

Highlands Architectural Review Committee (ARC) Minutes October 3, 2018

1. Attendance: (Meeting called to order: 6:40 p.m.)
 1. Attending: Rick Seyler, Scott Birmingham, Kim Dembrosky
 2. Absent: Cheryl Rivet, John Unkel, Rich Potter
 3. Board Members: none
 4. Homeowners present: none
2. Review of Agenda: Three additions, project #1645 under new finals assigned and also Finals assigned previously. Add 1701-1 Under New Project Business.
3. Review of Minutes for September 20, 2018: Kim moved; Scott seconded to approve as corrected. 1) 5(4) approved with condition of screening between playset & property line. Request landscape plan. 2) ARC agreed to the roof pitch exception while requesting homeowner to use the steepest roof pitch without interfering with an already existing 2nd floor window. 3) 7(2) project #1546 strike "homeowner may be doing more than applied for with the ARC (inaccurate statement)" and replace with waiting on final copy of building permit. Approved 3-0
4. Membership: Motion made by Kim Dembrosky, seconded by Scott Birmingham to accept with regret the resignation of ARC board member Bart Stewart. Approved 3-0
Rick Seyler will notify BOD.
5. Old Business:
 1. 1635-1 Garage project revision
 - 1.1 12712 Ballater Pl
 - 1.2 Richard Road
 - 1.3 Assigned: Rich Potter. Rick Seyler moved; Scott Birmingham seconded to approve forward facing garage at new location dictated by chesterfield code. Approved 3-0
 2. 1674-1 Screened porch project revision
 - 2.1 11101 Kalliope Dr
 - 2.2 Conner Leftwich
 - 2.3 Assigned: Rich Potter. Rick Seyler moved; Scott Birmingham seconded to approve revised 16X16 project. Approved 3-0
 3. 1692-1 Tree Removal
 - 3.1 8324 Shagreen Ct
 - 3.2 Craig & Carole Chupp
 - 3.3 Assigned: John Unkel-more time granted
 4. 1695-1 Stamped concrete patio & walkway
 - 4.1 8307 Aldera Ln
 - 4.2 Daniel Simonds
 - 4.3 Assigned: Rich Potter. Rick Seyler moved; Scott Birmingham seconded Approved 3-0
 5. 1696-1 Aluminum fence
 - 5.1 8407 Chandon Ct
 - 5.2 Kris Clark
 - 5.3 Assigned: Rich Potter -more time granted. Homeowner considering revisions to submitted project

6. New Project Business: (ARC Box checked 11:30a.m. 10/3/18)

1. 1697-1 Flag pole
 - 1.1 8307 Aldera Ln
 - 1.2 Daniel Simonds
 - 1.3 Assigned: Rick Seyler
2. 1698-1 Tree Removal
 - 2.1 10818 Isadora Dr
 - 2.2 Vincent McDowell St.Project cancelled. Tree size outside of guidelines and does not need ARC approval
3. 1699-1-2-3--- 1) storm door 2) replace gutters 3) replace railings
 - 3.1 11722 Glendevon Ter
 - 3.2 Augusto & Chanda Aristud
 - 3.3 Assigned: Kim Dembrosky
4. 1700-1 Tree removal
 - 4.1 12412 Wynnstay Ln
 - 4.2 Sidney and Beverly Cook
 - 4.3 Assigned: Scott Birmingham
5. 1701-1 Screened porch
 - 5.1 7801 Duntrune Dr
 - 5.2 Spencer Reeves
 - 5.3 Assigned: Rick Seyler

7. Finals Assigned Previously

1. 1546-1,-2 —1) porch roof, -2) deck
 - 1.1 8425 Rockvalley Ln
 - 1.2 Vincent Sauderi
 - 1.3 Assigned: Kim Dembrosky-more time granted. Homeowner to submit final building permit
2. 1578-1-2 —1) sunroom, -2) deck
 - 2.1 11918 Dunnottar Terr
 - 2.2 Charley & Shirley Faniel
 - 2.3 Assigned: Rich Potter-more time granted
3. 1582-1 —detached garage
 - 3.1 12112 Glen Kilchurn Dr
 - 3.2 Ronald O'Shields
 - 3.3 Assigned: Rich Potter-more time granted
4. 1600-1 —screened porch with attached patio
 - 4.1 8220 MacAndrew Ct
 - 4.2 Eric Yau
 - 4.3 Assigned: John Unkel-more time granted
5. 1601-1 — accessory building
 - 5.1 12600 Crathes Ln
 - 5.2 Robert & Dawn Butterworth

