

Normandy Park Riviera Section Community Club Annual Meeting Minutes

November 9, 2020

I. Call to Order & Welcome

Ron Ebbers called to order the Normandy Park Riviera Section Community Club (NPRSCC) Annual Meeting at approximately 7:40 PM on November 9th, 2020 on a virtual Zoom meeting.

Ron started the meeting by introducing the Board of Trustees (the Board): Ron Ebbers, Quyen Nguyen, Susan Fitzpatrick, Trey Danna, and John Leatherwood.

Ron provided a brief history of NPRSCC and an overview of Board architectural review responsibilities.

II. Agenda Review

Ron displayed a copy and verbally reviewed the Agenda. There were no requested amendments.

III. Reading of 2019 Annual Meeting Minutes

John Leatherwood read the summarized minutes from the prior Annual Meeting (November 11, 2019, copy available on **NPRSCC.org** website).

No amendments or corrections were requested and minutes were accepted as read.

IV. Officers' Reports

A. Treasurer's Report

Beginning balance as of Sep. 11, 2019	\$4,631.12
Receipts:	
1. Application fees since last annual meeting: (8 actions)	800.00
2. Donations (\$30.00; kept as petty cash)	
	800.00
Expenditures:	
1. State non-profit report 2019	10.00
2020	10.00
2. Printer ink	93.48
3. Postcard printing, postage, and	
Zoom subscription (for virtual meetings)	385.03
	498.51
Bank balance as of Nov. 9, 2020	<u>\$4,932.61</u>

No questions or corrections were submitted and the Treasurer's Report was accepted as read.

B. President's Report

1. Action Items

There were ten action items addressed by the Board this period. Treasurer reported 8 new applications with fees paid. One additional action item was a second look at an existing job, paid in the previous year, and one resident inquiry that the Board decided would not require an application.

- a. **Baisch - 17950 Normandy Terrace** (Blk 19 Lot 18) – Garden shed addition inside of the setbacks; approved Feb 8th
- b. **Rorabaugh - 801 SW Normandy Terrace** (Blk 1 Lot 12 & 13) – New garage addition within setbacks; approved Feb. 12th
- c. **Sharp - 18705 Edgecliff Drive** (Blk 5 Lot 25) – Remodel within existing footprint; approved March 7th
- d. **Spruill - Edgecliff Drive** (Blk 14 Lot 30) - New house; no assigned setbacks, but Board approved design based on neighboring lots; March 14th
- e. **17901 Riviera Place** - Inquiry for re-landscaping. No Board approval needed
- f. **Pham - 1023 Shoremont Avenue** (Blk 2 Lot 16) - Guesthouse addition to structure, still within assigned setbacks. The owner informed of a short-term rental ordinance by the city; approved July 31st
- g. **Brotherton - 18963 8th Avenue** (Blk 9 Lot 8) – New kitchen addition to the rear of the house that did not violate setbacks; approved August 3rd
- h. **Nelson-Benway - 18951 Edgecliff Drive** (Blk 15 Lot 1) – Addition to garage existing garage but did not extend into setbacks; approved August 31st
- i. **Anucinski - 1104 Riviera Place** (8. Blk 3 Lot 11) – New deck/replacement deck. Approved August 29th
- j. **DiPietro - 18130 Norm Terrace** (Blk 4 Lot 27) – Demolish existing structure and build a new larger house. The applicant asked for a variance on the south and north boundaries but was rejected by affected neighbors. The applicant is currently redrawing plans to conform to assigned setbacks.

There are two new actions recently raised that will be included in next year's list of actions. Both are home remodeling projects that do not change the footprint of the current structures so should not be an issue.

2. Questions

a. What are the parameters guiding the Board in construction projects?

The resident raising the question has a single-story house with a neighbor proposing to build a three-story structure up to the edge of the seven-foot setback which could over-shadow their home.

- For new construction, the Board's authority is limited to setbacks. Properties along the area in question are typically 7-feet on one side and 20-feet on the other to create view-corridors for the houses behind. The City enforces a minimum of five-feet on the sides, but Riviera Section homes are to conform to the spacing as defined in the Declaration of Reservations and Protective Restrictions (Covenants) or as established by the Board where none are pre-defined.
- Height restrictions are not within the authority of the Board. However, the City does have limits of 25 feet on the flat; if on a slope, the limit is 35 feet. One level of the new structure is understood to be a basement.

- For considerations under the City’s construction authority, the City Planner may be able to advise as to their intentions for this specific project.

b. Are there any considerations for the preservation of homes based on the historical representation of period design?

- Ron acknowledged that there has not been any discussion regarding historical preservation and the Board has no explicit authority here. To our knowledge, the City has not either.
- The City Planner may be a good starting point to initiate preservation considerations.

3. Other Business

The Board is working on clarifying architectural diagramming requirements for projects submitted for Board approval.

- The Covenants specify that plans for new construction of homes or garages must be prepared by a licensed architect. This would not change for new construction or total replacement. However, in an attempt to be more flexible in the design/planning requirements relative to the complexity of projects, the Board is working on new guidelines.

V. Election of Board Officers

The Riviera Section By-Laws establish that Board Trustees are elected for a term of three years.

John Leatherwood’s term is at an end but has agreed to serve another term.

Ron called for nominations. John was nominated and seconded. No other individuals were nominated. Attending residents voted in favor of John serving another term.

VI. Informational

The City is near the time to present final plans for the new Civic Center. City Scene magazine includes some related information. This is an opportunity for residents to participate in feedback to the City.

VII. Adjourn

With no additional business, Ron expressed appreciation for all the residents attending this year’s virtual meeting and adjourned the meeting at approximately 8:15 pm