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|--------------|--|--|-----------------------|----------------------------|------------|
| <b>7.3.</b>  | 2102-1   | Drainage   | 8308 Regalia Ct       | Tim & Mary Glynn           | Dembrosky  |
|              | Kim motioned to approve. Scott seconded. 6/0   |  |                       |                            |            |
| <b>7.4.</b>  | 2014-1   | Patio  | 8319 Sterling Cove Pl | Jim & Jill Donnelly        | Dembrosky  |
|              | Assigned with 2027-1. Kim motioned to approve. Scott seconded. 6/0   |  |                       |                            |            |
| <b>7.5.</b>  | 2018-1   | Deck   | 11807 Amara Dr        | Ashley & Kyle Mills        | Dembrosky  |
|              | Homeowner cancelled project.   |  |                       |                            |            |
| <b>7.6.</b>  | 2019-1   | Tree Removal   | 10607 MacAndrew Ln    | Richard White              | Birmingham |
|              | Scott motioned to approve. Michelle 2nd. 6/0   |  |                       |                            |            |
| <b>7.7.</b>  | 2027-1   | Generator  | 8319 Sterling Cove Pl | Jim & Jill Donnelly        | Dembrosky  |
|              | Assigned with 2014-1. Kim motioned to approve. Scott seconded. 6/0   |  |                       |                            |            |
| <b>7.8.</b>  | 2034-1   | Shed   | 7501 Dunollie Dr      | Richard Potter             | Clark      |
|              | Michelle motioned to cancel & let the homeowner know that the approval has expired. Kim seconded. 6/0  |  |                       |                            |            |
| <b>7.9.</b>  | 2114-1   | Walkway  | 11009 Aldera Ct       | Dave & Carol Fordham       | Dembrosky  |
|              | Kim motioned to approve. Scott seconded. 6/0   |  |                       |                            |            |
| <b>7.10.</b> | 1983-1   | Tree Removal   | 11000 Thetis Pl       | Timothy & Takia Jones      | Dickerson  |
|              | Jason motioned to approve. Michelle seconded. 6/0  |  |                       |                            |            |
| <b>7.11.</b> | 1985-1   | Florida Room   | 11000 Thetis Pl       | Timothy & Takia Jones      | Dickerson  |
|              | Jason motioned to approve. Michelle seconded. 6/0  |  |                       |                            |            |
| <b>7.12.</b> | 2006-1   | Generator  | 11000 Thetis Pl       | Timothy & Takia Jones      | Dickerson  |
|              | Jason motions to approve. Michelle seconded. 6/0   |  |                       |                            |            |
| <b>7.13.</b> | 2030-1   | Patio  | 11000 Thetis Pl       | Timothy & Takia Jones      | Dickerson  |
|              | Jason motoned to grant a 3 month extension. Michelle seconded. 6/0   |  |                       |                            |            |
| <b>7.14.</b> | 2032-1   | Window Change  | 8430 Kintail Dr       | Derrek & Katheryn Belanger | J. Jackson |
|              | More time granted  |  |                       |                            |            |
| <b>7.15.</b> | 2041-1,2,3   | Tree Removal,<br>Pave Driveway, Siding / Trim / Shutters | 8637 Finstown Ln      | LeQuan & Nelda Hylton      | Birmingham |
|              | Assigned with 2047-1. Scott motioned to approve. Michelle seconded. 6/0  |  |                       |                            |            |
| <b>7.16.</b> | 2047-1   | Landscaping  | 8637 Finstown Ln      | LeQuan & Nelda Hylton      | Birmingham |
|              | Assigned 2041-1,2,3. Scott motioned to approve. Michelle seconded. 6/0   |  |                       |                            |            |
| <b>7.17.</b> | 2106-1   | Grading & Sod  | 12700 Dunrobin Ct     | Robert Chapman             | Dembrosky  |
|              | Kim motioned to approve. Connie seconded. 6/0  |  |                       |                            |            |
| <b>8.</b>    | New Finals to Assign:  |  |                       |                            |            |
| <b>8.1.</b>  | 1981-1   | Patio  | 8315 Regalia Ct       | Shannon & Topher Buskirk   | J. Jackson |
| <b>8.2.</b>  | 2029-1   | Tree Removal   | 8208 Macandrew Ct     | Michael Dudley             | J. Jackson |
| <b>8.3.</b>  | 2033-1   | Fence  | 11913 Amara Dr        | Manuel & Tina Olguin       | J. Jackson |
| <b>8.4.</b>  | 2042-1   | Fence  | 8119 Fedora Dr        | Brian & Desirae Feldhauser | Williams   |
| <b>8.5.</b>  | 2045-1,2   | Pool, Fence  | 8118 Galatea Pl       | Angela N Sharp             | Clark      |
| <b>8.6.</b>  | 2046-1,2   | Pool, Patio  | 8107 Fedora Dr        | Sean Tuck                  | Williams   |
| <b>8.7.</b>  | 2048-1,2   | Exterior Painting,<br>Storm Door                         | 11012 Aldera Pl       | Kawaan Carter Sr           | Clark      |
| <b>8.8.</b>  | 2052-1   | Retaining Wall   | 8001 Erinton Dr       | Casey & Arlene Green       | Birmingham |
| <b>8.9.</b>  | 2053-1   | Shed   | 8160 Fedora Dr        | Dale & LeRoy Mason         | Williams   |
| <b>9.</b>    | Other Old Business:  |  |                       |                            |            |
| <b>9.1.</b>  | 1893-1   | Pool   | 11418 Braidstone Ln   | Karen Verdisco             |            |
|              | During the 11/3/21 meeting ARC assigned Kim for another site visit as it appeared placement was different than expected.   |  |                       |                            |            |
|              | Update: ARC previously approved a modification to the project to move the pool placement and add a retaining wall at the rear of the driveway on 4/22/21. Reassignment to Kim (from previously meeting) canceled; no site visit needed at this time. |  |                       |                            |            |
| <b>10.</b>   | Other New Business:  |  |                       |                            |            |

