

# Architectural Review Committee

## Meeting Minutes

### September 2015

The September Pine Brook Hills Architectural Design Review Meeting was held September 8, 2015 at 7pm at the Community Center. In attendance were Eric Erickson, Jim Eyster, Mike Von Hatten and Dr. Allen Saville, HOA President.

#### ***DESIGN REVIEWS***

1. Robinson/196 North Cedar Brook – Fence – The project consists of a metal and wood fence less than 6 ft. in height...permit not required. Eric Erickson worked with the owner on the submittal, met with the adjacent property owners for approval and prepared a letter of approval. Project approved.

#### ***DESIGN REVIEW FOLLOW UP***

1. Hirshland/2064 Timber Lane – Greenhouse - The Committee discussed the history and current status of the project. It was unanimously agreed that the initial approval in October 2014 of a 20' x 20' metal framed structure with plastic film covering will be revised to include additional conditions. A letter will be drafted including additional conditions and forwarded to the owner.

#### ***PROJECTS WITHOUT ARC REVIEW***

1. Dodge/ Pine Brook Loop and Wagner – Greenhouse structure in front yard. No ARC review, no Boulder County Permit, possible encroachment of front yard building setback. Jim Eyster to follow up.
2. Melshenker/765 Pine Brook Loop – roof repair permit in place, no ARC review...notice sent to contractor. Jim Eyster to follow up.

#### ***GENERAL***

1. The August Meeting Minutes were approved. Minutes forwarded to Brian Wahlert for posting on the PBH website.
2. ARC record documents will be distributed again on Saturday, November 14 from 9am to noon. Notice of distribution will be made in the Pine Brook Press and on the PBH Forum. Any remaining documents older than seven (7) years will be disposed.
3. The Committee discussed ways and means of better serving the community:

1. fast track review and approval of small projects...review and approval without waiting for presentation and review at monthly meeting.
2. fast track approval and posting of meeting minutes
3. record documents...transition to digital submittals, documents and correspondence. Scan hard copy as required. Storage of data on “cloud”.
4. Distribution of responsibilities to committee members to improve efficiency and effectiveness of the committee.
5. Investigate how ARC can better work with Boulder County Land Use Department. Request meeting with Boulder County.

### **ENHANCEMENT INITIATIVE**

1. PBH Entry Sign
  1. The design of the proposed entry sign will be presented to Mr. Burt Lewis for approval as a condition of the easement granted by Mr. Lewis.
  2. The design was reviewed as proposed by Tim Triggs. It was agreed that the lettering size be reduced to 9”-10” on the caps due to the limited distance of visibility of the sign. Reservations remain about font.
  3. Excavation in front of the sign to create a berm was proposed to enhance the visibility of the sign and to prevent snow and weeds from obscuring the sign. The berm will be covered with landscape fabric and stone to prevent the growth of vegetation and reduce maintenance.
  4. Tribble Stone has received the drawing of the sign and will be able to start fabrication of the stone slabs and etching of the lettering in several weeks.
2. PBH Flood Memorial
  1. Boulder County Transportation Department is reviewing the proposed improvements on the Right of Way at the corner of Linden Drive and South Cedar Brook. Recent feedback has been positive. A meeting with the Transportation Department will be held in several weeks for final comments, approval and issuing of a license for the work.
  2. EZ Excavation has agreed to provide earthwork for the project while working on the new water line being installed along Linden Drive. The site has been marked for stump removal and excavation. EZ will be contacted to coordinate the work with the waterline construction.
  3. Jim Eyster and Dr. Allen Saville will present to the BMFPD the concept of funding the project through the Department. The initial contribution will be a \$6,000 “matching fund” contribution by an anonymous donor. Additional funding will be required to match the \$6,000.

The next ARC Design Review Meeting will be held Tuesday October 13, 2015 at 7pm at the Community Center.