

Highlands Architectural Review Committee (ARC)

6:30pm Highlands Country Club Snack Bar

Minutes March 09, 2022

1. Meeting called to order at 6:33 pm.

1.1. Attendance: X Scott Birmingham X Kim Dembrosky X Connie Williams
 Jessie Jackson Marlene Rockwell

1.2 Board Members Present: Shawn Gitlin

1.3 Homeowners Present: Don Albrecht, Phillip & Joy Flatt, David & Diana Carman, Vince Valerio

2. Review of the Agenda: Motion by Dembrosky, seconded by Birmingham to approve. 3-0 So Voted

3. Review of the February 17, 2022 Minutes: Motion by Birmingham, Seconded by Williams to approve 3-0 So Voted

4. Membership: Election of Chairman and Secretary. Chairman appoints the Vice chairman. Kim Dembrosky was appointed to a 60 day temporary appointment effective 2/21/22-4/22/22. Marlene Rockwell & Scott Birmingham have 60 day temporary appointments effective 2/22/22-4/23/22.

Motion by Williams, Seconded by Birmingham to elect Kim Dembrosky ARC Chairman 3-0 So Voted

Motion by Dembrosky, Seconded by Williams to elect Marlene Rockwell ARC Secretary/Recorder 3-0 So Voted
Chairman Dembrosky appointed Connie Williams as Vice Chairman

5. Old Project Business:

5.1 1902-1 Patio 12618 Capernwray Ter Samuel Robertson

This non-compliant patio was installed by the previous owner. Current owner has decided to remove the patio and is requesting a 6 month extension to complete the project.

Motion by Dembrosky, seconded by Birmingham to grant the homeowner 6 months to remove the patio. 3-0 So Voted.

5.2 2173-1 Solar Panel 8113 Clancy Ct Rhoda Raymond

Requesting modification.

Motion by Dembrosky, seconded by Birmingham to approve amended application (addition of 4 additional panels on rear of home only) 3-0 So Voted.

5.3 2177-1 Garage-Detached 12419 Duntrune Ct Logan Evan & Sheila Herron

Assigned to Williams. More time granted.

5.4 2178-1 Exterior Painting, 11802 Glendevon Rd Brian Obertone

Motion by Dembrosky, seconded by Birmingham to approve with the condition the window trim remains white and is not painted black. 3-0 So Voted.

5.5 2181-1 Generator 8224 Fedora Dr Adam & Sandy Buckley

Motion by Dembrosky, seconded by Williams to approve 3-0 So Voted

5.6 2182-1 House Addition 11112 Regalia Dr Vincent & Beverly Valerio

Motion by Dembrosky, seconded by Williams to approve 3-0 So Voted

5.7 2183-1 Patio to Driveway 12618 Capernwray Terr Samuel Robertson

Extension

Motion by Dembrosky, seconded by Birmingham to deny. Material not consistent and location not aesthetically pleasing. 3-0 So voted.

5.8 2184-1 Fence 8424 Kintail Dr Mike Kelo

Assigned to Dembrosky More time granted-requires RPA approval

5.9	2185-1	Patio Assigned to Williams. More time granted	8401 Fedora Dr	Tremayne & N'Jeri Johnson
5.10	2186-1	Generator Assigned to Rockwell. More time granted	7400 Maclachlan Dr	Carolyn Shuart & Brian Stith
5.11	2187-1	Screening Motion by Dembrosky, seconded by Birmingham to approve 3-0 So Voted	12413 Duntrune Ct	Ronnie & Cindy Robinson
5.12	2188-1	Hot Tub Motion by Williams, seconded by Dembrosky to approve 3-0 So Voted.	8137 Lake Margaret Terr	Paul & Robin Langerhans
5.13	2189-1	Landscaping Assigned to Rockwell. More time granted. Awaiting trash can screening details	8024 Lake Margaret Pl	Kevin & Patty Baker
5.14	2190-1	Shed Motion by Dembrosky, seconded by Birmingham to approve the revised design with one single window on front elevation. 3-0 So Voted	8400 Kalliope Pl	Dan & Amanda Gaddis
5.15	2191-1	Screening Motion by Williams, seconded by Dembrosky to approve with condition that lattice is framed. 3-0 So Voted.	8419 Kintail Dr	Ken & Mary LeKavich
5.16	2192-1,2	Fence, Storm door Motion by Dembrosky, seconded by Williams to approve fence, screen door and removal of one dead tree. 3-0 So Voted.	8037 Clancy Pl	James Peters & Marck Fleisher
5.17	2193-1	Flagpole Motion by Dembrosky, seconded by Birmingham to approve 3-0 So Voted.	12124 Glen Kilchurn Dr	Herald Birchfield
5.18	2194-1	Tree Removal Assigned to Dembrosky-more time granted	12013 Amara Dr	Connie Williams
5.19	2195-1	Play equipment Motion by Dembrosky, seconded by Williams to approve without a site visit. 3-0 So Voted.	12436 Wynnstay Ln	Alec Hagerman
5.20	2196-1	Landscaping Motion by Dembrosky, seconded by Williams to approve without a site visit. Add a note to the homeowner that some plantings appear to be within the location of their primary drain field. 3-0 So Voted	8143 Fedora Dr	Joseph Wilmer
5.21	2197-1	Generator with screening Motion by Dembrosky, seconded by Birmingham to approve with the condition that shrubs meet the regulations for breadth, height & don't lose leaves. Approval was without a site visit. 3-0 So Voted.	11513 Fair Isle Dr	Donald & Noreen Buckhout
5.22	2201-1	Pavillion Motion by Dembrosky, seconded by Birmingham to approve without a site visit. 3-0 So Voted.	8300 Minerva Ter	Avery Miller
5.23	2203-1	Tree removal Motion by Birmingham, seconded by Dembrosky to approve without a site visit 3-0 So Voted.	11413 Fair Isle Dr	Richard Booker

