

Architectural Review Committee

Meeting Minutes

December 2015

The December ARC Design Review Meeting was held December 8, 2015, at 7pm at the PBH Community Center. In attendance were Tom Anglewicz, Jim Eyster, Eric Ericson, Rob Gordon, Tim Triggs, Mike Von Hatten and Dr. Allen Saville, PBH HOA President.

DESIGN REVIEWS

1. Lukas Bouvrie/ 342 South Cedar Brook Road – New House – Proposal for a new house was forwarded to the ARC for comments. Eric Erickson will be the Case Manager. It was noted that the site was challenging in terms of development. It was also noted that the PBH Water Department will be removing an existing pump structure on South Cedar Brook near the site.

DESIGN REVIEW FOLLOW UP

1. Williamson/816 Timber Lane – New House – Proposed site/structure has been reviewed for site development by BoCo (SPR-15-0086). Project received preliminary ARC review and approval 11/15. BoCo permit in progress. Tom Anglewicz will be Case Manager.
2. Williamson/1822 Timber Lane – Roof at Entry – Project was reviewed 11.15 with ARC comments. Project has been submitted to BoCo for permits. Tom Anglewicz will be Case Manager.

CONSTRUCTION WITHOUT ARC REVIEW/APPROVAL AND/OR BOCO PERMITS

1. Melshenker/765 Pine Brook Loop – Repair of Fire Damage – BoCo permit in place.
2. McCormack/2433 Linden Drive – Deck Repair – Owner attempting to document work done without a BoCo permit. Contractor is not cooperating.
3. Dodge/Pine Brook Loop – Greenhouse – BoCo has not taken any action.

GENERAL

1. The November Meeting Minutes were approved and will be posted on the PBH website.
2. Rob Gordon will retrieve and store ARC Construction signs from several completed project sites. The committee discussed the purpose(s) of the signs and it was decided that additional graphic should be added to indicate that the signed project is “supported by” the ARC.

3. The remaining ARC record documents older than seven years will be removed and discarded. Rob Gordon and Eric Erickson will purge files in January.
4. In the future, all design review submittals and project information will be submitted in a digital format or scanned to allow all documentation to be stored in digital files...easier to organize and store. Filing format will be based on the existing directory format.
5. Fast Track review and approval. To better serve the community, the ARC will implement a fast track review and approval process for smaller projects using email and phone communication. The review and approval process should take several days and eliminate the need for presentation at the monthly ARC Design Review Meeting. If a BoCo permit is required, a copy of the permit will be required before approval. Approval will be required by a minimum of three members. Documentation and approval will be stored digitally. Project summary, review comments and approval will be noted in the next meeting minutes. Rob Gordon and Brian Wahlert will develop a Fast Track Review and Approval Application for posting on the PBH website for use by residents.
6. The committee discussed the issue of vendor/contractor referrals to assist PBH residents. Dr. Allen Saville suggested enlisting the help of several qualified general contractors as a source for referrals. Bill Cross and Tom Stanko were suggested as candidates...possibly list on the PBH website as a resource.

ENHANCEMENT INITIATIVE

ENTRY SIGN

1. The committee discussed the need for a HOA notice sign at the new entry sign and the removal of the deteriorated "deer" sign on Linden Drive. A temporary, ground mounted sign will be used as a short term solution.
2. Ground mounted solar lighting for the entry sign was discussed and approved. Equipment will be ordered and installation tested.

MEMORIAL GARDEN

1. Any work on the project is restricted by the water line installation on Linden.
2. Fund raising will be required for spring construction. It was suggested that the BMFPD Auxiliary take the lead in this effort since they could appeal to the entire fire district.
3. Efforts will be made to have EZ Excavation complete basic earthwork for the project before completion of the waterline project.
4. Dr. Allen Saville and Jim Eyster will have a document prepared to establish that the ongoing maintenance of the Memorial Garden will be the responsibility of the PBH HOA...and not the BMFPD. The BMFPD will then execute the License Agreement with BoCo. for the project.

The next ARC Design Review Meeting will be held Tuesday, 1/12/16, at 7pm at the PBH Community Center.