

**REGULAR MEETING OF THE ARCHITECTURAL CONTROL COMMITTEE
BIRCH BAY VILLAGE COMMUNITY CLUB
JANUARY 5, 2016 7:00PM
AT THE CLUBHOUSE, 8181 COWICHAN ROAD**

MINUTES

Call to Order: Chairman Tom Wright, called the meeting to order at 7:00pm.

Roll Call:	Tom Wright, Chairman	Present
	Michael Schmidt	Present
	Bill Knowlton	Present
	Sheryl Jensen	Present
	Peter Hoemberg	Present
	Kathy Green	Present
	Richard Baer	Present
	Dawn Baker, Board Liaison	Present
	Steve Freitas, Operations Manager	Present
	Ken Hoffer, General Manager	Present
	Ann Nydam, Office Assistant	Present (Recording Secretary)

Minutes:

- Motion made by Bill Knowlton, seconded by Richard Baer carried to approve the ACC minutes of December 1, 2015 as written.

Business:

- The Birch Bay Village Board of Directors approved the recommendation from the ACC to allow both Bill Knowlton and Richard Baer to serve another year on the ACC. As the projects lists were lettered incorrectly, Tom suggested beginning with item 'D', which should have been 'A'.
 - **A) Motion made by Peter Hoemberg, seconded by Sheryl Jensen, and carried to deny Project #2016-4-15, Tree Removal, Div. 12D, Lot 18, 5718 Comox Loop, John & M. Sue Foote.** Once house plans are submitted the ACC will reconsider the Tree Removal request.
 - **B) Motion made by Bill Knowlton, seconded by Peter Hoemberg and carried to approve Project #2016-3-15, Fence, Div. 9, Lot 17, 8028 Makah Road, Ralph Falk.**
 - **C) Motion made by Peter Hoemberg, seconded by Bill Knowlton and carried to deny Project #2016-2-15, Shed, Div. 9, Lot 98, 8073 Kispiox Road, Mark Mickle,** project will be reviewed again in February provided the following information is submitted:
 - A survey showing the lot lines as proof that the shed is at least 5 feet from the property line.
 - The pitch of the roof
 - Verification that the exterior will be finished to match the house
 - **D) Motion made by Richard Baer, seconded by Peter Hoemberg and carried to approve Project #2016-1-15, Tree Removal, Div. 12M, Lot 3, 5801 Salish Road, Jeffrey Bjornstad.**

Discussion:

- Are the proposed changes to the ACC project checklists ready to be sent to the Board for approval?

- Motion made by Peter Hoemberg, seconded by Richard Baer and carried for Peter to submit a letter of introduction explaining the proposed changes to the ACC project checklists as well as two (2) samples of the new checklists to the Board of Directors at their next meeting which will be held, January 21st.
 - At the February 2016 ACC meeting members of the ACC were asked to submit their recommendations/guidelines concerning storage/garage type structures larger than 144 square feet.
- Motion made by Bill Knowlton, seconded by Sheryl Jensen and carried to adjourn, meeting adjourned at 8:05 pm.