

Architectural Standards Committee Meeting
In Person/Teleconference
Minutes for May 3, 2023

Members Present: Rod Whitten (Chair), Debi Phelps

Alternates Present: Joe Veni

TDA Staff Present: Lisa Purchard, Mike Carr

Others Present: Courtney Murrell (Board Liaison), Steven and Julie Seabourne, Jin and Jing Huang (via ZOOM), Kristen Mansel

Meeting called to order: 9:00 am

Member Comments: None.

CONSENT CALENDAR

Discussion/Action Item: APPROVAL OF APRIL 19, 2023, ASC MEETING MINUTES

- The committee reviewed the minutes from the April 19, 2023, ASC meeting. Rod Whitten moved to approve the meeting minutes as drafted. Debi Phelps seconded the motion (Passed 3:0 Whitten, Phelps, Veni)

SUBMITTALS & HEARING:

Unit 03, Lot 327

ASC NEW BUSINESS:

Discussion/Action Item: Proposed mismatched roof on one townhome unit at 12719 Northwoods.

- Staff discussed the history of the committee requiring congruency of exterior materials on all units on a multifamily lot.
- The committee reviewed the homeowner's proposed roof change from comp to metal given the damage to her unit not only this winter, but also previous winters.

Owner consulted with a local roofer, who felt that a metal roof was needed to prevent the interior water damage from ice dams.

- Owner provided photos of the existing shingles that was on the ground showing the colors of the metal roof. Committee agreed the color was a close match.
- The committee reviewed the letter from the other 2 units in the applicant's HOA giving their approval for the change.
- The committee reviewed photos of the damage to the applicant's unit.
- The owner advised of the non-uniform changes to the 3 units on this lot and on other multifamily lots.
- The committee responded that they have allowed minor inconsistent changes between units such as windows in the past but not a major inconsistency change such as a roof, and that ASC rules allow for such decisions by the committee.
- Staff reminded the committee that there is nothing in the ASC rules nor in the C&Rs requiring the committee to either grant or deny such a request.
- Rod Whitten moved to approve the proposed roof change on unit 1 from comp to metal, with the caveat that the other 2 units apply for a permit to change their roof at the same time, with the committee holding this work in abeyance pending any future roof work at which time all 3 roofs on the lot would need to match. Debi Phelps and Joe Veni voted against the motion. Motion failed to pass.
- Debi Phelps moved to approve the request to change out the roof on unit 1 from comp to metal. Joe Veni seconded the motion. (Passed 3:0 Whitten, Phelps, Veni)
- The committee stated the owner may appeal any decision to the Board of Directors.

- Action 3:0 (Whitten, Phelps, Veni) The committee agreed to allow staff to approve the applicant's maintenance permit application to change the roof on unit 1 from comp to metal.

Discussion/Action Item: Storm damage update for committee, member communication and internal ops.

- Staff explained the impact of this winter on open construction projects and the need to accommodate project owners who require more time to complete construction due to weather delays, and who require expedited review for projects resulting from winter damage.
- Staff outlined a new plan for weather-related accommodations which includes granting an additional 6 months to existing open permits with an expiration within 4 months of April 2023 for Minor and Maintenance permits and to projects that expire within 1 year of April 2023 for major permits
- The committee agreed that the proposed accommodations by the ASO were fair and reasonable.

No action.

Discussion/Action Item: Roof shedding discussion memo by ASC chair.

- The ASC chair explained the difference between shedding and non-shedding roofs, as an important component in the committee’s review of proposed roof eaves into side setbacks.
- The committee discussed the possibility of drafting a future policy for allowing roof eave projections into side setbacks, which will need to be reviewed and approved by the Board of Directors. The committee noted that the exception policy is also used to allow items like parking turn around spaces or walkways with in the 5 to 10 foot area of the side setback.
- Rod Whitten moved for staff to work on a policy for allowing roof eave projections into side setbacks with the language for shedding and non-shedding roofs included in the policy. Joe Veni seconded the motion. (Passed 3:0 Whitten, Phelps, Veni)

Rod Whitten moved to adjourn. Debi Phelps seconded the motion. (Passed 3:0 Whitten, Phelps, Veni)

Meeting Adjourned at 12:41 PM. The next meeting is scheduled for May 17, 2023, at 9:00 AM, via teleconference and in person in the Meadow Room at Northwoods Clubhouse.

ASC Minutes Approved by Committee Chair:

_____/_____
Rod Whitten Date