

Architectural Review Committee Meeting Minutes Tuesday, March 8, 2016

MEMBERS PRESENT:

- Eric Erickson
- Jim Eyster
- Tim Triggs
- Rob Gordon
- Rob Quinn - HOA board Liaison
- Brian Wahlert (HOA board chair and acting liaison)

MEMBERS ABSENT:

- Tom Anglewicz

GUESTS PRESENT:

None

WELCOME AND INTRODUCTION

The meeting was convened in the PBH Community Center at 7:02 p.m.

NEW CASE PRESENTATIONS

None

PREVIOUS MEETING MINUTES

The minutes from the ARC meeting on Tuesday, January 12, 2016 were approved as written

OPEN CASES REVIEW

Melshenker residence at 765 Pine Brook Loop – Fire damage repair: No progress, Jim Eyster, case manager and continues to monitor the project.

McCormack residence at 2433 Linden Drive – Deck repair, Tim Triggs, case manager. BoCo has now issued an after the fact permit. Case closed.

Baker residence at 404 Timber Lane- Deck resurface, Eric Erickson, case manager. Project approved.

OPEN ACTION ITEMS UPDATE

Old files purge: Rob Gordon and Eric Erickson, process is ongoing, may continue through spring.

New ARC approval/endorsement sign: Rob Gordon and Eric Erickson, design nearly completed, Eric will proceed with implementation of final design and fabrication.

ARC PROCESSES, PROCESS DOCUMENTS AND WEBSITE DOCUMENTS

- Minor projects not requiring any approval process may be waived by the Chair.
- Application for Architectural Review – Generated by Eric Ericson, approved and now on website.
- Fast Track Process – Will use same document as above. Chair will decide if Fast Track Process is applicable. Only Chair and one other ARC member (email) approvals required.
- ARC website drop-down menu – approved with on minor revision.
- Projects Under Review spreadsheet – approved, Chair will forward each month to Webmaster along with meetings minutes.
- Letter to Residents with Projects Without Prior ARC Review – approved with minor revisions.
- ARC Letter of Project Approval – approved with deletion of paragraph requiring copy of Building Permit(s).
- Guidelines for ARC Application and Review – approved with minor revision, to be posted on website.
- Architectural Review Committee (website document with 5 sections) – first 4 sections have minor revisions, last section (Construction Requirements) first 6 bullet points will be removed, Eric Erickson will make revisions accordingly and forward to ARC members for review.

ACTION ITEMS SUMMARY

- Melshenker 765 Pine Brook Loop update: Jim Eyster – Ongoing
- Old files purge: Rob Gordon and Eric Erickson – Ongoing
- New ARC approval/endorsement sign: Eric Erickson to implement
- Last bullet item above: Eric Erickson

CHANGE TO APRIL AND MAY ARC MEETING DATES

- April meeting will be Tuesday April 5 (first Tuesday of month).
- May meeting will be Tuesday May 3 (first Tuesday of month).



Respectfully submitted,
Tim Triggs
Acting Recorder