

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

Attendance:

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 Nov. 5, 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:

- **Roberts-Seikel Residence, 7318 Rippon Road** – Continuation of Nov. 2008 meeting discussion with owner. Owner presented samples of a proposed shingle and membrane. Both are black. The Committee asked about roof visibility and street views. The committee suggested that the owner add a roof pitch to run to the front and back gutters, and that the owner should talk with roofer about how the shingles and membrane will connect. Owner said an ice and water shield will run under all of the shingles. Gutters are staying the same – box gutters. Committee also suggested owner add a drip edge.

Decision: Robinson moved for conceptual approval pending detail information about connection and flat roof edge. Norton seconded. Unanimous approval.

Follow up: Owner to complete neighbor notification. Owner to email details of roof edge to Mazade.

- **Ziegler Residence, 2401 Nordok Place** – Fina Construction represented owner at the meeting. Robert Fina presented construction drawings for a carport on one end of the house. The plans indicated the carport would mimic the house lines, and that it would be constructed with a post and steel beam construction. Fina indicated that the steel beam would be painted to match the house trim, that power connections would be channeled underground, and the gable edge would have a profile that matches the carport opening. The DRC asked about the eave detail, trim out of the roof line, position of the steel beam in relation to the street, and

how the inside of carport would be finished. DRC members suggested adding a 4” gap between the house so that the carport becomes a freestanding structure.

Decision: Burns moved for committee approval with recommended changes to positioning of the vertical members. Norton seconded. Unanimous committee approval.

Follow up: Neighbor notification.

Post-Meeting: Later in December, Fina and the DRC maintained communication about the location of the electric meter. On December 30, Mazade sent the following memorandum to Fina for use in requesting Dominion Power to approve an alternative meter location:

Thank you for your appearance before the December 1, 2008 Design Review Committee (DRC) and your subsequent letter dated December 29, 2008 describing the proposed location of the electrical meter at the front of the home.

As you are aware, the legal basis for consideration of such projects by the DRC is imbedded in the Hollin Hills Deeds of Dedication which include several restrictive covenants. A restrictive covenant is a contractual agreement to refrain from building without prior approval of the DRC which, as a standard, evaluates proposed projects with regard to their “harmony and conformity” measured against historical benchmarks as derived from the “Standards of Original Designs” that characterize the construction and attributes of homes in Hollin Hills.

Upon review of the proposed placement of the meter in front of the Ziegler’s residence, the DRC finds that such placement is not in harmony and conformity with community standards. Therefore we request that, working with Dominion Virginia Power, you seek other alternatives.

Under the assumption that the current meter is located at the back corner of the home with the panel board in the outdoor closet, the DRC suggests that the meter either be placed on a wall panel at the rear of the house, not facing the street, or relocated to the outdoor closet door on the side of the house where it would be protected under the new carport by converting the old door opening into a wall panel and placing the meter there.

We look forward to your exploration of these options and further communication with the DRC.

- **Kauppi Residence: 2111 Popkins Lane** – Owner presented drawings, photographs, and cut sheets of proposed windows to replace existing windows.

Owner wants to replace the two casement windows on the brick wall end of house with Anderson© casement windows 400 series and two windows above the existing awning windows in living room. Owner and the committee discussed UV protection to avoid bleaching of carpet and floor. Committee warned owner about color differences. Owner also asked the committee about replacing gutters. The committee recommended box gutters and noted that any changes to the gutters would need a separate approval.

Decision: Burns moved to approve installation of casement windows on brick side of house and above the existing awning windows, and the box gutters. Mazade seconded. Unanimous approval.

Follow Up: Neighbor notification.

- **Gibber Residence, 2203 Martha's Road** – Owner and architect attended to discuss changes in drawings as a response to the committee's concerns raised at a previous meeting. The committee determined that the revisions effectively addressed earlier concerns. The committee then discussed why awning windows could be used in upper spaces for this structure, but not in another typical house configuration. The committee asked about the asymmetry of the corner trim. The committee recommended using trim pieces to cover the small amount of the T-1-11 on the edge to make the trim uniform all around, and painting the trim the same color as the siding.

Decision: None.

