

# **Meeting Minutes – November 19, 2013**

## **Architectural Review Board (ARB)**

### **Southern Village Home Owners Association**

- ❖ Meeting place: 600 Market Street, Chapel Hill
- ❖ ARB attendees present: Gregg Melville, Kim Hanlon, Catherine Burnett, Rebecca Boyles, Jennifer Williams, Bob Murden
- ❖ Southern Village Homeowners' Association (SVHOA) representative present: Lewis Tisher
- ❖ Called to order at 7 PM by Chairman, Gregg Melville
- ❖ Meeting adjourned at approximately 9 PM

#### **Applications Considered**

##### **1. 705 Highgrove Drive (Aaron Westrick)**

- ✓ Request – Expand deck and add pergola
- ✓ Mr. Westrick attended meeting and answered ARB questions regarding proposal.
- ✓ 3 closest neighbors reviewed and support proposal.
- ✓ Mr. Westrick was reminded that municipal, state, utility, and federal agencies have separate regulations and permit policies and all are independent of ARB/SVHOA processes.
- ✓ In closed session the ARB discussed concerns regarding close proximity (1-2 inches) of proposed deck/pergola to property line. Since the ARB/SVHOA presently have no published set-back requirements for structures of this type, it was decided the proposal was acceptable.
- ✓ Application approved

##### **2. 311 Parkside Circle (Jeff and Lynn Hirsch)**

- ✓ Request – Paint house with off-pallet colors
- ✓ Applicants did not attend
- ✓ Closest neighbors reviewed and support proposal.
- ✓ ARB discussed the need to update color pallets for community. Given such an initiative would require SVHOA Board of Directors (SVHOA BoD) and community comment/approval, it could take up to a year to complete. For the present ARB will continue reviewing/approving off-pallet color requests on a case-by-case basis.
- ✓ Application approved

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

- ✓ Request – Install rock wall and modify plantings as proposed by Garden Gate Landscape
- ✓ Applicants did not attend
- ✓ Two neighbors from across street reviewed and support proposal. No comments from other neighbors.
- ✓ 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.
- ✓ ARB is requesting additional information about this proposal.
- ✓ When additional information is provided by applicants, ARB will review, vote by telephone and provide ruling within one week's time.

**4. 205 Glade Street – (Kurt Mueller)**

- ✓ Request – Paint house with off-pallet colors
- ✓ Applicant did not attend
- ✓ Closest neighbors reviewed and support proposal.
- ✓ Application approved

**5. 117 Graylyn Drive – (Katherine Hartman)**

- ✓ Request – Paint fence with off-pallet colors
- ✓ Applicant did not attend
- ✓ No neighbor concurrences included with application
- ✓ 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.
- ✓ ARB is requesting additional information about this proposal.
- ✓ When neighbor concurrences and additional information regarding proposed fence color scheme are provided by applicants, ARB will review, vote by telephone and provide ruling within one week's time.

**6. 110 Meeting Street – (Julie and Andre Mol)**

- ✓ Request – Replace old deck with screened-in deck and add shed on ground level.
- ✓ Applicants did not attend
- ✓ Closest neighbors reviewed and support proposal.
- ✓ Application approved

**7. 513 Parkside Circle – (Nancy and Alex Freerman)**

- ✓ Request – Replace old double window on top floor with single unit glass block
- ✓ Applicants did not attend
- ✓ Closest neighbors reviewed and support proposal.
- ✓ Application approved.

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

- ✓ Request – Paint house with off-pallet colors
- ✓ Applicants did not attend
- ✓ No neighbor concurrences included with application
- ✓ When neighbor concurrences are provided by applicants, ARB will review, vote by telephone and provide ruling within one week's time.

**Additional Matters Considered**

**A. ARB member Rebecca Boyle submitted a rough draft for an ARB charter (see attached).**

- Members asked to review and comment for consideration at December meeting.

**B. Several applications could not be acted upon during November meeting because they were incomplete (missing neighbor comments/endorsements, inadequate maps, no paint color samples, etc.)**

- Berkeley Property Management requested to screen all future applications to ensure they are complete before submitting to ARB for consideration.

**C. Community landscaping guidelines for strips between sidewalks and community streets**

- Reportedly the SVHOA BoD has approved the use of low lying vegetation other than grass in the street-side planting areas throughout the community. The ARB will investigate this report and attempt to locate community records relating to this topic. Findings to be discussed at the next ARB meeting.
- At this time the ARB has concerns that an inconsistent appearance in these street-side planting strips could be an aesthetic detractor for the community.

**D. Next regular ARB Meeting – 7 PM on Tuesday, December 17, 2013 @ 600 Market Street**