

**REGULAR MEETING OF THE  
BIRCH BAY VILLAGE COMMUNITY CLUB  
ARCHITECTURAL CONTROL COMMITTEE  
OCTOBER 2, 2012 7:00 PM  
AT THE MAINTENANCE MEETING ROOM  
8201 COWICHAN ROAD  
MINUTES**

**ROLL CALL:**

Ken Woods - Chairman	Present
Shannon Parsons - Vice Chairman	Present
Richard Baer	Excused
Jim Baker	Present
Carl Garlow	Present
Bill Knowlton	Present
Paula Rotondi	Excused
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 7:00pm.

**MINUTES:**

Approval of the regular session minutes of September 4, 2012.

- Motion made by Bill Knowlton, seconded by Jim Baker and carried to accept the regular session minutes of September 4, 2012 with the addition of “last minute touch-ups” under the first bulleted item under “Discussion” as well as the change of “large playground sets” in place of “swing sets” under the last bulleted item under “Discussion”.

**BUSINESS:**

- A) Motion made by Carl Garlow, seconded by Shannon Parsons and carried to approve Project #2012-65-102, Fence/Lake Bank Enhancement, Div. 11, Lot 11, 5370 Nootka Loop, Mike & Rose Kent subject that the lake bank enforcement complies with Appendix A of the AR&Rs (the retaining wall submitted with the project was removed as it did not need ACC approval it is under 2 feet tall per AR&Rs 3.9).
- B) Motion made by Shannon Parsons, seconded by Carl Garlow and carried to approve as submitted Project #2012-66-102, Fence/Concrete Work Replacement, Div. 12, Lot 1, 5751 Nakat Way, Carol Rice.
- C) Motion made by Bill Knowlton, seconded by Carl Garlow and carried to approve Project #2012-67-102, Culvert, Div. 11B, Lot 23, 5492 Salish Road, Betty McKinney subject to approval by the Board of Directors concerning the common property portion of the project.
- D) Motion made by Carl Garlow, seconded by Jim Baker and carried to approve Project #2012-68-102, Stair Replacement, Div. 13, Lot 7, 5492 Sehome Court, Robert & Patricia Simpson (the deck replacement submitted with the project was removed; the plans will be altered and new drawings will be submitted for approval at the later time).
- E) Motion made by Jim Baker, seconded by Shannon Parsons and carried to *deny* Project #2012-69-102, Culvert, Div. 6, Lot 30, 8060 Cowichan Road, Rich &

Mary Santi due to the project being a partial culvert; per AR&Rs 8.1 culverts must be installed along the total length of the lot line.

- F) Motion made by Shannon Parsons, seconded by Bill Knowlton and carried to approve Project #2012-70-102, Garage Addition, Div. 9, Lot 40, 5740 Nakat Way, Jake Eigenbrood subject that the garage is 20 feet long, 9 feet wide, and 11 feet 6 inches tall at the roof peak; is installed at the back of the house behind the current garage; and the siding matches the house (all other specifics per the submitted plans and checklist).

#### **DISCUSSION:**

- Ken Woods brought up the terms expiring in November: Richard Baer, Jim Baker, Carl Garlow, and Shannon Parsons are all ending their first term. Ken Woods is currently on a second term extension. Shannon Parsons will not be running a second term. Jim Baker and Carl Garlow will submit a note for the Board stating that they are both willing to run a second term as long as there are no other interested applicants; Ken Woods will ask for another extension stating similar reasons. Richard Baer will be asked to stay on for a second term during the next ACC meeting.
- The office will look into different ways of getting the word out that volunteers are needed to serve on ACC and other committees.
- Ken Hoffer brought up the status on a few non-compliant structures. Two playground sets built without approval will have some applications for the next ACC meeting; the owner with the archway/trellis being erected on Salish Road was contacted and work has ceased – the owner has agreed to remove the trellis as it is in the 25 foot setback and does not conform to the AR&Rs.
- Shannon Parsons reminded everyone to re-read the AR&Rs 1.3 stating that *all* structures, including replacement projects, need approval by the ACC unless otherwise stated elsewhere in the AR&Rs.

#### **VOLUNTEER TO REPORT AT THE NEXT BOARD MEETING:**

- Ken Woods will give the ACC report at the October Board meeting.

#### **ADJOURNMENT:**

- Motion made by Bill Knowlton, seconded by Carl Garlow and carried to adjourn. Meeting adjourned at 8:05pm.

*Esther Matter*

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Recording Secretary: Esther Matter