

**REGULAR MEETING OF THE
BIRCH BAY VILLAGE COMMUNITY CLUB
ARCHITECTURAL CONTROL COMMITTEE
JANUARY 3, 2012 7:00 PM
AT THE CLUBHOUSE 8181 COWICHAN ROAD
MINUTES**

ROLL CALL:

Ken Woods - Chairman	Present
Shannon Parsons - Vice Chairman	Present
Richard Baer	Present
Jim Baker	Excused
Carl Garlow	Present
Bill Knowlton	Excused
Paula Rotondi	Present
Valery Anderson - BOD Liaison	Present

Also Present: Skip Bickers, Field Operations Coordinator; and Esther Matter, Administrative Assistant

CALL TO ORDER: Ken Woods called the meeting to order at 7:00pm.

MINUTES: Approval of the December 6, 2011 Minutes.

- **Motion made by Shannon Parsons, seconded by Paula Rotondi and carried to accept the ACC Minutes of December 6, 2011 as written.**

BUSINESS:

- **A) Motion made by Shannon Parsons, seconded by Paula Rotondi and carried to deny Project # 2011-62-13, Tree Removal, Div. 12C, Lot 59, 8144 Quinault Road, Marc & Rhonda Bekker due to an incomplete ACC Project Checklist; the requested tree to be removed was not clearly marked and there was no reason given for wanting to remove the tree.**
- **B) Motion made by Richard Baer, seconded by Carl Garlow and carried to approve as submitted Project #2011-63-13, Culvert, Div. 1, Lot 8, 8129 Cowichan Road, Greg Drysdale; Skip Bickers must oversee the project.**
- **C) Motion made by Richard Baer, seconded by Carl Garlow and carried to approve as submitted Project #2011-64-13, Tree Removal, Div. 12A, Lot 10, 8102 Quinault Road, Summer Langton; tree has been damaged due to a recent storm.**

DISCUSSION:

- **Current status on the front gate: the county is considering the gate a commercial entrance and therefore any renovating will require more permits and county involvement. The final drawings from the architect are in the mail and should be at the office within the week. Once the office receives the copies, the ACC will be contacted to view the drawings for approval; the drawings will also be sent out to contractors for bid proposals.**
- **The Board would like more input from the ACC on compliance issues in BBVCC.**
- **The county is requesting a letter from the office stating that the drainage work for the new home construction at 8234 Comox Road is normal for BBVCC; the county will then make a final decision on the drainage proposal.**
- **The Board is looking into a deadline for bond requests; owners will be given a certain amount of time to request a refund of their bond money, once the project is complete, or they will lose the deposit.**
- **The ACC would like to see start dates on projects on Skip's project checklist.**

- A CURE Notice is currently being written and will be sent to the owner with the illegal retaining wall on the golf course.

VOLUNTEER TO REPORT AT THE NEXT BOARD MEETING:

- Ken Woods will give the ACC report for the January Board meeting.

ADJOURNMENT:

- Motion made by Shannon Parsons, seconded by Carl Garlow and carried to adjourn. Meeting adjourned at 7:49pm.

Esther Matter

Recording Secretary: Esther Matter