

# Meeting Minutes – February 25, 2014

## Architectural Review Board (ARB)

### Southern Village Home Owners Association

- ❖ Meeting place: La Vita Dolce, Southern Village
- ❖ ARB members present: Gregg Melville, Kim Hanlon, Jennifer Williams, Rebecca Boyles, Bob Murden
- ❖ ARB members absent: Sarah Howard, Catherine Burnett
- ❖ Called to order at 7:19 PM by Chairman, Gregg Melville
- ❖ Meeting adjourned at approximately 8:45 PM

#### Old Business

- Minutes of January 21, 2014 meeting approved as written.
- 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.
- **2-25-14 Update: Chairman Melville verbally and separately requested applicants and their contractor to provide previously requested information. No responses received to date. Chairman Melville will follow up with written requests for information to applicants and contractor.**

#### **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.
- **2-25-2014 Update – No response has been received from applicants. Chairman Melville will follow up with written request for information to applicants.**

#### **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.
- **2-25-2014 Update – Item closed as application has been withdrawn.**

- Reviewed following January, 2014 applications requiring additional information from applicants:

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

- ✓ Request – Add stone walls in garden. Construct two-story additions onto existing structure for garden room and 4<sup>th</sup> 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.
- ✓ **2-25-2014 Update – Hand-crafted drawings submitted by applicant were discussed by ARB. Although drawings lacked details required to fully consider and rule on this application, several concerns were raised in the**

**discussion. Given the proposed building's size and its prominence at a community intersection, its proximity to the street and the sidewalk, and the expected complexity of the finished roofline, it is generally believed the expansion proposed would be inconsistent and out of character with other homes in the area. This feedback to be provided to the applicant.**

- 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.
  - ✓ **2-25-2014 Update – After a lengthy discussion, ARB voted to approve this project based on the following:**
    - 1) The aluminum fencing materials specified in project plans are visually indistinguishable from wrought iron materials authorized in ARB guidelines for community fences.**
    - 2) The location of the proposed aluminum fencing will be harmonious with its surroundings and will not aesthetically contrast with other fencing materials used in the area.**
- ✓ **Incomplete applications are still being submitted to ARB for approval. ARB Chairman to escalate requests previously made to Berkeley Property Management in November, 2013 and again in January, 2014 to better screen all future applications to ensure they are complete before submitting to ARB for consideration.**

## **New Business**

- 1. 128 Graylyn Drive – (Beth and William Hoos)**
  - ✓ Request – Yard improvement (front and back yards)
  - ✓ Applicant walked application into ARB Meeting
  - ✓ 4 adjacent neighbors reviewed and support proposal.
  - ✓ Plan submitted meets all ARB guidelines.
  - ✓ **Application approved**

- Discussion regarding draft of ARB charter document postponed until March 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. There appear to be quite a number of properties within the community which do not comply with the March, 2011 SVHOA guidelines “Landscape Requirements For Strip Area Between Sidewalk and Street” that govern such areas.

Reportedly guidance was given to homeowners at the recent 2014 Annual HOA Meeting regarding maintenance of the sidewalk strip areas which seemed inconsistent with the March, 2011 guidelines and with recent e-mailings sent to homeowners regarding street tree maintenance. ARB member Kim Hanlon volunteered to contact executives of the SVHOA BoD for clarification regarding these matters.

- **Next regular ARB Meeting – 7 PM on Tuesday, March 18, 2014 @ La Vita Dolce**