

Highlands Architectural Review Committee (ARC)
Minutes March 21, 2018

1. Attendance: (Meeting called to order: 6:40 p.m.)
 - a. Attending: Rick Seyler, Kim Dembrosky, Rich Potter, John Unkel, Scott Birmingham, Cheryl Rivet
 - b. Absent: Bart Stewart
 - c. Board Member: None
 - d. Homeowners present: None
2. Review of Agenda: Will add new project picked up right before meeting
3. Review of Minutes for February 22, 2018: Scott moved; Cheryl seconded. Approved 6-0
4. Membership:
5. Old Business: Minutes for January 18 still need to be amended. Rich will do so.
 - a. 1627-1 —fence
 - i. 8137 Sidlaw Hills Terr
 - ii. Ron & Iva Bradley
 - iii. Assigned: Kim Dembrosky—on hold requesting additional information
 - b. 1629-1,-2 —pool with fence; -2 pool house
 - i. 8119 Burray Ct
 - ii. Steve & Jennifer Palmer
 - iii. Assigned: Scott Birmingham moved; Cheryl seconded to approve with the receipt of the county permit. Voted 5-0-1
 - c. 1631-1 — tree removal
 - i. 8600 Braystone Dr
 - ii. Rick & Lori Alderson
 - iii. Assigned: John Unkel moved; Cheryl seconded – approved 6-0
 - d. 1632-1 —swimming pool
 - i. 7424 Foulis Pl
 - ii. Lance Sibley
 - iii. Assigned: Cheryl Rivet moved; ___seconded to approve. Homeowner will provide missing documents at site visit on 3-25.
 - e. 1633-1 --stamp Crete patio
 - i. 8430 Fedora Dr
 - ii. Scott Marshall
 - iii. Assigned: Scott Birmingham moved; Rick seconded – approved 6-0
 - f. 1634-1 --privacy landscape
 - i. 7925 Dunnottar Ct
 - ii. Bill Warren
 - iii. Assigned: John Unkel moved; Scott seconded – approved with the stipulation that homeowner plants within his own property line. 6-0
 - g. 1635-1 --detached garage with covered patio and driveway extension
 - i. 12712 Ballater Pl
 - ii. Richard Hood
 - iii. Assigned: Rick Seyler moved; Rich seconded – approved on the condition that the permit is received. An additional 3 trees were approved to be removed. 6-0
 - h. 1636-1 —playset
 - i. 8436 Fedora Dr

- ii. Amy Messer
 - iii. Assigned: Rick Seyler moved; Rich seconded – approved 6-0
 - i. 1637-1 —tree removal
 - i. 8407 Lylwood Ct
 - ii. George & Olena Fecek
 - iii. Assigned: Rich Potter moved; Rick seconded – approved 6-0
 - j. 1638-1 --fence
 - i. 11006 Aldera Pl
 - ii. Mellissa Diersing
 - iii. Assigned: Kim Dembrosky moved; Rick seconded – approved 6-0
- 6. New Project Business: ARC box checked 3:30 p.m. 3/20/18
 - a. 1636-1 —playset
 - i. 8436 Fedora Dr
 - ii. Amy Messer
 - iii. Assigned: Rick Seyler – referenced in 5h
 - b. 1637-1 —tree removal
 - i. 8407 Lylwood Ct
 - ii. George & Olena Fecek
 - iii. Assigned: Rich Potter – referenced in 5i
 - c. 1638-1 --fence
 - i. 11006 Aldera Pl
 - ii. Mellissa Diersing
 - iii. Assigned: Kim Dembrosky- referenced in 5j
 - d. 1639-1 --DirectTV dish
 - i. 7401 Dunollie Dr
 - ii. William Kyle
 - iii. Assigned: Rich Potter, will do e ballot if homeowner needs immediately
 - e. 1640-1 --deck extension and patio with fire pit
 - i. 12407 Duntrune Ct
 - ii. Ernest & Debra Lynn
 - iii. Assigned: Cheryl Rivet
 - f. 1641-1 landscape project
 - i. Sean and Tonya Evans
 - ii. 8213 Minerva Ter
 - iii. Assigned: Kim Dembrosky
- 7. Finals Assigned Previously:
 - a. 1463-1 accessory building
 - i. 11242 Isadora Dr
 - ii. Mark Luczkowski
 - iii. Assigned: Rick Seyler —no action
 - b. 1476 -1-6 –1 bonus room, -2cement driveway, -3 play structure, -4 basketball hoop, -5concrete stairs & pathway, -6 retaining wall
 - i. 7813 Grampian Ct
 - ii. John & Heather Pettis
 - iii. Assigned: Bart Stewart—only partially completed; expect completion in 1 month
 - c. 1481-1 —basketball goal

