

BBVCC Architectural Control Committee (ACC) Minutes September 6, 2016

BBVCC Clubhouse

Call to Order: Tom Wright, Chairman, called the meeting to order at **7:03pm**

Roll Call:

Tom Wright, Chair –	Present
Richard Baer –	Present
Kathy Green –	Present
Bill Knowlton –	Absent
Michael Schmidt –	Excused
Robert Austin-Murphy-	Present

Also Present:

Jim Lockie, Board President
Ken Hoffer, General Manager
Steve Freitas, Operation Manager
Ann Nydam, recording secretary

Minutes:

Tom Wright requested the August 2 minutes be amended to include the actual verbiage that was changed and approve by the Board for the AR&R's and the Stop Work Order.

- **Motion** made by Richard Baer, seconded by Kathy Green and carried to approve the **correcting the August 2 Minutes by adding the verbiage.**

Business:

- **A) Motion** made by Kathy Green, seconded by Richard Baer and carried to approve **Project #2016-69-96, Tree Removal, Div. 15A, Lot 14, 5567 Coquitlam, James Baker.**
- **B) Motion** made by Richard Baer, seconded by Robert Austin-Murphy and carried to approve Project #2016-70-96, Shed, Div. 2, Lot 47, 8249 Comox Road, Deon Wiechmann.
- **C) Motion** by Richard Baer seconded by Kathy Green and carried to approve **Project #2016-71-96, Shed, Div. 2, Lot 43, 5641 Salish Road, Robert Anderson.**
- **D) Motion** made by Richard Baer, seconded by Kathy Green and carried to approve Project #2016-72-96, Exterior Renovation, Div. 11, Lot 5, 5410 Nootka

Loop, Ken & Mary Jane Morrison, Sid Nesbit acting agent. Project was approved as submitted, however the carport portion was denied.

- **E) Motion** made by Kathy Green, seconded by Richard Baer and carried to approve Project #2016-73-96, Detached Garage, Div. 15A, Lot 51, 5572 Coquitlam Drive, Michael & Linda Duffy, contingent upon changing the name of the project to 'workshop' instead of detached garage.
- **F) Motion** made by Richard Baer, seconded by Robert Austin-Murphy and carried to approve Project #2016-74-96, Fence, Div. 11B, Lot 14, 5432 Salish Road, Jewel Smith.
- **G) Motion** made by Kathy Green, seconded by Robert Austin-Murphy and carried to approve Project #2016-75-96, Replacement of Gazebo, Div. 11, Lot 15, 5354 Nootka Loop, Michael Butschli.
- **H) Motion** made by Robert Austin-Murphy, seconded by Richard Baer, to approve Project #2016-76-96, Shed, Div. 4, Lot 77, 8255 Chilliwack Road, Marshall Bailey, contingent upon applicant updating his drawings to show the setbacks and the location of the shed to the house. Also shed must be painted/stained to match the house.
- **I) Motion** made by Richard Baer, seconded by Robert Austin-Murphy and carried to deny Project #2016-77-96, Exterior Renovation, Div. 11B, Lot 42, 5379 Salish Road, Ryan Peterson, project plans must show all changes/correction, the property additions must be staked and a Whatcom County permit should be on file in the BBV office. Project may be resubmitted at the next regularly scheduled ACC meeting.
- **J) Motion** made by Richard Baer, seconded by Robert Austin-Murphy and carried to deny Project #2016-78-96, Shed, Div. 11C, Lot 6, 8281 Cowichan Road, Bob & Sue Brooks, more clearly defined plans need to be submitted, showing how the shed will be constructed, also either a Whatcom County permit or a letter from the County stating no permit is required.

Discussion/New Business:

Approval to fill vacancy on the ACC: Motion made by Richard Baer, seconded by Kathy Green and approved to recommend to the Board of Directors approval of Mark St Germaine to be on the ACC.

Tree Sub-committee: The tree sub-committee consisting of Dawn Baker, Tom Wright and Kathy Green met and came up with a survey regarding trees and tree trimming. They will ask the BOD for approval of the survey and have it included in the November packet. Once the surveys are returned the sub-committee will review them and use the information as a guideline for any changes made to the AR&R's regarding trees.

Motion made by Richard Baer, seconded by Robert Austin-Murphy and carried to request approval from the BOD to add #7 to the Minor Projects Checklist that

applicants will initial: *"Site is or will be staked (lot and structure corners) and strung 6 working days prior to ACC meeting on the proposed project"*.

Motion made by Richard Baer, seconded by Robert Austin-Murphy and carried to recommend to the BOD approval of adding a disclaimer to ACC checklists, Dawn Baker will tweak the wording prior to submitting to the BOD:

All blanks are to be filled with either the pertinent information or N/A where not applicable. Failure to complete all blank information will cause the application to be excluded from the agenda or if somehow gotten on the agenda, will be denied by the ACC. NO EXCEPTIONS. If not on the agenda or if denied, the complete proposal can only be submitted for the following regularly scheduled ACC meeting. There will be no special meetings called because of a lack of information on the application. NO EXCEPTIONS.

Applicant initials

Also, on the back page of each application, there is a statement that says:

'I attest that the information provided on and with this checklist is complete and accurate. If errors are identified, I agree and Assume responsibility' _____
Applicant initials.

Robert Austin-Murphy would like to add the word 'addition' to the Major Projects checklist.

The ACC then discussed the culvert/catch basin situation, when to request homeowners to install a culvert/catch basin in areas where there are only open ditches. It was suggested that a sub-committee be formed with members from ACC and Road & Drainage to come up with suggestions with regards to culverts/catch basins.

A suggestion was made to possibly change out the words sheds/detached garage for the word auxiliary building.

Adjournment:

- **Motion** made by Kathy Green, seconded by Richard Baer and carried to **adjourn at 8:55pm.**