

Architectural Review Committee

Meeting Minutes

Tuesday, January 12, 2016

MEMBERS PRESENT:

- Tom Anglewicz
- Eric Erickson
- Rob Gordon
- Tim Triggs

MEMBERS ABSENT:

- Jim Eyster
- Rob Quinn – HOA Board Liaison

GUESTS PRESENT:

None

WELCOME AND INTRODUCTION

The meeting was convened in the PBH Community Center at 7:00 p.m.

PREVIOUS MEETING MINUTES

The minutes from the ARC meeting on Tuesday, December 8, 2015 were approved as written.

NEW CASE PRESENTATIONS

On behalf of Ian Williamson, Eric Erickson, Case Manager, presented preliminary schematics, site plan and color renderings for the construction of a new house by owner Williamson at 819 Timber Lane. It appeared that Ian had already received approval from BoCo of his site plan application. Eric will clarify that with a telecon to Ian. The ARC conditionally approved Ian's ARC application pending receipt of specific color/material samples and his attendance along with his contractor at the ARC's Design Review meeting on February 9 or March 8, 2016, at the PBH Community Center. Eric Erickson will contact Ian.

OPEN CASES REVIEW



Architectural Review Committee (ARC)

Eric Erickson will construct a spreadsheet showing the status of all open cases (projects) that may be postable on the ARC web page at pinebrookhills.org. As of January 12, 2016, only one previously approved case (project) was still open, namely the Robinson fence at 196 North Cedar Brook Rd. Construction of that fence has not yet been started. Eric is the case mgr. for that project.

Preliminary discussions by Eric with Jon Shapiro at 80 Alder Lane and Lucas Bouvrie at 342 South Cedar Brook Rd. for the construction of new houses on currently vacant land were briefly summarized by Eric. Both projects are in the conceptual stage and will likely not be ready for a formal design review by the ARC until several months into the future. Eric will keep the ARC posted.

KNOWN CONSTRUCTION PROJECTS UNDERWAY WITHOUT ARC APPROVAL

Melshenker residence at 765 Pine Brook Loop – Fire damage repair: Jim Eyster who is the ARC liaison for that project was not present, so no update was available.

McCormack residence at 2433 Linden Drive – Deck repair: Tim Triggs volunteered to accept responsibility as case manager for the project and will provide an update to the ARC at its next meeting on February 9th.

OLD BUSINESS

Within the next two months, Rob Gordon and Eric Erickson will begin the process of purging ARC files of all documents for PBH projects completed prior to the end of 2008.

Rob Gordon will continue the retrieval of all ARC signage still in place following completion of the projects for which they were installed. Rob hopes to complete the retrieval by the next ARC meeting on February 9, 2016.

A **Fast Track** electronic application and proposed revisions to the **ARC Mission and Review Process** drafted by Mike Von Hatten were reviewed by the Committee. All drafts were approved with minor modifications and additions. Eric will discuss the recommended drafts with the PBH web master, Brian Wahlert, for inclusion in an overall update of the ARC web page within the next few months.

The idea of a “customer review” page on the PBH/ARC web site where residents can start a review section of any particular contractor that they might want to rate was discussed. Ratings would be one to five stars with a comment attached. Other residents that wish do their own rating of the same contractor could do so. The contractors being rated could be sorted by trade for easy reference. No immediate action was proposed, but the committee agreed to discuss the idea in more detail in both the ARC and with the HOA Board in the coming months.

NEW BUSINESS

The 2016 HOA Board ARC Purpose was reviewed by the Committee and enthusiastically endorsed by all Committee members present.

Eric Erickson proposed and Rob Gordon seconded the idea of an advertising-oriented sign that could be posted with the owner's permission at the entrance to his/her property on which an ARC-approved project was active. The sign would carry verbiage like "A Project Approved and Supported by ARC," the purpose being to increase visibility of the ARC in a positive way. The sign would be especially useful in smaller projects approved by the ARC not requiring any other ARC signage. Rob Gordon volunteered with his marketing/advertising experience to present a proposal for verbiage, design and cost of such a sign possibly as early as the next ARC meeting on February 9, 2016.

COMMUNITY ENHANCEMENTS

Tim Triggs reported that he had installed a solar-powered spot light on the new PBH entry sign he and a crew of volunteers erected last month. Committee members who had already seen the lighted sign were quite positive in their reviews and agreed with Tim that a second spot light would considerably enhance the night-time visibility of the sign. Tim plans to install a second light within the next couple of weeks.

Eric reported that Mike Von Hatten remains committed to managing the fund raising for and construction of the commemorative garden planned for the intersection of Linden and South Cedar Brook. Tim Triggs, after attending the HOA Board meeting on January 2nd, further reported that responsibility for stimulating future enhancement projects was most likely to be shared by the HOA Board, the ARC and any other interested resident within the community.

ACTION ITEMS SUMMARY

- Williamson 819 Timber Lane Project follow up: Eric Erickson – January/February/March/Ongoing
- Open Case Spreadsheet: Eric Erickson – February 2016
- Melshenker 765 Pine Brook Loop update: Jim Eyster – February 2016
- McCormack 2433 Linden Drive case update: Tim Triggs – February 2016
- Old files purge: Rob Gordon and Eric Erickson – February/March 2016
- ARC sign retrieval: Rob Gordon – February
- Fast Track/Mission/Process web page revisions: Eric Erickson – February/March 2016
- New ARC advertisement sign detailed proposal: Rob Gordon – February 2016

Respectfully submitted,
Eric Erickson
Acting Recorder