

**Highlands Architectural Review Committee (ARC)  
Minutes January 9, 2019**

Attendance: (Meeting called to order @ 6:31 p.m.)

1. Attending: Kim Dembrosky, Scott Birmingham, Rick Seyler, Rich Potter, Cheryl Rivet
  2. Absent: John Unkel
  3. Board Members: None
  4. Homeowners present: None
2. Review of Agenda: Change date of next meeting to January 24<sup>th</sup>.
3. Review of Minutes for December 12, 2018: Rich moved, Scott seconded to approve the minutes of December 12, 2018 with the change of 9.3 ARC Final Inspection Report to ARC Final Site Review Report.
4. Membership: a) No contact from Henry Guthrie regarding further interest in ARC. Mark Giffard has been invited to attend tonight if interested. Rick will reach out again to see if he is still interested.
- b) Kim Dembrosky and Cheryl Rivet have agreed to second terms with Board approval scheduled for the January Board meeting.
- c) Election of chair and vice chair for 2019. Rich moved and Cheryl seconded the motion to nominate Kim Dembrosky as the new chair of the ARC Committee. Approved 5-0. Kim appointed Scott Birmingham Vice Chair and Cheryl Rivet Secretary.
5. Old Business:
1. 1712-1 fence
    - \*11001 Aldera Pl
    - \*Edwin & Kim Rosado
    - \*Assigned: Rich Potter moved; Scott seconded to approve the project. Homeowner requested fence to come half way down the side the house due to the slope of the lot. Approved 5-0
  2. 1713-1 Patio, fire pit and sitting wall
    - \*11821 Glendevon Terr
    - \*Paul Hendricks
    - \*Assigned: Cheryl Rivet. Previously approved at Dec. 12<sup>th</sup> meeting.
  3. 1714-1 tree removal
    - \*8520 Glendevon Dr
    - \*Ryan Hughes
    - \*Assigned: Rich Potter moved, Rick seconded to approve with the condition that homeowner will not remove any trees between the large pine and the property line on the left. Homeowner agreed. Approved 5-0
  4. 1715-1-2 -1) pool; -2) landscaping and hardscape around pool
    - \*12824 Crathes Ln
    - \*Mark Camporini
    - \*Assigned: Cheryl Rivet more time needed. No building permit yet
  5. 1716-1 detached garage
    - \*12601 Grampian Ln
    - \*John Lash

\*Assigned: Kim Dembrosky Project on temporary hold waiting for more contractors information

6. 1717-1 solar collection system

\*12600 Erinton Ct

\*Minesh Gajjar

\*Assigned: Rich Potter moved; Rick seconded to approve 12/17/18 via e ballot 5-0-1, on the condition that the building and electrical permits are submitted.

6. New Project Business: (ARC Box checked 1/8/19 @ 3:30 p.m.)

1. 1718-1 tree removal

\*12201 Whitley Manor Dr

\*Dennis Lacheney

\*Assigned: Cheryl

2. 1719-1 replace from door in same color

\*8505 Glendevon Circle

\*Wazir Nobbee

\*Assigned: Scott

3. 1720-1 generator

\*11825 Dunnottar Ter

\*Kim Dembrosky

\*Assigned: Rich

7. Finals Assigned Previously

1. 1546-1,-2 —1) porch roof, -2) deck

\* 8425 Rockvalley Ln

\* Vincent Sauderi

\* Assigned: Kim Dembrosky moved; Cheryl seconded, Approved 5-0

2. 1578-1-2 —1) sunroom, -2) deck

\* 11918 Dunnottar Terr

\* Charley & Shirley Faniel

\* Assigned: Rich Potter moved; Kim seconded, Approved 5-0

3. 1582-1 —Detached garage

\* 12112 Glen Kilchurn Dr

\* Ronald O'Shields

\* Assigned: Rich Potter More time needed, County inspection needed

4. 1600-1 —Screened porch with attached patio

\* 8220 MacAndrew Ct

\* Eric Yau

\* Assigned: John Unkel no response from homeowner; Kim alerted Martha, more time needed

