

**REGULAR MEETING OF THE ARCHITECTURAL CONTROL COMMITTEE
BIRCH BAY VILLAGE COMMUNITY CLUB
JUNE 7, 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	Absent
	Bill Knowlton	Present
	Sheryl Jensen	Present
	Kathy Green	Excused
	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:

- Tom Wright requested the minutes of May 3, 2016 be amended to show that he had not recused himself, but had excused himself to take a phone call.
- Motion made by Bill Knowlton, seconded by Richard Baer carried to approve the ACC minutes of May 3, 2016 as amended.

Business:

- **A)** Motion made by Sheryl Jensen, seconded by Richard Baer and carried to approve Project #2016-37-67, Deck, Div. 14, Lot 7, 8200 Sehome Road, David & Beverly Kinsfather.
- **B)** Motion made by Bill Knowlton, seconded by Richard Baer and carried to approve Project #2016-38-67, Multiple Projects (), Div. 9, Lot 88, 8115 Kispiox Road, Richard Andrews contingent upon a story pole is marked on the plans and the gravel driveway on Skeena must have a paved apron.
- **C)** Motion made by Richard Baer, seconded by Sheryl Jensen and carried to approve Project #2016-39-67, Tree Removal, Div. 12, Lot 19, 8064 Quinault Road, Jean McGoey.
- **D)** Motion made by Bill Knowlton, seconded by Richard Baer and carried to approve Project #2016-40-67, New Home Construction, Div. 9, Lot 20, 8040 Makah Road, Soren & Sheryl Jensen. Sheryl Jensen recused herself from voting.
- **E)** Motion made by Bill Knowlton, seconded Richard Baer and carried to approve Project #2016-41-67, Div. 12M, Lot 10, 8235 Salish Lane, Ted & Hilda Huizenga.
- **F)** Motion made by Richard Baer, seconded by Bill Knowlton and carried to deny Project #2016-42-67, Remodel, Div. 12, Lot 39, 8085 Kayak Way, Carl Gustafson (Kayly Hoyer, Agent) The trees that are to be removed need to be marked on the plans, the property was not staked and there cannot be a full kitchen in the proposed addition.
- **G)** Motion made by Sheryl Jensen, seconded by Bill Knowlton and carried to deny Project #2016-43-67, Div. 12C, Lot 46, 8138 Kitimat Way, Sunburst LLC/M.A.L. Construction. Clarification is needed regarding the 3 planes on the plans. Also the

numbers concerning impervious are incorrect on the application. Resubmit at next meeting.

- H.) Motion made by Richard Baer, seconded by Bill Knowlton and carried to approve Project #2016-44-67, Fence/Shed, Div. 11C, Lot 11, 8261 Cowichan Road, Billy Brown.
- I) Motion made by Bill Knowlton, seconded by Richard Baer and carried to approve Project #2016-45-67, Div. 11C, Lot 33, 8244 Cowichan Road, Michael LaCasse, contingent upon the tree is replaced with another tree a minimum of 6 feet in height.
- J) Motion made by Bill Knowlton, seconded by Sheryl Jensen and carried to approve Project #2016-46-67, Shed, Div. 14, Lot 9, 8192 Sehome Road, Cherrie Bippley, contingent upon Steve verifying the setback for the shed.
- K) Motion made by Richard Baer, seconded by Bill Knowlton and carried to approve Project #2016-47-67, Fence, Div. 10A, Lot 16, 8024 Chinook Way, Christopher Henry contingent upon Mr Henry providing the BBV office with framing details for the fence.

Discussion:

- Jim Lockie asked at what point in a remodel does the ACC require catch basins/culverts. In answer to his question Sheryl read AR&R's 8.1. 8.1 *A culvert with a catch basin(s) is required for all new homes or exterior renovations to existing homes, and new or replacement manufactured/mobile home installation. The culvert must be installed along the entire lot line(s) adjacent to any BBVCC street. Partial culvert installation along a section of a lot line is not allowed. The culvert and its catch basin(s) location shall be shown on the site plan.*
- Jim also thinks a representative for people building new homes should attend ACC meetings to answer any questions the committee might have about the project.
- Jim also suggested the BBV office should create a policy with regards to tree trimming, submit it to the ACC for approval and then to the BOD. Ken & Steve are currently gathering information from other HOA's with regards to tree trimming.
- The BOD wants the ACC to think about gardens on vacant lots, should there be additional verbiage about non-permanent plants? After discussion the suggestion was withdrawn.
- Tom asked if the height of new homes was being checked. He was told that Steve checks the height of the house throughout its building process.
- Ken Woods is creating CURE notices for the ACC to review, possibly use them with Stop Work Orders.
- A BBV resident would like to have 'library boxes' placed in different areas around the Village, mainly with children's reading material in them. The boxes would need ACC approval if they are not attached to a public structure. Possibly use old newspaper racks.
- Ken will create an informational flyer to be given to contractors working in BBV, regarding the speed limit and quiet times.
- There were 2 letters of interest to be on the ACC, the applicants will be invited to the next ACC meeting so they can answer questions before the ACC will make a recommendation to the BOD.
- Motion made by Bill Knowlton, seconded by Sheryl Jensen and carried to adjourn, meeting adjourned at 8:05 pm.