

**Hollin Hills Design Review Committee
Meeting Minutes
Wednesday, September 3, 2008**

Attendance:

DRC: Mazade (Chair), Norton, Robinson, Sydow

Observers: None

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 committee approved the August 6, 2008 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:

- **Klein/Gardner Residence, 2200 Martha's Road.** The DRC considered a sunroom addition presented by the architect and Ms. Lardner. Plans for the addition developed by Cross Associates of Alexandria, Virginia had been circulated to DRC members prior to the meeting for their preliminary review. The plans included a site plan, existing condition, planned sunroom addition details, roof plan (skylight), end elevation, and side elevation.

Decision: Norton moved for conceptual approval; Robinson seconded.
Unanimously approved.

- **Stanges Residence, 7305 Stafford Road.** The DRC considered a restoration project for 7305 Stafford Road. Plans for the project developed by The Cheng Corporation had been circulated prior to the meeting for DRC members' preliminary review. The plans included a plot plan, proposed floor plan, proposed roof plan, side (North) elevation, rear (East) elevation, existing floor plan, existing roof plan, side (North) elevation, existing rear (East) elevation, and former and proposed street (West) elevation.

Decision: Moved by Robinson for conceptual approval subject to the following stipulations: (1) T-1-11 siding; (2) box gutters; (3) fixed windows will be in

conformity with Hollin Hills 2x6 windows; (4) owner will submit details for operable windows; (5) any outdoor mechanical equipment on the East side of the property will be unobtrusive so as to not disturb the neighbors; and (6) the owner will return to the DRC if she intends to add any outdoor mechanical equipment (such as a condensing unit) to the outside of the house. The motion was seconded by Sydow.

- **Unger Residence, 2005 Paul Spring Road.** The committee considered replacement of windows at 2005 Paul Spring Road. Following discussion, the DRC requested that the owners provide a cut sheet showing the windows profile in detail and depicting where the windows will be placed. The owners were encouraged to initiate neighbor notification.

OTHER BUSINESS:

The DRC discussed the status of the Architecture Subcommittee and the Process Subcommittee appointed by the CAHH board of directors. The DRC attended the Architecture Subcommittee at its August 14 meeting to discuss the subcommittee's progress to date. The DRC has received no communication from the Process Subcommittee. It is anticipated that both subcommittees will meet to coordinate their activities and then meet with the DRC to discuss preliminary recommendations which, following its review, the DRC will present to the CAHH Board of Directors.

The meeting was adjourned at approximately 9:00 p.m.

Next meeting: Wednesday, October 1, 2008, 7:30 p.m., at the Hollin Meadows Elementary School Library.