apply to ARB guidelines. The Board also asks that you reconsider the cross in the gable. The Board asks that you move forward and submit preliminary plans or final plans for review.

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.

4. Lot 74 Royal James Drive #27 Case: 8897  
 Mauk  
 Preliminary Review: Submitted preliminary plans for new construction of a single family home. The **Preliminary Plans** submitted for new construction is approvable, however the Board has some comments regarding on specific details.

Comments from the Board:

- Plans 2.0,3.0,6.0 show a 3:12 roof pitch. Roof pitch under 3:12 must be standing seam metal. If you keep the 3:12 pitch you plan must note that it will be standing seam metal unless you go to a 4:12 roof pitch.
- The first floor plan shows a window in bathroom 3, but the left elevation does not show a window.
- If you plan to install a culvert pipe under the driveway, you must provide the installation details on the plan. Refer to Section 6.7 in the ARB Guidelines.
- Your preliminary tree and topo suggest the removal of trees that do not meet the criteria. They are not in the scope of the project, and they are more than 9". Keep in mind that any trees that are

marked for removal and are not in the scope of the new construction require mitigation. ARB Guidelines state that, if a specimen tree or if many trees must be removed for construction footprint, mitigation may be required subject to ARB approval. If mitigation is required a landscape plan must be submitted to show the replacement of trees removed that did not meet the removal requirement. A copy of the Tree Mitigation Policy is available at the POA. 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.

5. Lot 35 Headlands Drive #14 Case: 7003  
McCann  
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 62 Royal Fortune Court #5 Case: 8733  
Sudduth  
Final Review: Submitted plans to add a dormer in the rear to add one additional room in the existing attic space. The plans submitted were granted Final Approval. A final approval was forwarded to the Owner and Contractor.
7. Lot 28 Edgewood Drive #20 Case: 6148  
Gray  
Final Review: Submitted plans to add a bedroom to the side rear of the garage. The plans submitted were granted Final Approval with comments. A final approval letter was forwarded to the Owner and Contractor.
- Comments from the Board:
- The roof plans show a section of the roof that is a 1:3/10 roof pitch. That section must be standing seam metal, or the roof pitch must change to a 4:12 pitch.
8. Lot 131 Wimbrel Lane #4 Case: 6384  
Despres  
Concept Review: Submitted conceptual plans to add a room addition in the front right side of the house. If the concept idea does not look aesthetically pleasing the Owner requests a 12' variance into the 20' side setback line. The Board denied the 12' variance.
- Comments from the Board:
- The Board consensus was that addition could be added to the front of the house, however the Owner needed to submit plans that would keep the room within the building setbacks or decrease the needed variance.

9. Lot 189 Cattail Court #2  
Marron

Case: 7582

Final Review: Submitted plans to add a swimming pool in the rear. A conceptual plan was submitted to request a 10' variance to add a pool enclosure. The rear backs up to POA Open Space. The plans submitted to add a swimming pool in the rear have been approved. The Board will allow a 10' variance in the rear to add a pool enclosure, only if the Owner submits detailed architectural drawings of the pool enclosure that meets the ARB Guidelines for approval. Lanai type structures are no longer permitted.

Comments from the Board:

- Please refer to Section 4.24.1 Pool Enclosures in the ARB Guidelines  
Pool enclosures are considered vertical construction and shall not encroach into the required setback areas. It is recommended that pool enclosures be architecturally designed to ensure compatibility with the house design. The framing and screen color or other enclosure material must blend and be in harmony with the house material and color. High contrast colors may not be approved. Pool enclosures shall only be erected along the boundaries of the pool patio area. Prefabricated enclosures will not be approved unless in compliance with section 4.25.7.
- Section 4.25.7 Manufactured Enclosures  
Manufactured Enclosures are structures which are primarily composed of prefabricated, prefinished, or pre-painted, metal, or plastic components such as structural members, wall or roof panels, doors, windows, glass, or screening and which are assembled on site.  
4.25.7.1 Compliance Requirements: All such structures must aesthetically match and appear as an integral part of the house in regard to massing, proportions, roof lines, details, colors, and finishes. Any such vertical construction cannot encroach into any required setback area. Manufactured enclosures may not be approved at the front or sides of a house.

**Discussion:**

**Decorative Lights** (string lights wrapped around trees for outside lighting). Security has been issuing citations for string lights on trees. Some properties have multiple trees lit giving the impression of holiday decorations. Some residents are using the strings lights for outside lighting.

Comments from the Board:

The ARB Guidelines allow exterior landscaping lighting that will allow sufficient lighting to illuminate driveways and front entry areas.

**Brite Life Fence**

Brite Life inquired about HHP providing security patrol on the golf course side of fence line behind their property. The ARB Board only reviews architectural drawings for aesthetics. The ARB referred Brite Life concerns to the Security Department and Board of Directors. The ARB informed Brite Life that they have submitted a letter describing what they require to approve their fence replacement.

**Administrative Approvals:**

10. Lot 62 Oyster Reef Drive #36	Deck/cable railings	Case: 7917
11. Lot 15 Myrtle Bank Road #19	Replaster/Resurface	Case: 7552
12. Lot 67 Deerfield Road #61	Service Yard	Case: 5120
13. Lot 102 Sugar Pine Lane #16	Paver Patio	Case: 6865
14. Lot 17 Horseman/Big Woods #10	Driveway, Walk, Patio	Case: 5554
15. Lot 71 Pelican Watch Ct. #7	Replaster	Case: 6030
16. Lot 161 Crooked Pond Drive #26	Demo Pool & Equip	Case: 7824
17. Lot 60 Hickory Forest Drive #38	Front Patio, Walk	Case: 6499
18. Lot 374 Fallen Arrow Drive #9	Patio	Case: 7089
19. Lot 33 Sparrow Hawk #1	Patio Pavers	Case: 5240

20. Lot 136 Misty Morning Drive #6	Garage Door	Case: 7653
21. Lot 279 Carma Court #5	Deck/Stair	Case: 7104
22. Lot 149 Purple Martin Lane #50	Service Yard	Case: 5773
23. Lot 19 Pineland Road #50	Driveway	Case: 5053
24. Lot 135 Half Hitch Court #8	Sidewalk	Case: 5883
25. Lot 271 Headlands Drive #85	Driveway, patio	Case: 5789
26. Lot 145 Gray Fox Lane #9	Deck/Stair	Case: 5691

**Fees:**

February Review Fees:	\$ 6,800
February Administrative Fees:	\$ 1,525
Total Fees:	\$ 8,325
Y.T.D Fees:	\$ 14,425
February Tree Mitigation Fees:	\$ 330
Y.T.D. Fees	\$ 900
January Fines:	\$ 0
Y.T.D. Fines:	\$ 0

The next scheduled ARB Meeting is Thursday, March 23, 2023.