

**REGULAR MEETING OF THE
BIRCH BAY VILLAGE COMMUNITY CLUB
ARCHITECTURAL CONTROL COMMITTEE
AUGUST 7, 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	Present
Carl Garlow	Present
Bill Knowlton	Present
Paula Rotondi	Present
Valery Anderson - BOD Liaison	Present

Also Present: Ken Hoffer, General Manager; Steve Freitas, Marina/Compliance Technician; Esther Matter, Office Manager

CALL TO ORDER: Ken Woods called the meeting to order at 7:01pm.

MINUTES:

Approval of the regular session minutes of July 3, 2012.

- Motion made by Bill Knowlton, seconded by Richard Baer and carried to accept the regular session minutes of July 3, 2012 as written.

BUSINESS:

- A) Motion made by Bill Knowlton, seconded by Paula Rotondi and carried to approve Project #2012-49-87, Storage Shed, Div. 1, Lot 29, 5445 Tsawwassen Loop, Graham Bowen of Bowen Cabin LLP (Contractor: Chukanut Builders) subject that the shed is built outside of the twenty-five (25) foot setback and is verified as such by the office on the submitted project checklist.
- B) Motion made by Richard Baer, seconded by Jim Baker and carried to approve as submitted Project #2012-50-87, Patio, Div. 15A, Lot 28, 5505 Coquitlam Drive, Marilyn Moritz.
- C) Motion made by Carl Garlow, seconded by Jim Baker and carried to approve Project #2012-51-87, Asphalt Work, Div. 4, Lot 59, 8262 Chilliwack Road, William & Shirley Wickett subject that the impervious coverage is verified by the office and documented as such on the submitted project checklist. Bill Knowlton opposed the motion.
- D) Motion made by Carl Garlow, seconded by Richard Baer and carried to approve as submitted Project #2012-52-87, Patio, Div. 11, Lot 6, 5396 Nootka Loop, Curt & Helen Crego.
- E) Motion made by Carl Garlow, seconded by Paula Rotondi and carried to approve as submitted Project #2012-53-87, Floating Dock, Div. 15A, Lot 51, 5572 Coquitlam Drive, Michael & Linda Duffy.
- F) Motion made by Jim Baker, seconded by Carl Garlow and carried to approve Project #2012-54-87, Culvert/Catch Basin/Deck/Tree Removal, Div. 1, Lot 43, 5491 Tsawwassen Loop, Nancy Peck subject that the drainage pipe is perforated and that the catch basin is installed on the downstream side of the property (west side).
- G) Motion made by Carl Garlow, seconded by Richard Baer and carried to approve as submitted Project #2012-55-87, Tree Removal, Div. 7, Lot 49, 5842 Salish Road, Winston Grant.

- H) Motion made by Jim Baker, seconded by Bill Knowlton and carried to approve as submitted Project #2012-56-87, Storage Shed, Div. 15, Lot 6, 8197 Chehalis Road, Elaine Meiers.
- I) Motion made by Jim Baker, seconded by Paula Rotondi and carried to approve Project #2012-57-87, Concrete Work, Div. 15, Lot 55, 5612 Chehalis Place, Kathy Heaverlo subject that the impervious coverage is verified by the office and documented as such on the submitted project checklist.
- J) Motion made by Jim Baker, seconded by Paula Rotondi and carried to approve as submitted Project #2012-58-87, Tree Removal, Div. 12C, Lot 11, 8178 Skeena Way, Norman Otness.
- K) Motion made by Carl Garlow, seconded by Richard Baer and carried to approve as submitted Project #2012-59-87, Tree Removal, Div. 7, Lot 31, 5790 Salish Road, Paul Gottwald. Paula Rotondi opposed the motion.
- L) Motion made by Carl Garlow, seconded by Bill Knowlton and carried to deny Project #2012-60-87, Asphalt Work, Div. 6, Lot 16, 5578 Haida Way, Larry Vander Yacht; inadequate presentation: no site plan was submitted, the new area to be covered by asphalt is not clearly marked, and there is no documentation showing how the impervious coverage was calculated.

DISCUSSION:

- The owner of 5557 Salish Road requested information in order to resubmit plans for a retaining wall that was installed illegally; the ACC did not wish to review any paperwork that was not modified to conform to the AR&Rs – details were given at the November 1, 2011 meeting when the project was denied.
- Ken Hoffer mentioned that the handicap parking space required by the county for the clubhouse veranda project was installed; also, at the same time, a handicap space was installed at the pro shop and office due to a suggestion by the health department.
- The suggested engineering rule change was decided to be unnecessary. A county building permit is actually required for structures built at a certain height; the office should check that a building permit is required before being submitted for ACC approval.
- Valery Anderson gave an update on the maintenance meeting room status: the closets and border around the doors will be stained, a rubber “mop guard” will be added as the flooring trim instead of a wood trim, and one of the walls will be sheet rocked and painted.
- The clubhouse flooring has been ordered; it will take a couple weeks for the flooring to arrive. The next course of action will be to schedule a 2-week block of time where it will be the least amount of inconvenience for clubs and groups to shut down the clubhouse.

VOLUNTEER TO REPORT AT THE NEXT BOARD MEETING:

- If no volunteers are available for the August board meeting, Ken Woods will type up a report for Valery Anderson to read at the meeting.

ADJOURNMENT:

- Motion made by Bill Knowlton, seconded by Jim Baker and carried to adjourn. Meeting adjourned at 8:01pm.

Esther Matter

Recording Secretary: Esther Matter