

**Hollin Hills Architectural Committee
Meeting Minutes
Sunday, March 30, 2008**

The meeting began with a recap by Chris McNamara of the Special Design Review Committee's Report. The Architectural Review Committee (ARC) requested a meeting with Chris to clarify the SRDC recommendations and get a better sense of the expectations and charge of the ARC.

Chris reported that:

- The ARC and Process Subcommittees will report to the Design Review Committee (DRC) and the DRC will report to the Board.
- Clear designations of the types of exterior modification that need DRC approval with indicated timelines are required. Give community clear understanding of what happens when.
- What is needed are enforceable guidelines and timelines; the issue has been that the process has been "soft", arbitrary and hasn't always worked in the same way, irritating neighbors of modified houses.
- Of greatest help would be if the ARC could create a tiered system to sort out what types of modifications need which type of DRC approval.

Discussion of the Tension Between DRC Enforcement and Willingness of HH'ers to be bound by DRC Guidelines/What the ARC should try to accomplish:

- CM: Two dominant strains of thought in community from survey: Some want enough specificity so as to preserve character of houses and neighborhood and some are supportive of specific guidelines but also want to be able to do what they want to their homes.
- CM: The community is informed, there is pretty good awareness of DRC guidelines; guidelines work pretty well, but they need greater specificity.
- CM: The legal opinion on DRC Authority: DRC has no effective authority on teardowns but great authority on details, roof slopes, window walls, etc. in terms of modifications. This is why specificity needed.
- JB: Uneven implementation of guidelines; how could something get approved; people lose respect for process; over time, DRC will make a mistake, but have to articulate harmony and conformity; keep records and build up a defensible body of evidence.

- CA: Specificity can help, not an absolute, but tied to what's here, harmony and conformity, making decisions based on streetscape, not we need rule that says this, but how to apply in general terms.
- There was agreement that the goal should be to provide standards and a process that are stated in positive terms, i.e. encouraging people to check with the DRC and the guidelines before acting, rather than imposing or forcing standards and process on HH'ers.
- We might strive for a comprehensive list of things that require approval but cannot imagine every eventuality that might arise. . . has to be a little bit more than a list.
- PT: Also have to design a process in which people have confidence that the DRC will "answer the mail", i.e. that the process will be transparent, uniform, fair and prompt.
- A new standard should not be so strict or overbearing as to "get people on the other side" of compliance.
- The hope is to inculcate a sense in community that "when in doubt, ask the DRC."

ARC Operations:

- In discussion it was agreed that the ARC should have the goal of accomplishing its work by the time of the Fall CAHH Meeting.
- DA suggested that a timeline for ARC's work might be presented to the Board; it was also agreed that ARC minutes should be publicly available, most likely on CAHH website. PT agreed to draft such a timeline.
- Also agreed that ARC and Process Committee should share notes; will come to a point where we have to engage and ARC will inform what procedures committee does; DA to liaise.

ARC Action Items/Agreement:

- It was agreed that there will be "In kind" and "maintenance" as categories or tiers of approval and that the term "administrative" will not be used. In kind or replacement will require routine approval, mostly in writing only. (KH).
- As properties age, sometimes maintenance is not enough; causing an escalation to replacement and in-kind renovations.
- The Hollin Hills DRC processes have evolved over the years and some decisions may have been made idiosyncratically. As such, some homeowners have made

significant changes to their properties that were not in “harmony or conformity”. These kinds of situations sometimes occur. Going forward we would like to request that HH homeowners do not “assume” that something another homeowner has done is a precedent but instead request input from the DRC.

- A few paragraphs on what people could do to improve their own homes. Portions may not conform, over time you might consider changes to get back to a level of harmony and conformity.

| ARC might produce a “list of egregious things”

- There was extensive discussion of how to think about, write or implement guidelines having to do with what might be called maintenance but in practice could have a major architectural or “hardscape” impact; i.e. stone steps vs. wood steps.

DA drew a distinction between permanent structures vs. less permanent . . . some more permanent than others.

- An ARC action item may be definition of grade items; site modifications, replacement in kind or the site as a whole large category. Hardscape handmade changes to land and changes to topography will need approval.

On House Paint Colors:

- We generally decided that external house colors should seek approval from DRC with a letter request as “maintenance or in kind” and that said letter should include a color name, and a color chip
- Discussion: difficult topic for community to regulate, earth tone, but color can make a significant change to appearance of house . . .

The meeting adjourned at 4:00 p.m.