- 5.3 Assigned: Rich Potter. Kim Dembrosky moved; Scott seconded to approve. Approved 3-0
- 6. 1606-1 — deck
 - 6.1 11918 Europa Dr
 - 6.2 Steve Worrell
 - 6.3 Assigned: Rich Potter-more time granted
- 7. 1640-1 deck extension, Patio & Firepit
 - 7.1 12407 Dunetrune Ct
 - 7.2 Ernest & Debra Lynn
 - 7.3 Assigned: Cheryl Rivet-more time granted
- 8. 1645-1 Screening for trailer
 - 8.1 11451 Glendevon Rd
 - 8.2 Michael Logan
 - 8.3 Assigned: Cheryl Rivet. Rick Seyler moved, Scott Birmingham seconded to approve. Approved 3-0

8. New Finals Assigned:

- 1. 1667-1 shed
 - 1.1 12512 Crathes Ln
 - 1.2 James Bumpas
 - 1.3Assigned: Rich Potter
- 2. 1645-1 Screening for trailer
 - 2.1 11451 Glendevon Rd
 - 2.2 Michael Logan
 - 2.3 Cheryl Rivet

9. Other New Business:

- 1. Homeowner has not complied with option of 6 months to rectify roof pitch on a failed project. Rick Seyler made a MOTION to send the failed project to the board, seconded by Scott Birmingham. Approved 3-0. Project is 1506-1 for an accessory building at 12606 Erinton Ct. Homeowner: Clifton Wiley

10. Other Old Business:

- 1. Appendix C and mailbox post standard paint: color code submission-Kim

Mailbox Paint Specifications:

Requirement: Exterior Satin Latex

LIST OF APPROVED BRANDS AND COLORS BELOW:

Do It Best (Pleasants)-request Highlands Mailbox color.

Glidden (Home depot) #16982-Historic Tan Color

Sherman Williams (Lowes) #SW6142-Macadamia

Rick Seyer will follow up with the Sherman Williams store to see if their color codes match the Sherman Williams paints available at Lowes and will report back to the committee.

2. Change to Appendix B Application form. Insert the following at the beginning of #4. Applicant must abide by all Chesterfield County Codes and Regulations. Change has been forwarded to the board for approval (10/2/18)
3. Changes to Regulation A25 were submitted to the Board to be placed on agenda for their next meeting. (9/17/18)
4. Discussed additional Amendments to the Charter establishing ARC-Administrative resolution #6-
 - i.B. insert *to* between Directors & govern.
 - ii. B At the end of the paragraph insert: *Should a member/position remain vacant for at least 30 days with no applicants, the clause requiring a two consecutive term member ineligible for reappointment does not apply for a maximum of 12 months.*
 - ii. C. Delete *or without*
 - ii. D Add *at the First meeting in January* to the second sentence after elected annually by members of ARC.
 - III. After seven (7) days add, *barring an emergency,*
**Add definition of quorum. If committee membership consists of 3 or 4 members a quorum will consist of 2 members. If the committee membership consists of 5-7 members a quorum will consist of 3 members.
Renumber for consistent roman numerals
5. MOTION made by Kim Dembrosky, seconded by Scott Birmingham to approval the additional paragraph to the ARC website page. Approved 3-0

Following completion of the project, it is the homeowner's responsibility to contact ARC to arrange for final inspection. ARC also requires a copy of all final county permit inspection approval at time of final inspection.

11. Adjournment: 8:27 p.m.
12. Next Meeting: October 18, 2018 at 6:30 p.m.

Respectfully Submitted,
Kim Dembrosky