

**Hollin Hills Architectural Committee
Meeting Minutes
Sunday, May 4, 2008**

The meeting began with the following members in attendance:

John Burns
David Armstrong
Pat White
Paul Trombley
Kevin Ann Huckshorn
Elise Robinson

First Agenda Item:

- Resolution of previous meeting minutes.
 - Meeting Minutes to be revised by Paul and forwarded to committee members
 - David to provide to Process Committee
 - Discussion occurred regarding Temporary vs Permanent Status. Committee believed there should be a definition of Temporary which would allow a non permanent structure to be erected for a defined period to provide for the health or physical well being of the residents.

Second Agenda Item:

- Review of Process Committee notes and suggestions
 - Suggestion to have 3 category of DRC action/non-action reviewed and accepted for titles of categories. The categories of DRC action/non-action are as follows:
 - No Approval Required
 - Administrative Review
 - Full Review (includes two sub categories)
 - Routine
 - Major
- ARC committee to determine the items which fall into the designated categories.

Open Discussion

- Roofs:
 - DA brought to light a discussion on the HH open forum regarding roofs.
 - JB was concerned about roofs which were replaced, however during the replacement it appeared that changes to the structure occurred which would normally have required DRC approval. He also noted that there

have been quite a few instances of activity which would normally require DRC approval, but have not. JB indicated that he will bring the topic up at the next DRC meeting and suggest that all activity be required to come before the DRC until the new standards are approved by the Board.

- KH suggested that if the DRC and Board approve the concept that a certified letter be mailed to all owners or owner representatives defining the HH bylaws and guidelines. This would provide the information to those households who currently do not receive the newsletter.
 - PT suggested that when a property is sold or changes ownership, a certified letter is sent to the new owner.
 - JB indicated that the letter could be written in such a manner as to be part of the welcoming package.
- Green Technologies:
 - The committee discussed the possibility of owners adding components to their properties which would provide a Green or Sustainable element.

NEXT MEETING:

Thursday May 8 – PW residence

The meeting adjourned at 6:00 p.m.