

**The Highlands Community Association (HCA)**  
**Architectural Review Committee (ARC)**

**Meeting Minutes**

October 22, 2015

Meeting called to order at 6:20 PM

1. COMMITTEE MEMBERS:
  - a. ATTENDING: Joe Gagnier, Rick Seyler, Connie Irby, , Sonja Benedict, and Terry Petze
  - b. ABSENT: Joe Levenduski, Bart Stewart
  - c. GUESTS: Home Owner: None
2. REVIEW OF AGENDA was approved (4-0)
3. MEETING MINUTES:

October 7, 2015, Approve 4-0.

4. OLD BUSINESS:
  - a. PREVIOUSLY SUBMITTED APPLICATIONS:
    - i 1461-1-2 PROJECT#/DESCRIPTION:  
1461-1 fence; 14612 paver patio with fire pit and landscaping
    - ii HOME OWNER: Jeff and Donna Schilly
    - iii ADDRESS: 11700 Europa Drive
    - iv NOTES: Assigned to Bart Stewart and Joe Levenduski.  
APPROVED (4-0).
    - v 1462-1 PROJECT#/DESCRIPTION: Kitchen and living room extension.
    - vi HOME OWNER: Scott Birmingham
    - vii ADDRESS: 8502 Glendevon Circle
    - viii NOTES: Assigned to Joe Levenduski and Rick Seyler.  
APPROVED (4-0).
    - ix 1463-1 PROJECT#/DESCRIPTION: shed

- X HOME OWNER: Mark Luczkowski
- Xi ADDRESS: 11242 Isadora Drive
- xii NOTES: Assigned to Rick Seyler and Sonja Benedict.  
APPROVED with conditions that door will match as close as possible to the front door of the home. (4-0).
  
- xiii 1464-1-2 PROJECT#/DESCRIPTION: 1464-1 bonus room addition; 1464-2 raised deck.
- xiv HOME OWNER: Barry and Melissa Brockwell
- XV ADDRESS: 8012 Lammermoor Ct.
- xvi NOTES: Assigned to Joe Gagnier and Rick Seyler. APPROED (4-0).
  
- xvii 1465-1 PROJECT#/DESCRIPTION: Deck addition
- xviii HOME OWNER: Michael A. Smoot
- xix ADDRESS: 8200 Fair Isle Terrace
- XX NOTES: Assigned to Sonja Benedict. APPROVED (4-0).
  
- xxi 1466-1 PROJECT#/DESCRIPTION: Driveway extension
- xxii HOME OWNER: Rob and Briley Laurent
- xxiii ADDRESS: 11401 Shagreen Lane
- xxiv NOTES: Assigned to Sonja Benedict and Rick Seyler. APPROVED with conditions that homeowner will clear with VDOT any issues in regards to placing a culvert at the end of the driveway and submit an application if stone work is to be done at end of driveway.(4-0).
  
- xxv 1467-1 PROJECT#/DESCRIPTION: Landscaping improvements/dog run
- xxvi HOME OWNER: Dawn Wade
- xxvii ADDRESS: 11206 Kalliope Drive
- xxviii NOTES: Assigned to Rick Seyler and Sonja Benedict. APPROVED (4-0).

5. NEW BUSINESS:

a. NEW APPLICATIONS: Box checked 10/22 at 11:30 am

i 1468-1 PROJECT#/DESCRIPTION: 16X16 shed

ii HOME OWNER: Larry Price

iii ADDRESS: 8207 Ravena Terrace

iv NOTES: Assigned to Joe Gagnier.

v 1469-1 PROJECT#/DESCRIPTION: Install fence around HVAC and generator.

vi HOME OWNER: Terry Petze

vii ADDRESS: 12001 Sidlaw Hills Terrace

viii NOTES: Assigned to Sonja Benedict.

ix 1470-1 PROJECT#/DESCRIPTION: shed

x HOME OWNER: Antonio J. Starke

xi ADDRESS: 11248 Isadora Drive

xii NOTES: Assigned to Rick Seyler.

b. FINAL INSPECTIONS COMPLETED:

i 1388-1 PROJECT#/DESCRIPTION: Generator Install

ii HOME OWNER: Terry Petze

iii ADDRESS: 12001 Sidlaw Hills Lane

iv NOTES: Assigned to Joe Gagnier. APPROVED (4-0), with exception, fence not yet installed. Moved fence to project number 1469-1.

v 1411-1 PROJECT#/DESCRIPTION: Removal of eight trees

vi HOME OWNER: Ernest Sandelli

vii ADDRESS: 8524 Finstown Lane

viii NOTES: Assigned to Connie Irby. APPROVED (4-0)

ix 1409-1 PROJECT#/DESCRIPTION: Replace exterior windows and doors with same product and change door color from green to brown.

x HOME OWNER: : Rich Grantham

xi ADDRESS: 8312 Seaview Drive

xii NOTES: Assigned to Sonja Benedict. APPROVED (4-0).

c. NEW FINALS ASSIGNED:

i 1395-1 PROJECT#/DESCRIPTION: Shed

ii HOME OWNER: Bart Stewart

iii ADDRESS: 7418 Rosemead Lane

iv NOTES: Assigned to Sonja Benedict.

v 1407-1-2 PROJECT#/DESCRIPTION:  
1407-1-stamped concrete patio;  
1407-2 seating wall

vi HOME OWNER: Claude Burrell

vii ADDRESS: 8312 Minerva Terrace

viii NOTES: Assigned to Connie Irby.

ix 1413-1 PROJECT#/DESCRIPTION: Tree Removal

x HOME OWNER: Cedric Moten

xi ADDRESS: 11906 Europa Drive

xii NOTES: Assigned to Rick Seyler.

xiii 1416-1 PROJECT#/DESCRIPTION: Fence

xiv HOME OWNER: Roland and Melanie Caldwell

XV ADDRESS: 11231 Sterling cove Drive

XVI NOTES: Assigned to Joe Gagnier.

6. OTHER NEW BUSINESS: Secession plan: Joe Gagnier has submitted his resignation as chairman of the ARC. Rick Seyler would like to remain in his place as deputy chairman with Sonja Benedict to take over as chairman January 1. Joe Gagnier makes this recommendation, Rick Seyler seconds. Approved (3-0) with one abstaining.
7. OTHER OLD BUSINESS: None.
8. ADJOURNMENT: 7:43pm (Approved: 4-0)
9. NEXT MEETING: November 4, 2015 Submitted by Sonja Benedict