**10.1.** Annual review of Architectural Regulations & Guidelines.

**10.1.1.** For review attached:

**10.1.1.1.** Edits to Appendix B. Application Form - the committee was happy with the proposed edits; will vote to approve as a package at a future meeting.

**10.1.1.2.** Edits to A7 Decks

**10.1.1.3.** Edits to A15 Gazebos and Pavilions

**10.1.1.4.** Edits to A29 Retaining Walls - the committee was happy with the proposed edits; will vote to approve as a package at a future meeting.

**10.1.2.** On the To-Do List

**10.1.2.1.** Review of Covenants to ensure the ARC Regulations match and are inclusive.

**11.** Member Voice: none

**12.** Adjournment: 7:53 p.m.

**13.** Next Meeting: December 8, 2021 at 6:30 pm @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highland Glen Dr.

Minutes respectfully submitted by: Marlene Rockwell

# Proposed edits in blue

Project # \_\_\_\_\_

## Appendix B. Application Form

Complete the following application for review of proposed property improvements. Applicant is responsible for obtaining appropriate data/drawings and delivery of all documents to the ARC.

This Application must be signed.

**Submission Deadline: 48 hrs prior to scheduled meeting.**

Date of Application: \_\_\_\_\_ Application Received by ARC: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Property location, (If different from mailing address):

\_\_\_\_\_

Applicant's Contact Info

(Cell)

Applicant's Contact Info

(Office)

(Home)

(Email)

Description of request: One (1) application needed for each work project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach the following information to this application and email or hand carry and deposit it into the designated **ARC lock box** located at the front of the Sales Office on 8400 Highland Glen Drive, Chesterfield, VA 23838. **Do not mail applications to this address.** Applications with required documentation must be emailed to both the ARC Chairman and ARC Vice Chairman. Names and email addresses are located on the Highlands website, [www.highlandsca.com](http://www.highlandsca.com), under contact information.

1. Land surveyor plot plan marked by homeowner, containing the requirements for an "acceptable plot plan" as defined in Appendix A, when required.
2. Complete description (photos/drawings) as to construction design, materials (types and sizes),

and color/finish. (Required with all applications).

- ~~3.~~ Floor plan, elevation and section drawing (*i.e.*, footings) – Required with all requests to construct an addition to a home, shed or any type of outbuilding.
- ~~4.~~ Applicant must abide by all Chesterfield County Codes and Regulations. Copy of any applicable Chesterfield County Building Permits is required with all requests. (Copy of permit can be sent to the ARC after conditional approval of the project but must be submitted prior to commencing construction).
- ~~5.3.~~ Proof of approved final County inspection is required at the final project review.

