

# Architectural Review Town Hall Summary

March 31, 2026

**Hosted by:** Kay Lucas, HOA Secretary, and Tim Wellman, Director of Policy and Compliance

This was a community virtual Zoom meeting with 64-128 people attending. The Zoom recording is available at this link:

<https://us06web.zoom.us/rec/share/UJixknayW0q1yJ2bPZE5VEkSOjgsENyjPjhY4yst-cmrfWhszXkq-WhExXosCbbj.5HID0p3suC2T1OEK>

Passcode: %83pF8c.

An Architectural Review Town Hall meeting was held beginning shortly after 6:00 PM. The session followed a Q&A format, with pre-submitted and live questions addressed after an overview of the architectural review process. The recording (above) and this summary are being made available for owners.

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## Overview of the Architectural Review Process

The architectural review process is required under the community's covenants and design guidelines. Approval is required for:

- New home construction
- Major modifications
- Significant exterior changes

Routine maintenance—such as painting, landscaping, and minor repairs—does not require approval.

Applications are submitted via the designated HOA email, [build@chinquapinowners.com](mailto:build@chinquapinowners.com), and all guidelines are available on the community website under HOA Documents.

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## Key Topics and Updates

### 1. Tree Removal and Site Clearing

- Tree surveys are reviewed to ensure selective clearing and thinning, not clear-cutting.
  - Tree topping is treated the same as tree removal under updated guidelines.
  - Use of tools like drone analysis was discussed to balance view preservation with tree retention.
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## **2. Exterior Lighting Standards**

- Lighting must be downward-facing and shielded.
  - No visible light sources, glare, or spillover onto neighboring properties is permitted.
  - Uplighting is prohibited.
  - Some projects have been approved with deferred lighting compliance pending fixture updates.
  - Low-voltage lighting is permitted when compliant with downlighting requirements and soft white color temperature.
  - Future guidance may include examples of compliant fixtures and possible motion-based lighting recommendations.
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## **3. Building Materials and Design Standards**

- Exterior colors must align with a natural palette that blends with the mountain environment.
  - Roofing materials allowed include:
    - Cedar shakes and shingles
    - Natural slate
    - Composite materials
    - Architectural shingles
  - Metal roofing is limited to accent use due to reflectivity.
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## **4. Fencing Guidelines**

- Fencing should complement the home and landscape.
  - Full lot enclosures are not supported.
  - Recommended styles include split rail or locust post rail with appropriate backing where needed.
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## **5. Governance and Appeals Process**

- A multi-level review and appeal structure is in place:
    1. Architectural Review Committee
    2. Policy and Compliance Committee
    3. Full Board (final appeal)
  - The Board is evaluating the potential use of independent architectural consultants to improve consistency and transparency.
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## **6. Application Process and Common Issues**

- Many submissions are incomplete (e.g., missing roof pitch or material details), but these are typically resolved through follow-up.
  - The review process includes multiple reviewers and a structured voting system.
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## **7. Fee Structure and Enforcement**

- Review fees now include a sliding scale for smaller projects.
  - Non-compliance fines include:
    - \$25,000 for bypassing the review process
    - \$500 per inch for tree damage
    - \$5,000 for unauthorized debris dumping
  - Fine amounts are established by Board vote and documented in the design guidelines.
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## **8. Community Concerns and Approach**

- Feedback from residents focused on tree removal, lighting, and materials.
  - The Board emphasized education as the first step in addressing existing non-compliance (e.g., excessive lighting), with enforcement as a secondary measure.
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## **Additional Notes**

- There is no official list of approved builders.
- Architectural consultant hiring is under consideration, though no timeline is currently available.