**Architectural Committee Meeting Minutes-Revised – January 16, 2014**

**8:00 A.M. BSOA Conference Room – 145 Center Lane Unit J. Big Sky, Montana 59716**

**BSAC and Staff in Attendance Guests in Attendance**

Brian Wheeler, Chair Linda Campbell, Owner (phone)

Stacy Ossorio Fred Quirsfeld, Owner (phone)

John Loomis

Kenny Holtz

Trever McSpadden

Suzan Scott

Janet Storey

Dawn Smith

**1. Membership Forum –** None

**2.**  **Call to Order –** Brain Wheeler called the meeting to order at 8:00am.

**3. Minor Alteration Review**

**a** BSOA #02719 Quirsfeld/Campbell – Sign Installations

Legal Description: Lot 19 Block C Aspen Grove Street Address: 447 Nordic Lane

Staff presented the application for installation of two address signs on the subject property. It was noted that there were no unfavorable comments received in regard to the project. Staff explained that the signs were installed in October by a local landscape company and the owners were not aware that approval was required prior to construction. Staff informed the BSAC that exceptions were needed for both height and sign area as constructed and installed:

Pine Cone Terrace Sign

* Increase in sign surface area from 2 square feet to a cumulative total of 5.5 square feet.
* Increase in allowable height from 5 feet to 6 feet 8 inches.

Nordic Lane Sign

* Increase in sign surface area from 2 square feet to 3 square feet
* Increase in allowable height from 5 feet to 5 feet 10 inches.

Staff also addressed that fact the Nordic Lane sign was installed in the road right of way and the Pine Cone Terrace sign appeared to be close to the right of way.

The applicant spoke in regard to the project and the challenges with the address not matching the location of the driveway. They also addressed the need for exceptions for both design aesthetics and visibility.

BSAC moved to comments. John Loomis commented that the signs were tasteful and would defer to the neighbors; since no comments were received he had no objections. Kenny Holtz commented that the signs fit the style of the neighborhood and the scale was appropriate in that particular neighborhood. Suzan Scott discussed the perspective of the BSOA’s responsibility if the signs were located in the ROW. The BSAC agreed that the applicant runs the risk of damage from snowplow and/or utility work if the signs are in fact in the ROW. Trever McSpadden made a motion to approve the signs with the exceptions to the Design Regulations standards noting that only the dimensions are being given an exception. The motion was seconded by John Loomis. Motion passed unanimously.

**5. Staff Report**

1. **Neighbor Notification Process & HCR Condition –**

BSAC discussed whether the condition of verification of neighbor notification’ in the HCR approval had been satisfied. Staff stated that Hammond Property Management, Scott Hammond Owner, had been contacted and in regard to the project and staff had met with Scott individually and jointly with Alan Hassman, Crail Ranch HOA Board President. At meeting time no comments had been received in regard to the project. The BSAC agreed that the condition has been satisfied and staff would proceed with issuing an approval letter.

Staff presented the current procedure language for neighbor notification including minutes from the meeting wherein the procedures were reviewed and approved. Stacy Ossorio stated that her choice is to have certified mail to Condominium HOA but not to single family owners. Trever McSpadden stated he felt certified mail should be sent to everyone or no one. Stacy Ossorio stated that her choice was to notify all owners of an Association but as we have currently adopted a policy of only sending notices to the Condominium HOA President and HOA Property Manger those notices should be sent by certified mail. After discussion the BSAC decided that neighbor notification for single family residents would be via delivery receipt mail and in the case of a condominium the notification would be certified mail. It was also agreed that if a project were denied that any new application would invoke a new notification.

1. **Performance Deposit Tracking Sheets**

**Baltic Partial Release Request –** Staff presented the request for partial release of the construction performance deposit less $500 for finishing the exterior staining/painting. Staff also presented photos of the project. After discussion Kenny Holtz made a motion to refund $7,500 and retain $2,500, John Loomis seconded the motion. The motion passed unanimously.

**Holder** - Staff informed the BSAC that the applicant had requested a refund of the construction performance deposit. Staff presented photos of the project. The BSAC felt that refund was appropriate.

1. **Covenant Compliance Tracking Sheet -** BSAC discussed the additions to the tracking sheet.
2. **Meeting Minutes December 19,2013 BSAC Meeting Minutes –** Kenny Holtz made a motion to approve the December 19, 2013 BSAC meeting minutes, Trever McSpadden seconded the motion. Motion carried unanimously.

**6.** **Adjourn –** Kenny Holtz made a motion to adjourn the meeting of the BSAC at 9:34a.m., Trever McSpadden seconded the motion. Motion carried unanimously.

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Brian Wheeler, Committee Chair