

Highlands Architectural Review Committee (ARC) Minutes September 5, 2018

1. Attendance: (Meeting called to order: 6:32 p.m.)
 1. Attending: Scott Birmingham, Kim Dembrosky, Cheryl Rivet, John Unkel
 2. Absent: Rich Potter, Rick Seyler, Bart Stewart
 3. Board Members: None
 4. Homeowners present: None
2. Review of Agenda: Approved
3. Review of Minutes for August 23, 2018: Kim moved; Scott seconded, approved with the following amendments: #4 membership is changed to ARC (Administrative Resolution #6). 5.3, county approval is changed to appropriate permits. 7.-10, moved is deleted and more time added.
4. Membership: None
5. Old Business:
 1. 1687-1— accessory building
 - 1.1 8312 Fedora Dr
 - 1.2 Juan Gachet
 - 1.3 Assigned: Kim Dembrosky moved; Cheryl seconded to approve e-ballot 5-0-2, it is noted that the accessory building does not meet guidelines, but homeowner has 6 months to bring it up to guideline standards.
 2. 1688-1-2 —1) basketball goal; -2) driveway extension
 - 2.1 7412 Maclachlan Dr
 - 2.2 Lionel & Leah Blair
 - 2.3 Assigned: Rich Potter more time needed
 3. 1689-1 — fence
 - 3.1 8118 Braidstone Terr
 - 3.2 Gregory Jones
 - 3.3 Assigned: Cheryl Rivet homeowner has two types of fences and two locations in mind. Both are acceptable and he will advise the committee of his final choices. More time needed for homeowner to decide.
 4. 1690-1 — fence
 - 4.1 8013 Clancy Pl
 - 4.2 Ray Snow
 - 4.3 Assigned: Scott Birmingham more time needed.
6. New Project Business: (ARC Box checked 9:30 a.m. 9/5/18)
 1. 1691-1 Playset
 - 1.1 7431 Maclachlan Dr
 - 1.2 Steve Franklin
 - 1.3 Assigned: Cheryl
 2. 1692-1 Tree Removal
 - 2.1 8324 Shagreen Ct
 - 2.2 Craig & Carole Chupp
 - 2.3 Assigned: John
 3. 1693-1-2---1) replace screen door 2) replace screen/windows in screened porch
 - 3.1 1513 Crathes Lane
 - 3.2 Jim Woods
 - 3.3 Assigned: Scott
 4. 1694-1-2---1) tree removal 2) addition

- 4.1 8519 Brechin Ln
- 4.2 Michael Beavers
- 4.3 Assigned: Rich

7. Finals Assigned Previously

- 1. 1519-1 — pool
 - 1.1 7501 Maclachlan Dr
 - 1.2 John & Aileen Cason
 - 1.3 Assigned: Cheryl Rivet County has approved and homeowner has paperwork. He will fax the paperwork to complete his file. More time needed
- 2. 1546-1,-2 —1) porch roof, -2) deck
 - 4.1 8425 Rockvalley Ln
 - 4.2 Vincent Sauderi
 - 4.3 Assigned: Kim Dembrosky more time needed
- 3. 1575-1 —screened porch
 - 7.1 11412 Black Isle Way
 - 7.2 Melanie & Becky Bach
 - 7.3 Assigned: Scott Birmingham moved; Cheryl seconded, approved 4-0
- 4. 1578-1-2 —1) sunroom, -2) deck
 - 8.1 11918 Dunnottar Terr
 - 8.2 Charley & Shirley Faniel
 - 8.3 Assigned: Rich Potter more time needed
- 5. 1581-1-2 — 1)color change to siding, -2) change doors and shutter color
 - 9.1 8225 Sterling Cove Terr
 - 9.2 Juan Miguel & Nathaly Gutierrez
 - 9.3 Assigned: Kim Dembrosky moved, Cheryl seconded, approved 4-0
- 6. 1582-1 —detached garage
 - 10.1 12112 Glen Kilchurn Dr
 - 10.2 Ronald O'Shields
 - 10.3 Assigned: Rich Potter more time needed
- 7. 1587-1 —screened porch
 - 12.1 12037 Dunnottar Dr
 - 12.2 Hans Pfitzer
 - 12.3 Assigned: John Unkel moved, Scott seconded, approved 4-0
- 8. 1600-1 —screened porch with attached patio
 - 7.1 8220 MacAndrew Ct
 - 7.2 Eric Yau
 - 7.3 Assigned: John Unkel more time needed
- 9. 1601-1 — accessory building
 - 8.1 12600 Crathes Ln
 - 8.2 Robert & Dawn Butterworth
 - 8.3 Assigned: Rich Potter more time needed.
- 10. 1604-1 —tree removal
 - 9.1 7813 Duntrune Dr
 - 9.2 Emmett & Cynthia Smith
 - 9.3 Assigned: John Unkel moved; Kim seconded, approved 4-0
- 11. 1606-1 — deck
 - 10.1 11918 Europa Dr
 - 10.2 Steve Worrell
 - 10.3 Assigned: Rich Potter more time needed
- 12. 1607-1 — fence
 - 11.1 7600 Oban Dr

- 11.2 Jason Cabe
- 11.3 Assigned: Scott Birmingham; moved, Cheryl seconded, approved 4-0
- 13. 1677-1 — fence
 - 6.1 7412 Maclachlan Dr
 - 6.2 Lionel & Leah Blair
 - 6.3 Assigned: Rich Potter more time needed

8. New Finals Assigned:

- 1. 1616-1 pool, fence & built in kitchen
 - 6.1 8400 Kintail Dr
 - 6.2 Phil & Jan Gring
 - 6.3 Assigned: Kim
- 2. 1640-1 deck extension, Patio & Firepit
 - 7.1 12407 Dunetrune Ct
 - 7.2 Ernest & Debra Lynn
 - 7.3 Assigned: Cheryl

9. Other New Business:

1. County Code. Include in the regulations that it is the homeowner's responsibility to comply with chesterfield county zoning regulations for all projects (for example property line setbacks). If a permit is not required you are still required to comply with the zoning regulations. We need to remove any liability for a homeowner to say that ARC said the location was ok. That is not our job or responsibility. Committee discussed if #4 on the ARC application should state this so that the homeowner has the responsibility for meeting all County rules and regulations. Committee members to consider other possible options for discussion at the next meeting.

2. A25 Solar Panels and A.34 Solar Collection Devices. Do we need both sections in the regulations? Cheryl moved and Kim seconded the motion to remove solar Panel from description of A25 and remove in its entirety section A 25.1 from the guidelines and renumber the section A25.2 to A25.1. The motion was approved 4-0.

3. Amendments to the Charter establishing ARC, the members will review the charter and discuss at the next meeting.

4. Online brief description of ARC process does not include notifying ARC when project is complete. Do we want to expand this description? Will be decided at 9-20 meeting.

10. Other Old Business:

1. Appendix C and mailbox post standard paint: Kim reports that the Glidden and Do it Best (Pleasants Hardware) are the same color. Kim will see about the Home Depot color and we should list these in the guidelines.

11. Adjournment: 7:20 p.m.

12. Next Meeting: September 20, 2018 at 6:30 p.m.