

Meeting Minutes – April 16, 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, Sarah Howard, Bob Murden, Rebecca Boyles, Catherine Burnett
- ❖ ARB members absent: None
- ❖ Called to order at 7:05 PM by Chairman, Gregg Melville
- ❖ Meeting adjourned at approximately 8:35 PM

Old Business

- Minutes of March 19, 2014 meeting previously approved as written.
- (From January, 2014) 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.
 - ✓ 3-19-2014 Update – ARB Chairman advised that SVHOA President, Ranier Dammers, and Berkeley Property Manager, Tony Smith are being invited to the April ARB meeting to discuss the processes, roles and responsibilities of all parties involved in administration of ARB business.
 - ✓ **4-16-2014 Update – Berkeley Property Manager, Tony Smith attended meeting and reported that newly developed ARB Application Check List has been implemented. Process problems appear to have been resolved. Item closed.**
- (From February, 2014) 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.
 - ✓ **3-19-2014 Update** - Insufficient time to discuss this item at March meeting. Will be rescheduled at future meeting.
 - ✓ **4-16-2014 Update** - This item not discussed at April meeting. Will be rescheduled to future meeting date.

- (From February, 2014) 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.

- ✓ 3-19-2014 Update - This topic to be discussed at April ARB meeting when SVHOS President and SV Property Manager expected to be present. ARB currently waiting on response to letter regarding maintenance of trees and landscaping in planting strips between street curbs and sidewalks sent to Town of Chapel Hill authorities on 3-17-2014. A copy of this letter and a referenced letter dated October 30, 2013 from Robert Minick, the Parks Maintenance Superintendent for the Town of Chapel Hill follow below.
- ✓ **4-16-2014 Update (trees) – A summary of investigations into these matters entitled “Street-side Landscaping in Southern Village” (attached) was presented to SVHOA BoD at their meeting on 4-15-2014. The BoD chartered the formation of a Tree Committee to develop a street-side tree maintenance plan for the community. Cindy James to act as BoD liaison and Bob Murden to be Tree Committee Chairman. Additional committee members will be recruited from the community.**
- ✓ **4-16-2014 Update (landscaping) – Recommendations for adding groundcover height guideline to SVHOA’s March, 2011 “Landscape Requirements For Strip Area Between Sidewalk and Street” were discussed and option 2 approved. Updated requirements document and draft of letter announcing this update will be sent to SVHOA BoD for implementation.**

- (From March, 2014) After some discussion it was suggested that as a part of this future meeting agenda the ARB recommend a Spring Summary note be sent electronically to all residents and posted on the HOA web site reminding everyone of ARB requirements and processes as well as encouraging owners to initiate a variety of seasonal home clean-up and fix-up measures.
 - ✓ **4-16-2014 Update – This suggestion was submitted to SVHOA BoD at their 4-15-2014 meeting. The ARB proposal to send out a Spring Summary was supported. ARB was asked to submit items recommended for community-wide publication to SVHOA Communications Committee.**

New Business

- Reviewed the following new applications
 - 1. 908 Highgrove Drive – (Dan Shugars)**
 - ✓ Request – Add stepping stones in turf from dwelling to driveway
 - ✓ Applicant did not attend
 - ✓ 2 adjacent neighbors reviewed and support proposal
 - ✓ Application complete and drawings included
 - ✓ Proposal meets all applicable ARB guidelines
 - ✓ **Application Approved**

 - 2. 117 Graylyn Drive – (Katherine Hartman)**
 - ✓ Request - New application to install 6' tall trellis at edge of existing patio
 - ✓ Applicant did not attend meeting
 - ✓ All adjacent neighbors except 110 Graylyn Drive reviewed and support proposal. Plans have been sent electronically to 119 Graylyn Drive neighbor who advised Chairman Melville he does not oppose proposal
 - ✓ Application complete
 - ✓ Proposal meets all applicable ARB guidelines
 - ✓ **Application approved**

- 3. 107 Graylyn Drive _ (Richard Balamucki and P. Susan Hollobaugh)**
- ✓ Request – Modify exterior deck
 - ✓ Applicant did not attend meeting
 - ✓ All adjacent neighbors reviewed and support proposal.
 - ✓ Application complete
 - ✓ Proposal meets all applicable ARB guidelines
 - ✓ **Application approved**
- **Next regular ARB Meeting – 7 PM on Tuesday, May 20, 2014 @ La Vita Dolce**

Street-side Landscaping in Southern Village

- **Observations:** Appearance of landscaping in Southern Village street-side “tree lawn” areas seems to have declined in recent years.
 - ❖ Rarely pruned tree limbs impede pedestrians on sidewalks and vehicles on streets
 - ❖ Tree roots lifting sidewalks and making foot traffic hazardous in many “tree lawn” areas
 - ❖ Failed tree limbs not removed from trees creating hazards to people and property
 - ❖ Struggling and dead trees are not removed/replaced consistently
 - ❖ Increasingly, ground covers and other non-tree plantings do not meet March, 2011 SVHOA guidelines aimed at preserving community’s high quality appearance objectives

- **Facts:**
 - ❖ Street-side “tree lawn” areas lie within Town of Chapel Hill-owned Public-Right-of-Way
 - ❖ Primary interest of Town within Public-Right-of-Way is public’s “health, safety and welfare” which generally translates to only addressing imminent hazards and landscaping issues relating to interferences “... with public access and/or sight visibility.”
 - ❖ Town has not identified any commitment toward maintaining the character or aesthetic harmony of Southern Village landscape or its property values.
 - ❖ Town asserts that any maintenance activities supplemental to its own, “... including irrigating, fertilizing, mulching and mowing, are (to be) done by the adjacent property owner and/or the responsible Homeowners Association.”
 - ❖ Other than pruning/removing limbs and roots that crossover into or above private property, the Town has not authorized adjacent property owners to maintain Public Right-of-way trees.

Street-side Landscaping in Southern Village

- **Options:** What can be done to improve the maintenance of the street-side landscaping in Southern Village without interfering with the Town or assuming any of its' liabilities?
 - ❖ SVHOA recently received Town approval to replace 17 dead/dying trees and do limited pruning of trees in community common areas
 - ❖ Town has indicated willingness to consider potential SVHOA proposal to do additional tree pruning/removal within the public right-of-way in the form of a "standard encroachment agreement"
 - ❖ Southern Village sub-HOAs regularly fund maintenance of adjacent street-side landscaping and may be willing to extend their support to include trees in these areas.
 - ❖ Options needed to cover appropriate street-side tree maintenance for private properties
 - SVHOA promoted and guided + private funding?
 - SVHOA funded and contracted?
 - Other?

- **Proposal:** Working with private property owners, sub-HOAs and the Town of Chapel Hill, SVHOA should lead efforts to improve safety and aesthetic appearances and promote property values within the community by developing and implementing plans to improve tree care and landscaping maintenance of street-side "tree lawn" areas.