

**REGULAR MEETING OF THE  
BIRCH BAY VILLAGE COMMUNITY CLUB  
ARCHITECTURAL CONTROL COMMITTEE  
DECEMBER 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
Michael Schmidt	Present
Tom Wright	Excused
Valery Anderson - BOD Liaison	Present

Also Present: Ken Hoffer, General Manager; Steve Freitas, Operations Manager; Esther Matter, Office Manager (recording secretary).

**CALL TO ORDER:** Ken Woods called the meeting to order at 7:00pm and welcomed Michael Schmidt to the ACC.

**MINUTES:**

Approval of the regular session minutes of November 5, 2013.

- **Motion made by Bill Knowlton, seconded by Terry Garrow and carried to approve the ACC minutes of November 5, 2013 without modification.**

**BUSINESS:**

- **A) By consensus Project #2013-66-123, Tree Removal, Div. 8, Lot 12, 8112 Comox Road, Audrey Boyarchuck (Michael Leach) was stricken/deferred do to improper paperwork: the owners, Michael and/or Janice Leach, did not sign the Tree Removal Request.**
- **B) Motion made by Richard Baer, seconded by Terry Garrow and carried to approve as submitted Project #2013-67-123, Tree Removal/Fence, Div. 8, Lot 9, 8130 Comox Road, Angelo Bonomi.**

**DISCUSSION:**

- **ACC Application:** An application was submitted by Michael Bride requesting to serve on the ACC. There are no vacancies until November 2014 unless someone chooses to resign early.
- **Driveway versus Parking Space:** According to Webster's dictionary the definition of a driveway is a "private road that connects a house, garage or other building with the street" and is therefore different than the parking strips.
  - **By consensus Ken Woods will write a definition for driveways to add to the AR&Rs to clarify 7.2; it will be voted on at the next meeting.**
- **New Chairman:** Ken Woods has been chairman for 2 years and must step-down.
  - **By consensus it was requested that Ken Hoffer ask Tom Wright if he is willing to serve as chair.**

**ADJOURNMENT:**

- **Motion made by Bill Knowlton, seconded by Terry Garrow and carried to adjourn. Meeting adjourned at 7:35pm.**

*Esther Matter*

Recording Secretary: Esther Matter

**EM: 12/04/13**

**DRAFT**