

**Hollin Hills Design Review Committee
Meeting Minutes
Wednesday, October 1, 2008**

Attendance:

DRC: Burns, Mazade (Chair), Norton, Robinson
CAHH Board Liaison: McNamara
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 September 3, 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:

- **Stanges Residence, 7305 Stafford Road.** The owner presented construction drawings for rebuilding and renovating an existing part of the house damaged by a falling tree. The owner discussed the building materials and heating system he will use. The committee raised a question about the materials in front of the door. The owner said he would install flagstone and slope it slightly away. The committee also recommended that the owner move a window slightly to the left to make placement of the T-111 siding look more in balance.

Decision: Norton moved to approve the project with the suggested minor changes and landscaping around existing condenser unit. Robinson Seconded. Approved pending neighbor notification.

Follow up: Owner will send a copy of the letter and a list of neighbors notified.

- **Pettiti Residence, 2412 Brentwood Place** – The owner presented revised conceptual drawings (originally presented at the Aug. 6, 2008 meeting). The drawings included a design that moved the front door flush with the exterior walls. Committee suggested maintaining the glass on top of the door and recommended that the design should attempt to match the windows that are currently there. The owner also showed drawings of the deck construction.

Committee asked questions about deck level, and trim pieces to avoid water issues.

Decision: The committee gave conceptual approval of the design with the discussed changes.

Follow up: The committee asked the owner for construction drawings that show revised elevation of the entry door, what type of door, construction of the door, typical details for windows, how the deck meets the door.

- **Becker Residence, 2303 Glasgow Road** – The owner asked the committee about requirements for a full roof repair. Committee told the owner that a tar and gravel roof could be replaced without further committee involvement. The owner asked about replacing the roof with shingles. The committee told the owner it would have to see samples to determine if the solution would be in harmony and conformity. The owner said he would determine next steps and contact the committee as appropriate.
- **McNamara Residence, 2002 Bedford Lane** – The owner brought a sample replacement window for the committee to review. Owner presented plans for replacing several windows and siding at the June 4, 2008 meeting.

Decision: Robinson moved for approval of the window and siding plans pending confirmation of the presented frame dimensions once installed; Norton seconded. Unanimous approval.

Follow up: Owner to confirm dimensions with contractor. Neighbor notification.

- **Leonard Residence, 2109 Popkins Lane** – Owner could not attend but sent four colors of shingle samples for a roof replacement. She informed the committee that she will replace her current gutters with box gutters and wants to add a ridge vent. The committee discussed the samples and roof replacement plans. The committee determined it would need a cut sheet for the shingles and a cut sheet and drawing of the ridge vent placement prior to a decision. The committee chair will contact owner to ask for the identified items.

INTER-MEETING APPROVALS

- **Fina Residence, 2403 Brentwood Road** – Via email, owner provided cut sheets, elevation drawings photos for a proposed replacement of a casement window on the back of the house. Four of five committee members reviewed the plans.

Decision: Unanimous approval.

Follow up: Neighbor notification.

OTHER BUSINESS:

The DRC discussed creating a standard form that would be sent to homeowners following approval of a project. It was determined that such a form should include specific brief information about what was approved by the committee, the date approved, how long the approval is effective and homeowner/property information. Norton is to work up a design and present the proposed form at the next committee meeting.

The meeting was adjourned at approximately 9:30 p.m.

Next meeting: Wednesday, November 5, 2008, 7:30 p.m., at the Hollin Meadows Elementary School Library.