

TWNA Design Review Committee MINUTES May 14, 2013

Members present:

Dave Watson
Leslie Davis
Mary Gervais
Bob Christie
Sandy Hahn

Introduction of new members

Drew Kosmowski (absent)

Chris Egan (absent)

Leslie Davis

Bob Christie

existing members

Mary Gervais

Dave Watson

Lori Kaczka (absent)

Sandy Hahn (retiring)

David O'Neil (absent)

APPLICATIONS REVIEW

Willoughby & Kristin Rothrock 10 Paradise Green Fence As the Rothrocks have not sought TOB approval / variance for fence section within town easement, their application was unanimously approved (5 yes votes of members present) contingent on two things:

1. Town of Breckenridge approval
2. That the height of the fence attaching to the front plane of the house is no more than 36", and that heights of other fence sections comply with DRC standards for fences

Dave and Brenda Leffler 23 Huckleberry Green House & Garage Painting These neighbors have requested that the Board of Directors review their application (color has been previously approved for 39 Wolffe Lyon)

Aaron and Erika Kaltenbach 4 Raindrop Green Garage

Concerns were expressed regarding the aesthetics of the offcenter/assymetrical garage door placement. There were 2 NO votes and 3 YES votes, thus UNDECIDED.. The rest of the DRC members will be asked to weigh in by email. A suggestion to improve palatability was to reverse the placement of the garage-door face so the extra space on the side would be distal in view from the street.

INCOMPLETE APPLICATIONS

Nick Truitt 63 Cedar Green Attic window: Sandy will notify him via email of the DRC meeting schedule

REVIEW OF MEETING SCHEDULE The following meeting schedule was confirmed by the 5 members present:

Application Deadline

Friday, May 17, 2013
Friday, June 07, 2013
Friday, June 28, 2013
Friday, July 19,2013
Friday, August 09, 2013
Friday, August 30, 2013
Friday, September 20 2013
Friday, October 11,2013

Design Review Committee

Tuesday, May 28, 2013
Tuesday, June 18, 2013
Tuesday, July 09, 2013
Tuesday, July 30, 2013
Tuesday, August 20, 2013
Tuesday, September 10, 2013
Tuesday, October 01, 2013
Tuesday, October 22, 2013

DRC GUIDELINES beyond Declarations

As the DRC reorganizes question arise as to whether the DRC should have bylaws or guidelines. Per Jennifer the following guidelines and traditions exist:

- Membership: Minimum 3, maximum 7; must be approved by BOD
- Meeting frequency: every 3 weeks when applications exist May-Oct
- Approval is by majority of sitting committee; quorum is 4 with 6-7 members
- Response time to proposal within 60 days

Jennifer will ask the BOD to formalize the above.

There are no role delineations or job descriptions or means specified for filling roles. Clearly a **chair person** and possibly **co-chair or vice chair** is needed to conduct meetings and coordinates votes, approvals and overall committee functioning.

A **secretary** is needed to record minutes and submit them to the TWNA administrator within 2 days so approval notifications can be sent in a timely fashion.

A **historian** has been utilized in the past to archive applications, approval letters, minutes, etc. Supply expenses have traditionally been reimbursed by the BOD upon submission of receipts.

In defining DRC roles/offices a tenure of office should be specified along with the job description.

2013 DISTRIBUTION OF DUTIES

Selection of chair person (and possibly co-chair or vice chair to act in chair's absence) is deferred until next meeting to give all members a chance to consider the role. Bob Christie stated he prefers someone more experienced assume the role, but he may be a willing candidate.

Secretary These duties will be assumed by Leslie Davis. Provision is needed for minutes in her absence—perhaps a volunteer member who is present at the meeting?

Hard copy record-keeper to be determined at next meeting.

Google groups ownership It was proposed that we ask Jennifer to assume ownership and maintenance of the Google groups site for the DRC business. In the past the DRC chair and computer guru has done this.

OLD BUSINESS FROM 2012

Streamline and update fence standards: Mary will follow up with the BOD regarding the need to delete the standard regarding picket style matching, and adding our requirement for neighbor's signature when a fence encroaches an easement.

DRC decisions appealed to the BOD: DRC members would like to be informed when their decision has been appealed so they can be present when the decision is reviewed by the board.

DRC visits to applicant's project sites: Those of us present agreed that when it is necessary to view an applicant's property for decision-making, we would do that as a group in the first part of our meeting. Ideally the home owner would be available to ask and answer questions.

Next meeting on May 17, 2013, will be at Mary Gervais' home at 67 Rodeo

