

**REGULAR MEETING OF THE  
BIRCH BAY VILLAGE COMMUNITY CLUB  
ARCHITECTURAL CONTROL COMMITTEE  
SEPTEMBER 3, 2013 7:00 PM  
AT THE CLUBHOUSE  
8181 COWICHAN ROAD  
MINUTES**

**ROLL CALL:**

Ken Woods - Chairman	Present
Richard Baer	Present
Dawn Baker	Present
Terry Garrow	Present
Bill Knowlton	Present
Paula Rotondi	Present
Tom Wright	Present
Valery Anderson - BOD Liaison	Present

Also Present: Ken Hoffer, General Manager; Steve Freitas, Maintenance and Compliance Manager; Esther Matter, Office Manager (recording secretary)

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

**MINUTES:**

Approval of the regular session minutes of August 6, 2013.

- **Motion made by Bill Knowlton, seconded by Dawn Baker and carried to approve the ACC minutes of August 6, 2013 with the correction that Dawn Baker was excused.**

**BUSINESS:**

- **A) Motion made by Bill Knowlton, seconded by Tom Wright and carried to deny the Retaining Wall with Tree removal part of Project #2013-47-93, Div. 8, Lot 5, 8154 Comox Road, Doug Connelly but approve the Deck Replacement part of the project. The retaining wall part of the project was denied as the plan was incomplete in that it did not show the requirements of AR&R section 3.9. Specifically, the plan did not show the retaining walls heights, the distance between the retaining walls, or approval by a Washington State licensed structural engineer. Showing the height and distance ensures AR&R section 3.9 measurement determinations are met and facilitates proper construction and BBVCC office over site. Additionally, the ACC has constantly required a properly executed professional engineer (PE) stamp on the plan when AR&R section 3.9 engineering approval is required. The PE stamp on the site specific plan ensures engineering approval for that plan at that location.**
- **B) Motion made by Richard Baer, seconded by Bill Knowlton and carried to approve Project #2013-48-93, Deck Replacement, Div. 15, Lot 6, 8197 Chehalis Road, Elaine Meiers contingent that a 36 inch railing is installed.**
- **C) Motion made by Terry Garrow, seconded by Dawn Baker and carried to approve as submitted Project #2013-49-93, Fence/Flag Pole, Div. 15A, Lot 27, 5501 Coquitlam Drive, Michael Schmidt.**

- **D) Motion made by Richard Baer, seconded by Terry Garrow and carried to approve as submitted Project #2013-50-93, Patio/Pergola Replacement, Div. 11C, Lot 43, 8292 Cowichan Road, Elizabeth Brackett.**
- **E) Motion made by Tom Wright, seconded by Richard Baer, and carried to approve as submitted Project #2013-51-93, Fence, Div. 7, Lot 52, 5848 Salish Road, Mary Kruk.**
- **F) Motion made by Richard Baer, seconded by Paula Rotondi and carried to approve Project #2013-52-93, Fence, Div. 15, Lot 3, 8209 Chehalis Road, Patrick & Cindy Ryan.**
- **G) Motion made by Paula Rotondi, seconded by Dawn Baker and carried to approve as submitted Project #2013-53-93, Tree Removal, Div. 3, Lot 5, 5511 Haida Way, Paul Kenner.**
- **H) Motion made by Tom Wright, seconded by Dawn Baker and carried to approve as submitted, Project #2013-54-93, Deck/Patio/Roof Addition, Div. 8, Lot 1, 8178 Comox Road, Robert Goodman.**
- **I) Motion made by Paula Rotondi, seconded by Bill Knowlton and carried to approve as submitted Project #2013-55-93, Tree Removal, Div. 8, Lot 18, 8141 Comox Road, Richard Green.**

**DISCUSSION:**

- Tom Wright asked if the ACC members could get an identification The office will make some badges with lanyards.
- The board concurred with the ACC on a denied tree removal that was appealed to the board. The board suggested that the owner may want to resubmit the request to the ACC with an offer to replant another tree on the property.
- Ken Hoffer is trying to work with the county on a setback ordinance along Salish Road; the county is saying that there is a 35' setback from Birch Point Road.
- The deck on Salish Road without a railing has been filed with the county and they are working on the situation, but it is low priority.
- Paula Rotondi asked if the office could get an estimate on cleaning tree debris so that the ACC can present it as an option when someone wants to remove a tree due to the mess.
- Tom Wright asked if the board would consider a way to top or remove some of the older and larger trees that could cause damage.
- At the next meeting the ACC will discuss adding some species of pine tree to the list of trees that can be removed without ACC approval.

**ADJOURNMENT:**

- Meeting adjourned at 8:02pm.

*Esther Matter*

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Recording Secretary: Esther Matter