6. New Project Business: ARC lockbox last checked March 7, 2022 @ 7:15pm.

6.1	2195-1	Play equipment See 5.19	12436 Wynnstay Ln	Alec Hagerman
6.2	2196-1	Landscaping See 5.20	8143 Fedora Dr	Joseph Wilmer
6.3	2197-1	Generator with screening See 5.21	11513 Fair Isle Dr	Donald & Noreen Buckhout

6.4	2198-1&2	Swimming pool/fence Assigned to Williams	12406 Maclachlan Ct	Kelley Bogue & David Campbell
6.5	2199-1	Patio/Walkway Assigned to Birmingham Motion by Dembrosky, seconded by Birmingham to allow a single site visit 3-0 So Voted.	8419 Capernwray Dr	Deatrice Delk
6.6	2200-1	Driveway extension Assigned to Birmingham Motion by Williams, seconded by Birmingham to allow a single site visit 3-0 So Voted.	11230 Isadora Dr	Dewey & Evalani Faniel
6.7	2201-1	Pavillion See 5.22	8300 Minerva Ter	Avery Miller
6.8	2202-1	shed Assigned to Dembrosky	8160 Fedora Dr	Dale & LeRoy Mason
6.9	2203-1	Tree removal See 5.23	11413 Fair Isle Dr	Richard Booker
6.10	2204-1	generator Assigned to Dembrosky	8013 Clancy Pl	Ray Snow
6.11	2205-1&2	fence extension & Shutter/door color change Assigned to Williams	11825 Dunnottar Ter	Kim & Chris Dembrosky

7. Finals Assigned Previously:

7.1	2029-1	Tree Removal Assigned to Jackson. More time granted.	8208 Macandrew Ct	Michael Dudley
7.2	2062-1	Sunroom reassigned to Birmingham. More time granted	8012 Clancy Pl	Latricia Wells
7.3	2071-1	Patio Assigned to Williams. The completed project does not match what ARC approved. The new patio section does not match the color or materials of existing. Homeowner did not address the sitting wall. Screening for the fireplace is insufficient. 2/17/22 Scott motioned to fail the final inspection; 2 nd Marlene. 6-0 motion passed.-No appeal as of yet. More time granted	8313 Minerva Terr	Sean & Tony Evans
7.4	2089-1	Solar Panels Reassigned to Birmingham. Motion by Birmingham, seconded by Dembrosky to grant a 60 day extension. 3-0 So Voted.	11007 Aldera Pl	Lester McNeal & Tanya Lopez

8. Finals to Assign:

8.1	2118-1	Tree planting Assigned: Birmingham	8036 Lake Margaret Pl	Phillip & Joy Flatt
8.2	2139-1	fence Assigned: Rockwell	8312 Calypso Ln	Robert Colbert
8.3	2141-1&2	Shed & Dock Assigned: Rockwell	12855 Killycrom Dr	Jeff Marlin

9. Other Old Business:

9.1 Board of Directors Decision: *According to the Declaration of Covenants and Restrictions, is a 2nd dwelling permitted in the Highlands?* The Board was unable to discuss the matter during their last meeting. ACS West failed to properly prepare Board members to address the issue. No response from the BOD to date

10. Other New Business:

10.1 Joint BOD & ARC meeting 3/1/2022 –cancelled by BOD. No rescheduled date available

10.2 RPA projects:

Rebecca Stewart (Chesterfield County Department of Environmental Engineering) Most activities in the RPA needs to go through Chesterfield County. The RPA is supposed to remain in a natural state. We do allow anything already dead on the ground to be removed, but cutting trees down need to go through our process. Chesterfield County does allow some encroached activities in the RPA including fences and walking paths. However these types of activities need to be documented.

Weedon Cloe III (Chesterfield County Department of Environmental Engineering Water Quality Manager) Fences are permitted so long as they are sited to avoid the removal of understory and canopy trees and minimal vegetation is impacted. No special form is needed for fences.

Gazebos and swimming pools are considered accessory structures and as such can only be approved in the RPA by a Board of Supervisor’s public hearing. As Rebecca stated any activity in the RPA is regulated to some extent. It’s best to check with us beforehand to make sure there are no issues later.

11. Member Voice:

12. Adjournment: **Motion** by Dembrosky, seconded by Birmingham to adjourn at 7:53 3-0 So Voted

13. Next Meeting: March 31, 2022 at 6:30pm Highlands Country Club Snack Bar, lower level 8136 Highlands Glen Dr.

Respectfully Submitted by Kim Dembrosky