I do, by my signature understand and agree to the following (A, B, and C):

- A. That the Homeowners Community Association reserves the right to require removal or repair of the modification at my own expense if:
  - The modification is not constructed or installed as per the approved specifications submitted with this form.
  - The modification is not constructed or installed as per the mailed approval letter noting contingencies with approval.
  - The modification is not complete as approved and abandoned as an unfinished project.
  - The modification is not maintained in a safe condition; or the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.
- B. I certify that I have read and agree to follow the Highlands Covenants and Restrictions pertaining to architectural control and review.
- C. Architectural Rreview and Aapproval Process: (select one)

I grant the Architectural Rreview Committee or HCA permission to enter my property, to review proposed modifications on the site locations, 6-month final inspection (after the completion of the project) as well as any discrepancies that could arise relating to the completed project.

\_\_\_\_\_ Permission by appointment only

\_\_\_\_\_ Permission without appointment between the hours of 8 am and 8 pm.

PLEASE NOTE ANY CONCERNS SUCH AS “BEWARE OF DOG”

Applicant’s Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

## Proposed edits in blue

### **A7. Deck, Deck Extensions, and Docks**

Detailed drawings, product data, detailed plans, and land surveyor plot plan marked with project location by homeowner must accompany the Application for ARC approval.

A7.1 All new decks, extensions, and modifications are subject to approval of the ARC with major focus on compatibility with the existing deck, house, and visibility from the street, golf course or lake. Decks must be installed with 4"x 4" or 6" x 6" post supports or brick columns on a concrete pad/foundation and located behind the rear plane of the house.

A7.2 Decks may remain unfinished, however staining and painting is acceptable.

A7.3 Decks facing the golf course, lake or major streets must be on brick piers and framed with lattice between the piers. All decks with ground clearance of 6' or less shall have appropriate screening around the perimeter. Exceptions are homes with rear basement door/windows.

A7.4 Decks that are to be totally enclosed must meet the requirements of Additions, Section A2.

A7.5 Deck railings are to meet the requirements of Fences, Section A11, for materials and 15% open area. Decks cannot have rails taller than 42." The railings for the deck and any stairways must be a consistent style and color; no mixed style railings are permitted.

A7.6 Docks: All lake front homes must submit a full set of drawings, plans, land surveyor plot plans and any specifications for dock installation on the lake prior to construction. Additional approval will be necessary for alterations of landscaping and trees/shrubbery within 50 -100 feet from the water edge as required by national and local wetland agencies, including the Office of Water Quality (OWQ), Corps of Engineers (COE), and Department of Environmental Quality (DEQ). Docks can be no larger than 150 square feet, may not extend more than 15 feet from shoreline, and cannot have rails taller than 42."



## Proposed edits in blue

### **A15. Gazebos and Pavilions**

Detailed drawings, product data, detailed plans, land surveyor plot plan marked with project location by homeowner must accompany the Application for ARC approval.

A15.1 A gazebo or pavilion shall be considered a permanent structure and shall be permanently anchored to a suitable foundation.

A15.2 Size/design must complement the aesthetics of the home and are subject to ARC approval.

A15.3 Gazebos and pavilions cannot be located in the front of a home; they may be placed in side yards or backyard locations only.

A15.4 Roof shingles shall match the color and type of the house. No metal roofs will be permitted.

## Proposed edits in blue

### **A29. Walls, Retaining Walls & Driveway Piers**

Detailed drawings, product data, detailed plans, and land surveyor plot plan marked with project location by homeowner must accompany the Application for ARC approval.

A29.1 Retaining walls visible from the ~~front~~ street and designed as a house extension are to be constructed on a concrete foundation or crushed stone (in a trench) and match the existing materials of the house. Retaining walls that are within six feet (6') of the house (garden border type) are considered part of the house.

A29.2 Other retaining walls not visible from the street may be constructed with a concrete foundation, crushed stone (in a trench), or alternate materials (pavers, stone, etc.). An application with detailed drawings and materials used must be forwarded to the ARC for approval. Maximum retaining wall height must not exceed four feet (4').

A29.3 If a pier driveway wall is being constructed within 25 feet of the road center line, a call to VDOT is required to ensure the wall will not violate VDOT's access limits. Driveway entrance piers must be on a concrete foundation and adhere to VDOT's guidelines. Call 804-674-2560 for information. The brick or stone piers must be the same color, type as the house foundation. No pier entrance gates (manual or electrically controls) are permitted.