Follow up: Owner/architect to submit revised drawings with corner trim (to be painted same as siding) and trim added to right under the window (to be painted the same color as the window trim) via email to Mazade. Neighbor notification has already been completed.

Post-Meeting: Following the meeting, additional materials and a drawing was received from the architect indicating modifications as a response to the committee's suggestions.

On December 11, Mazade forwarded the following email to the architect:

The drawings you submitted after the DRC meeting reflect what was discussed. Although it appears as though you added a 2" trim piece to run along the bottom the siding that we did not discuss, the DRC approves this modification.

You also show a horizontal joint line in the siding that was not shown before. You appear to have lined this up at the top of the window which the DRC feels is the best you can do.

The DRC votes for approval with the stipulation that the vertical siding is clarified to be T-111 siding, with the 4" grooves. Please confirm your agreement with this stipulation in response to this email.

INTER-MEETING APPROVALS:

- **Young/Diakova Residence, 7326 Range Road** – Owner communicated with the DRC during December about making repairs caused by apparent BB-gun damage to the home, and requested approval for replacing:
 1. Glass in a front bay window.
 2. Two original garage windows on the side of the building (south facing wall).
 3. A rear garage entrance glazed door to garden (currently fitted with a dog flap).
 4. A small utility room window facing rear garden (just above soil height). The original was a metal frame; owner will replace with a vinyl frame.
 5. Two original glazed bedroom doors leading from the two bedrooms onto the south-facing balcony.

Owner indicated all replacements will be as near identical as possible to the original windows and doors. Replacement windows will be vinyl.

Decision: Following email communications among the DRC members, the project was given unanimous administrative approval. Owner was notified via email of the approval on January 2, 2009.

- **Wilber/White Residence, 7523 Elba Road** – Owners requested an in kind replacement of seven of the single-pane glazed windows on the north elevation of the property with 34 7/8" x 71 3/4"x1" double-glazed fixed upper units and Jeld-wen wood clad awning windows on the lower. Owner's intent is to match the south elevation which was completed by the previous owner using 1"x2" trim over the existing 2" x 6" frames to hold the fixed units in place. The lower units will be custom size frames (33 7/8" x 21 7/8") to maximize clear glass area. Owner submitted a pdf document from Jeld-Wen showing the lower awning window details. The upper units would be supplied and installed by Del-Ray glass. Exterior frames and trim will be white to match existing trim.

Norton visited the property to confirm that the details the owner provided match the other windows.

Decision: Following administrative review, the project was approved.

OTHER BUSINESS

- On December 10, 2008, the DRC received the following email from David Armstrong:

Dear Committee Members,

I am writing to express my concern about the recent DRC decision to allow upper operable windows in a new structure.

At the DRC meeting on Dec. 3, the Committee properly turned down a request from a home owner to install upper operable windows in an existing home on the grounds that they would not be in harmony and conformity. Yet the committee approved a request from the very next applicant to install upper operable windows in a replacement structure on the grounds that it was a new construction and, therefore, presumably exempt from the same standards.

The Guidelines make no distinction between new and existing structures. Harmony and conformity is harmony and conformity. What applies to one structure applies to all. As the Committee correctly noted in its earlier decision, upper operable windows are not a feature of Hollin Hills design. I strongly urge the Committee, therefore, to rescind its approval of upper operable windows for the project in question.

As an added note, it is my understanding (although I am not sure of this) that the project was approved despite the fact that the required neighbor notification had not been completed. If that is, in fact, the case, it is all the more reason that the Committee should reconsider its decision.

Thank you for considering this matter.

Sincerely,
David Armstrong

On December 11, 2008, Mazade sent the following email to Mr. Armstrong:

David –

The DRC has received your emails regarding its recent decisions regarding shingles and operable windows. Based on the information provided by the homeowners in their applications, we have concluded that the proposals as approved are in harmony and conformity, as required by the covenants. We do not believe it is appropriate to reopen our consideration of either application.

Noel Mazade, DRC Chair

Mazade also forwarded Mr. Armstrong's initial email to Paul Trombley and Robert Fina, chairs of the CAHH subcommittees on Architecture and DRC Process, respectively, so they could be aware of the issues Mr. Armstrong raised.