

Meeting Minutes – January 21, 2014

Architectural Review Board (ARB)

Southern Village Home Owners Association

- ❖ Meeting place: La Vita Dolce, Southern Village
- ❖ ARB members present: Gregg Melville, Kim Hanlon, Catherine Burnett, Rebecca Boyles, Bob Murden
- ❖ ARB members absent: Jennifer Williams, Sarah Howard
- ❖ Called to order at 7:14 PM by Chairman, Gregg Melville
- ❖ Meeting adjourned at approximately 8:30 PM

Old Business

- Minutes of November 19, 2013 approved with one spelling correction (pg. 3, Boyles)
- Reviewed following November applications requiring additional information from applicants:

3. 109 Meeting Street – (Brad and Maripat Metcalf)

- No information provided in application regarding relative proximity of proposed wall to the existing sidewalk. Additionally, no information provided as to height and other characteristics of proposed wall. No landscaping plan provided for back yard. ARB uncertain if landscaping plan includes any tree removals.
- Reportedly, project has been completed without necessary ARB approval.
- ARB Chairman to send official letter to applicants with copy to their contractor (Scott Nielsen of Garden Gate Landscape Design/Build) giving notice that, despite the fact that this project already has been completed, it has not been approved and the requested information is still required.

5. 117 Graylyn Drive – (Katherine Hartman)

- Sample of proposed fence color provided on application but there was uncertainty about what parts of fence were to be painted with this color. ARB had concerns about how well proposed non-standard color might coordinate with standard white fences in the vicinity. Additionally, no neighbor concurrences included with application.
- Reportedly, this project has not progressed since the ARB requested the foregoing.

- ARB Chairman to send official letter to applicant giving notice that this project has not been approved and that the requested information is still required.

8. 105 Parkside Circle – (Shailesh and Neelima Choudhary)

- No neighbor concurrences included with application
 - Reportedly, this project has not progressed since the ARB requested the foregoing.
 - ARB Chairman to send official letter to applicants giving notice that this project has not been approved and that the requested information is still required.
 - On 01/23/2014 Berkeley advised homeowners changed to paint colors that are already included on SVHOA's pre-approved color palette. ARB approval not required in such circumstances. Application withdrawn.
- ARB meeting originally scheduled for December 17, 2013 was cancelled. No responses received from November applicants who had information requests pending. No new applications submitted for review by scheduled meeting date.

New Business

- Incomplete applications still being submitted to ARB for approval. ARB Chairman to escalate request made to Berkeley Property Management in November, 2013 to fully screen all future applications to ensure they are complete before submitting to ARB for consideration.

- **New Applications Considered**

- 1. 500 Parkview Crescent – (Dan Buedle)**

- ✓ Request – Add stone walls in garden. Construct two-story additions onto existing structure for garden room and 4th bedroom.
- ✓ Applicant did not attend
- ✓ 3 adjacent neighbors reviewed and support proposal.
- ✓ Application incomplete. Specific elevation drawings required to assess impact of proposed additions.
- ✓ When required information is provided by applicants, ARB will review and act on application at its next regularly scheduled meeting.

2. **709 Highgrove Drive – (James and Debra Buck)**

- ✓ Request – Yard improvement
- ✓ Applicant did not attend
- ✓ 2 adjacent neighbors reviewed and support proposal.
- ✓ Application incomplete. Specific elevation drawings, layout notes differentiating between existing and new features, and fencing details (style, heights, materials, and color) required.
- ✓ When required information is provided by applicants, ARB will review and act on application at its next regularly scheduled meeting.

3. **205 Graylyn Drive – (Trish and Gary Sheff)**

- ✓ Request – Add three 4x6 windows to garage wall facing the woods.
- ✓ Applicant did not attend
- ✓ 2 adjacent neighbors reviewed and support proposal.
- ✓ Application complete. No additional information required.
- ✓ Application approved.

4. **217 Westside Drive – (Denise and James Dechow)**

- ✓ Request – Fence in back yard.
- ✓ Applicant did not attend
- ✓ 4 adjacent neighbors reviewed and support proposal.
- ✓ Application complete. Applicant specified ARB-approved style, materials and color. No additional information required.
- ✓ Application approved.

- Discussion regarding draft of ARB charter document postponed until February meeting to give new ARB members time to review rough draft and consider possible contributions.
- Reviewed photos of existing landscaping in street-side planting areas throughout the community. Reviewed the SVHOA BoD guidelines governing such areas. At February meeting ARB will consider addressing situations which are not in compliance with community guidelines and which have become detractors for the community.
- **Next regular ARB Meeting – 7 PM on Tuesday, February 25, 2013 @ 600 Market Street**