

**Hollin Hills Architectural Committee
Meeting Minutes
Sunday, March 16, 2008**

Attendance: John Burns(JB), Elise Robinson(ER), Paul Trombley(PT), Kevin Ann Huckshorn(KH), David Armstrong(DA), Pat White(PW)

The meeting of the Hollin Hills Architectural Review Committee was called to order at approximately 4:15 p.m.

PREVIOUS MEETING MINUTES

The prior meeting did not include Kevin and John Burns. Brief meeting minutes were recorded by Pat White and sent via email Sunday, March 2.

- 1. We tabled the notion of appointing a chair until we could have the full committee involved, but did agree that we will next meet on Sunday, March 16 at 4p.m. at David's house and Sunday, March 30 at Elise's house at 2 p.m.*
- 2. I will see if Chris McNamara can come and meet with us on the 16th for a report on the SRDC's work and a clearer discussion of the scope of our task. Update: Chris cannot meet us tomorrow [\[March 16\]](#) but will meet with us on the 30th.*
- 3. There was general agreement with David's point that some sort of reporting or liaison with the Process/Procedure Committee was probably necessary.*
- 4. We did not come to any conclusion about how do handle such coordination, but I will forward this report to Robert Fina, Dick Seltzer and Noel Mazade, unless I hear objection.*
- 5. We also discussed the possibility of switching the term "Administrative" in item 1 a) of our charge to something like "In-kind/Maintenance," and there is a sense we will have to discuss this issue (and doubtless others) in greater detail.*

MEETING MINUTES

- Paul Trombley was selected as chair person, David Armstrong was selected as liaison to the Procedural Committee, and the secretary was determined to be a rotating position by alphabetical order, by first name. ER volunteered to take notes at the first meeting. The chair will not be responsible for taking notes.
- There were discussions about what the role of this committee actually is. It was determined that we should better define some of the definitions of action for the DRC. The first item was 'Administrative' – the committee felt that this term should be revised to read "In Kind" and/or "Maintenance" with the action as Administrative.
- PT sent out a first pass on the these definitions – with edits from DA –
- The group thought it would be a good idea to create a document that would provide information for homeowners as to where they could find "pre-approved" materials that would work for the typical HH house. ie T-111 siding, window manufacturers with correct profiles for operable windows, etc. This document could include contractors, websites, materials, etc.
- It was anticipated that common In Kind replacement that could come up are Window, Roof and Siding replacement. These are hopefully items that can be addressed using some sort of administration pdf document that would be submitted to the DRC for approval – no DRC meeting needed; however each member would need to confirm the approval.

- It was agreed that 'Maintenance' items do not need to go through the DRC as long as they met the definition of "Maintenance." [\(See below.\)](#)
- Paint colors were discussed as an item that was of high interest to the members of the community in the survey. There was no resolution as to whether this needs to be more clearly defined in the revised Design Rules. JB reminded everyone that paint is not permanent and that it's very personal, so it's hard to really enforce.
- Sheds – these were discussed as items that are accessory buildings. Currently it has been hard for the DRC to review these, since some are prefab and happen too quickly for any comments to be conveyed. Comments from neighbors need to come to view before construction is done. It was suggested that examples of sheds that could be pre-approved be within the Document that the committee wants to pull together for reference on these topics.
- JB brought up the discussion of mailboxes and trash enclosures – this is a topic to be discussed further on whether recommendations should be made for the Design Rules book.
- Site related items on grade do not need to go before the DRC.
- DA to talk with Robert Fina to confirm that the Procedural Committee has met and if there should be two committees, since there will be many overlaps.
- For future meetings a few topics were suggested: 1)How is HH today versus when it was created – and is the community ready for the future as far as 'harmony and conformity;' Green architecture; Historic Designation; Role of FFx Co. and property value.

The meeting was adjourned at approximately 6:00 p.m.

Next meeting: Sunday, March 30, 2008, 2:00 p.m.
 Sherwood Hall Library – 2nd floor conference room