

**Hollin Hills Design Review Committee
Meeting Minutes
Wednesday, March 4, 2009**

Attendance:

Burns, Mazade (Chair), Norton, Robinson, Sydow
CAHH Board Liaison: McNamara
Observers: Michael Hentges

The meeting of the Hollin Hills Design Review Committee (DRC) was held at the Hollin Meadows Elementary School Library and called to order at approximately 7:40 p.m.

PREVIOUS MEETING MINUTES

The DRC approved the February 4, 2009 meeting minutes via email and posted them on the Hollin Hills Website prior to the meeting.

DRC ACTIONS

The DRC reviewed projects for the following properties:

- **Wilbur/White Residence, 7523 Elba Road** – Owner presented revised construction drawings that indicated a flat roof plan and horizontal siding treatment. The foundation footprint and other details presented at the January 7, 2009 meeting have not changed. The roof will feature box gutters on all roof edges. Owner notified neighbors about the new roof design prior to the meeting. Owner has yet to determine whether the siding will be left natural, stained or painted. The DRC cautioned against a stain that renders orange.

The DRC expressed some concerns about cladding the entire house with horizontal siding. After further discussion, Burns suggested that the owner study using 4” horizontal lap siding with very little space in-between versus a 6” lap and a larger space, if the owner wanted to use horizontal siding,

NOTE: Mazade indicated he personally emailed the neighbors on either side of the Wilbur residence that the construction drawings would be discussed at this DRC meeting. Michael Hentges, who resides on the South side of the Wilbur residence, attended the meeting and indicated his support for the project".

Decision: Motion by Burns to give conceptual approval to the revised design presented at the meeting with 4” vertical T-111 siding and standard corner

details; the DRC would consider a horizontal siding design at a future meeting if the owner elects to submit a change to the current approval. Seconded by Sydow. Unanimous approval. Norton recused.

Follow up: Owner will email final construction drawings to the DRC for approval. Owner plans to mock up the horizontal design and request a site visit by the DRC.

- **Burns Residence, 7618 Elba Road** -- Owner presented plans for replacing windows on two sides of the house. Owner plans to replace only six of the current awning windows. The new windows will be placed symmetrically at the corners, the left-hand side of bedroom 1 and right-hand side of bedroom 2 on the bedroom side of the house; and at the corners of the kitchen side of the house. Neighbor notification was sent earlier in the day. The DRC asked questions about the trim out of the windows and requested a cut sheet.

Decision: Robinson moved for final approval provided that 1x trim pieces be added to all of the panels (including solid panels) on which the windows are being replaced and owner will provide cut sheets for the windows. Seconded by Sydow. Unanimous approval.

Follow up: Owner is to provide cut sheets for the windows.

NOTE: subsequent to the meeting, owner provided cut sheets and the DRC reaffirmed its approval. Mazade notified owner by email that the project was fully approved.

- **Toma/Trombley Residence, 7503 Elba Rd.** -- Owner presented construction drawings for a built-in barbeque, patio and fencing (4 gauge welded steel, 52” high); the project received DRC conceptual approval at the Feb. 4, 2009 meeting. Owner has completed neighbor notification.

Decision: Burns moved for final approval of plans as presented. Norton seconded. Unanimous approval.

Follow up: None.

- **Argeles Residence, 7507 Elba Road** – The owner submitted a written estimate (without photographs or cut sheet) for installing “white aluminum capping over existing OG gutters on the entire house to match Hollin Hills box gutter specs.” The DRC had questions about what the final installation would look like and how the capping would be attached. The DRC determined it would need a drawing showing the new gutter profile in relation to the existing gutter profile and the method of attachment.

Decision: None.

Follow up: Mazade to request additional information from owner.

INTER-MEETING APPROVALS

None.

OTHER BUSINESS

Report back from CAHH Board subcommittees on Architecture and Process

The committee discussed a proposal from the Architectural and Process Subcommittees for merging the final reports from both committees. The proposal also addressed steps for requesting community feedback and for final community approval. The DRC determined that it was not completely satisfied with the proposed suggestions and asked McNamara to share the DRC's comments at the next CAHH Board meeting.

Consideration of Project Approval Form

Norton presented a new version of a DRC Project Approval form. The DRC discussed several revisions, including adding an approval date and DRC signature. Norton will revise and resubmit for further discussion/approval.