

**Hollin Hills Design Review Committee
Meeting Minutes
Wednesday, April 2, 2008**

Attendance:

DRC: Mazade, Norton, Robinson, Burns

CAHH: McNamara, CAHH Board Liaison to the DRC

Observers: None

The meeting of the Hollin Hills Design Review Committee (DRC) was called to order at approximately 7:15 p.m.

PREVIOUS MEETING MINUTES

The committee approved the March 5, 2008 meeting minutes via email and posted them on the Hollin Hills Website prior to the meeting.

DRC ACTIONS

The DRC offered advice on/approved the following projects during the meeting:

- **Spencer Residence, 2113 Popkins Lane.** The committee reviewed project construction drawings requested at a previous meeting. After discussion, the project was approved.
- **Wilson Residence, 2115 Popkins Lane.** The owners presented several solutions recommended by a contractor to solve a condensation/leak problem that has developed in the cathedral roof section of a 1994 addition. The committee discussed the merits of the solutions, ultimately suggesting that a continuous low-profile ridge vent likely would be the most cost-effective, aesthetically pleasing solution. The committee approved that solution pending neighbor notification and informed the owners that any of the other solutions discussed require DRC approval.
- **English/Stonehouse Residence, 7408 Recard Lane.** The owner did not attend the meeting.
- **Schmidt Residence, 2304 Glasgow Road** – The Owner and his swimming pool contractor submitted drawings for a proposed pool. The pool will be constructed of steel-reinforced concrete and installed on grade. The design will require some excavation of a hill area and the construction of keystone or timber walls. The owner told that committee that the pool will have natural coloring to better blend with the surroundings.

The owner also presented several fencing options, stating that he had not settled on a final selection. The contractor discussed the location of the required equipment (back corner of the property) or putting it near the existing air conditioning unit.

The committee asked several questions about grading, location of the equipment, equipment noise, wall materials, fencing materials, neighbor and street sight lines and landscaping. After completing discussions with the owner and his contractor, the committee gave conceptual approval of the pool project pending completion of neighbor notification, already initiated by the owner, with the following stipulations:

- The equipment should be moved to the side of the house
 - The owner needs to submit plans for landscaping around the equipment
 - The owner needs to submit drawings to show the exact location of the discussed fence
 - The owner needs to submit cut sheets/photos of the fence materials
 - The owner needs to submit cut sheets/photos of the options for the keystone wall
- **Interview candidates for impending DRC vacancy.** The committee interviewed candidate Liz Higdon. The other candidate, Sharon Sydow, did not attend the meeting. The committee determined it would attempt to interview Sydow and make a selection prior to the next meeting.
 - **McDorman Residence, 2406 Daphne Lane.** The owners presented plans for replacing an existing walk and pathway with caramel-colored exposed aggregate cement. The committee discussed how a concrete driveway would blend with the property aesthetics, particularly because of the slope of the driveway. The committee recommended sealing the concrete to create a deeper caramel color.

The committee gave conceptual approval of the proposal and asked the owners to submit working drawings for the project and more information about installing a handrail. Owners have completed neighbor notification.

NOTE: Mazade recused himself from the voting on this project.

[Following the meeting, the owners exchanged emails and a drawing with committee members who approved the project. Mazade notified the owners that they could proceed with the project.]

OTHER BUSINESS

- The committee discussed the reporting relationship with the Process and Architecture Subcommittees, created to implement the Special Design Review Committee recommendations. Also discussed was the timing of DRC progress reports on subcommittee activities to the CAHH board.

The meeting was adjourned at approximately 10:00 p.m.

Next meeting: Wed., May 7, 2008, 7:30 p.m.
 Hollin Meadows Elementary School Library