

**REGULAR MEETING OF THE
BIRCH BAY VILLAGE COMMUNITY CLUB
ARCHITECTURAL CONTROL COMMITTEE
JUNE 5, 2012 7:00 PM
AT THE CLUBHOUSE 8181 COWICHAN ROAD
MINUTES**

ROLL CALL:

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

Also Present: Ken Hoffer, General Manager; Esther Matter, Office Manager

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

MINUTES:

Approval of the regular session minutes of May 1, 2012.

- Motion made by Bill Knowlton, seconded by Richard Baer and carried to accept the regular session minutes of May 1, 2012 with the addition of “greater than four (4) feet in height” under the first bulleted discussion item, and the change of “good neighbor policy” under the third bulleted discussion item.

BUSINESS:

- A) Motion made by Bill Knowlton, seconded by Paula Rotondi and carried to approve as submitted Project #2012-25-65, Culvert/Catch Basin, Div. 15A, Lot 50, 5566 Coquitlam Drive, William Berg.
- B) Motion made by Richard Baer, seconded by Bill Knowlton and carried to approve Project #2012-26-65, Mobile Home Installation, Div. 7, Lot 45, 5830 Salish Road, Alan Scott contingent that a twelve (12) foot tree (Blue Spruce or similar) be planted somewhere on the property. Paula Rotondi opposed the motion.
- C) Motion made by Paula Rotondi, seconded by Richard Baer and carried to approve as submitted Project #2012-27-65, Fence, Div. 12C, Lot 25, 8128 Kayak Way, James Ross.
- D) Motion made by Richard Baer, seconded by Paula Rotondi and carried to approve as submitted Project #2012-28-65, Tree Removal, Div. 9, Lot 26, 8079 Skeena Way, Don Berg.
- E) Motion made by Richard Baer, seconded by Paula Rotondi and carried to approve as submitted Project #2012-29-65, Fence, Div. 12C, Lot 84, 8152 Skagit Way, Tom & Dawn Baker.
- F) Motion made by Bill Knowlton, seconded by Paula Rotondi and carried to approve as submitted Project #2012-30-65, Fence, Div. 10A, Lot 5, 8064 Chinook Way, Dean & Nancy Wahlquist.
- G) Motion made by Bill Knowlton, seconded by Paula Rotondi and carried to approve as submitted Project #2012-31-65, Storage Shed, Div. 4, Lot 48, 8261 Snohomish Road, Corwin Drenkel.

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- H) Motion made by Bill Knowlton, seconded by Paula Rotondi and carried to approve as submitted Project #2012-32-65, Floating Dock, Div. 15A, Lot 50, 5566 Coquitlam Drive, William Berg.
- I) Motion made by Richard Baer, seconded by Paula Rotondi and carried to approve as submitted Project #2012-33-65, Fence, Div. 7, Lot 1, 5706 Salish Road, Pam Murray.
- J) Motion made by Paula Rotondi, seconded by Bill Knowlton and carried to approve as submitted Project #2012-34-65, Flag Pole, Div. 8, Lot 22, 8165 Comox Road, Thomas & Shannon Parsons.
- K) Motion made by Paula Rotondi, seconded by Bill Knowlton and carried to approve as submitted Project #2012-35-65, Tree Removal, Div. 12M, Lot 46, 8248 Skeena Way, Wendy Hessler. Since the tree was not marked, Paula Rotondi requests that the “Tree Removal” Application be changed to state that trees need to be marked at the time the application and fees are submitted.
- L) Motion made by Paula Rotondi, seconded by Bill Knowlton and carried to approve as submitted Project #2012-36-65, Floating Dock, Div. 11, Lot 16, 5350 Nootka Loop, Lowell & Patsy Cormier.
- M) Motion made by Bill Knowlton, seconded by Paula Rotondi and carried to approve as submitted Project #2012-37-65, Concrete Work/Deck/Patio, Div. 12, Lot 8, 5797 Nakat Way, Kerith Runnels (acting agent: Mark Hicks). Richard Baer would like the ACC to have the option to require projects to be engineered when deemed appropriate; Ken Woods will work on a rule for the AR&Rs.
- N) Motion made by Bill Knowlton, seconded by Paula Rotondi and carried to approve as submitted Project #2012-38-65, New Home Construction, Div. 9, Lot 5, 8049 Chinook Way, Jeff Heathers (plans were resubmitted from May 2011).
- O) Motion made by Richard Baer, seconded by Bill Knowlton and carried to approve Project #2012-39-65, Concrete Work, Div. 12B, Lot 5, 8072 Skeena Way, Joseph & Sherry Labermeyer subject that the Roads and Drainage Committee views the application and approves the drain.

DISCUSSION:

- Valery Anderson updated the committee on the front gate project: the contract with Kaptein Construction will be signed soon; vegetation will not be planted until after the new walls are installed; most of the current plants will be salvaged and re-used; the current “Birch Bay Village” signs are rotting and will be replaced; the center planter will be removed to make room for a temporary guard house, it will then be replaced with a larger one; Kaptein Construction is working on getting some permits; total work time should be about four to five weeks.
- Ken Hoffer requested the committee’s input on continuing with certain checks for new home constructions, or if the county’s completion certification is good enough as a final check. Since the county does not check for height and some other guidelines per BBVCC rules, the ACC feels it would be best for a staff member to continue checking each phase of new home constructions.
- The new employee, Steve Freitas, will soon be trained on compliance and ACC material; Ken Hoffer would like to look into a consultant position during the transition period while Steve is being trained.
- There is currently a height variance request for a new home construction on Salish Road; letters were mailed out to owners within 300 feet of the property and a hearing will be held during the ACC meeting on July 3rd. The current plans need to show the story pole per spike in the road, and the owner may need to dig down to get the height to twenty-five (25) total feet.

- Ken Hoffer is currently working with Steve Freitas on an entire list of structures that were approved to be over four (4) feet in the twenty-five (25) foot setback.
- The ACC would like the Board to consider removing the term limit for committee members as it is becoming difficult to get volunteers for the committees. The restriction for the term limit for chairman is also stricter than the board president.

VOLUNTEER TO REPORT AT THE NEXT BOARD MEETING:

- Ken Woods will give the ACC report at the June Board Meeting.

ADJOURNMENT:

- Motion made by Bill Knowlton, seconded by Richard Baer and carried to adjourn. Meeting adjourned at 8:02pm.

Esther Matter

Recording Secretary: Esther Matter