- i. 8336 Sterling Cove Pl
 - ii. Elizabeth Blanks
 - iii. Assigned: Rich Potter moved; Scott seconded approved 6-0
 - d. 1482-1 —pool
 - i. 7913 Erinton Dr
 - ii. Tabitha Van DeMar
 - iii. Assigned: Rick Seyler --no action
 - e. 1489-1&2 — roof over patio and landscaping
 - i. 11231 Isadora Dr
 - ii. Sonja Benedict
 - iii. Assigned: Kim Dembrosky – needs more time
 - f. 1498-1 —pool
 - i. 11731 Burray Rd
 - ii. Otis & Lori Jarvis
 - iii. Assigned: Rich Potter – needs more time
 - g. 1506-1 —accessory building
 - i. 12606 Erinton Ct
 - ii. Clifton Wiley
 - iii. Assigned: Rick Seyler — roof pitch in question; need to meet with homeowner
 - h. 1508-1,2&3 —tree removal, driveway extension, fence
 - i. 11112Lyndenwood Dr
 - ii. Jeffery & Melissa Butler
 - iii. Assigned: Completed as applied, Cheryl moved and Kim seconded, approved 6-0
 - i. 1509-1 —fence
 - i. 8301 Kalliope Ct
 - ii. James & Lee Simconis
 - iii. Assigned: Scott Birmingham--project not undertaken; cancel
 - j. 1510-1 —driveway extension
 - i. 12307 Wynnstay Lane
 - ii. Douglas & Terri Gretka
 - iii. Assigned: John Unkel – no response from homeowner, more time
 - k. 1540-1 —wood fence
 - i. 8430 Fedora Dr
 - ii. Scott Marshall
 - iii. Assigned: Rick Seyler moved: Scott seconded – approved 6-0
 - l. 1624-1 —deck
 - i. 8436 Fedora Dr
 - ii. Chris & Amy Messer
 - iii. Assigned: Rich Potter moved; Rick seconded approved 6-0
- 8. New Finals Assigned:
 - a. 1540-1 —wood fence
 - i. 8430 Fedora Dr
 - ii. Scott Marshall

- iii. Assigned: Rick Seyler – referenced in 7k
 - b. 1624-1 —deck
 - i. 8436 Fedora Dr
 - ii. Chris & Amy Messer
 - iii. Assigned: Rich Potter-action taken under 7 (l) Finals previously assigned
- 9. Other New Business:
 - a. Kim reports there was a mix up in addresses of the Chairman and Vice Chairman resulting in Rick not getting the requests. Martha will change immediately. ARC meeting dates and times need to be listed on message boards at entries to the Highlands Community. Rich moved and Scott seconded to have this information posted. Approved 6-0
- 10. Other Old Business:
 - a. Update on Topping project 1602 passed to Board for action-
 - b. ARC Project Reporting System—after discussion of the pros and cons of this system it was decided that the system would not benefit the work that the committee does and that elimination of the site visits would not benefit the homeowner. Cheryl moved and Rich seconded that ARC does not want the Web360 computer program. The vote was 6-0 opposing the plan.
 - c. Revision of A14.3 to be consistent with A1.2 It was discussed that the definition of an accessory building and garage should be better defined. The ARC feels the regulations of Chesterfield County should be incorporated into our guidelines. An accessory building should be less than 400 sqft and any building larger should be considered a garage. The roof pitch for an accessory building would remain the same as it stands now and the roof pitch for a garage should be the same as the main roof pitch of the home. Rick will write up the changes to be voted on by the ARC and presented to the board for approval.
 - d. Solar Panels guidelines-- Kim will forward information on solar panels again, the homeowner's packet by law should have solar panel information in it.
- 11. Adjournment: 8:40 pm
- 12. Next meeting: April 4, 2018 at 6:30 p.m.