5. 1620-1 fence

\* 12231 Hadden Hall Dr

\* Don Childers

\* Assigned: Scott Birmingham moved; Rick seconded, Approved 5-0

6. 1621-1 deck

\*8319 Fedora Dr

\*Dale & Kathy Hood

- \*Assigned: Rich Potter More time to obtain final county inspection approval
- 7. 1626-1 sun room
  - \* 12400 Wynnstay Ln
  - \* Vincent Giglio
  - \* Assigned: Cheryl Rivet More time needed
- 8. 1628-1 detached garage
  - \*12513 Grampian Ln
  - \*Brian Jones
  - \*Assigned: Rick Seyler more time, needs final county inspection approval
- 9. 1629-1-2 -1)pool; -2) pool house
  - \*8119 Burray Ct
  - \*Steve & Jennifer Palmer
  - \*Assigned: Scott Birmingham, Project is not complete, Rick moved, Cheryl seconded to approve a three month extension
- 10. 1648-1-2 -1)driveway extension; -2)patio
  - \*12600 Crathes Ln
  - \*Robert & Dawn Butterworth
  - \*Assigned: Rich Potter moved; Kim seconded, Approved 5-0
- 11. 1695-1 patio & walkway
  - \*8307 Aldera Ln
  - \*Daniel Simonds
  - \*Assigned: Rich Potter More time needed
- 12. 1697-1 flag pole
  - \* 8307 Aldera Ln
  - \* Daniel Simonds
  - \* Assigned Rich Potter moved; Rick seconded, Approved 5-0
- 8. New Finals Assigned:
  - 1. 1674-1 screened porch
    - \* 11101 Kalliope Dr
    - \* Conner Leftwich
    - \* Assigned: Rick
  - 2. 1688-1-2 -1) basketball goal; -2) driveway extension
    - \*7412 Maclachlan Dr
    - \*Lionel & Leah Blair
    - \*Assigned: Rich
  - 3. 1703-1-2 -1) fence; -2) HVAC screen
    - \* 12106 Whitley Manor Dr
    - \* Susan & Paul Repak
    - \* Assigned: Scott
  - 4. 1704-1 color change to doors
    - \*8401 MacAndrew Terr
    - \*Brittany & Simeon Harris
    - \*Assigned: Cheryl
  - 5. 1711-1 fence
    - \*11806 Fedora Place
    - \*Jason Pentecost

\*Assigned: Rich

9. Other New Business:

1. Driveway paving project by Kenneth Payton scheduled 1/8/19. Contacted Martha 1/7/19. No ARC project submitted. Recommended submitting an ARC project request which will receive a 'final' review by 2 ARC members. Any issues identified at that time will result in forwarding to the Board for punitive resolution.
2. Appendix C and mailbox post standard for address numbers. There are no specs in the guidelines regarding number size and style. Rich is going to visit Pleasants to get the number information. Rick proposed the following changes to the guidelines:

*A-18.2 House numbers shall be centered on both horizontal sides of the "paper box" below the metal mail box. These address numbers shall remain visually unobstructed to approaching vehicles.*

A-18 2, Decorative Flags becomes A-18 3. A-18 3, Security Alarms becomes A-18 4

Changes to Appendix C proposed:

1. *3" tall black numbers applied to both sides of the horizontal portion of the paper box . Numbers shall be centered on the box sides with a center to center letter spacing of 4" 3. Satin black metallic "jumbo size" USPS approved mailbox.*

3. Revised Final Review Form- copy distributed to each member to replace any old forms.
4. Proposed 2019 meeting dates:  
1/24, 2/6, 2/21, 3/6, 3/21, 4/3, 4/25, 5/8, 5/23, 6/5, 6/20, 7/10, 7/25, 8/7, 8/22, 9/4, 9/19, 10/2, 10/17, 11/6, 11/21, 12/12 , Rick moved, Rich seconded to accept the above meeting dates. Approved 5-0

10. Other Old Business:

1. Amendments to the Charter establishing ARC-Administrative resolution #6- An editable copy of the resolution was submitted 12/19/18 by Kim to Martha for a BOD vote at their January meeting.
2. No response to Board regarding the Topping project plat map
3. Rick will work on the article for the Highlands Magazine. Kim suggested an interview article might be more interesting to the homeowners. Kim will contact the editor regarding the article.

11. Adjournment: 8:24

12. Next Meeting: January 24, 2019 at 6:30 p.m.

Respectively Submitted

Cheryl Rivet

Date \_\_\_\_\_

Dear \_\_\_\_\_

Your ARC request (project#) for (project description) at (address) has received "**approval to proceed with/without conditions**" by the Highlands Architecture Committee. It is expected that you will complete this project within six months and in accordance with the plans as submitted and reviewed with the committee in full compliance with HCA Architectural Guidelines. **Any changes or modifications to this project must be reviewed with the ARC prior to its undertaking.**

ARC "**approval to proceed**" is granted only based on compliance with HCA Architectural Guidelines and is not a certification of construction worthiness or structural integrity of the changes you intend for your property. You are obligated to follow all Chesterfield County building codes and setback requirements when conducting this project. One or more permits may be needed and it is the responsibility of the homeowner (or designated contractor) to obtain these. Be sure to supply the ARC with a copy of any permits for inclusion with your project folder. Be aware that you are responsible for contacting the appropriate utility companies before digging.

Good luck with your project and be sure to inform the ARC upon its completion in order that we can arrange a **final project review** prior to closing your project folder. Upon completing the **final project review** followed by an affirmative **vote** by the ARC, a letter of project compliance will be sent to you from the Highlands Management Company (ACS WEST). Please retain this letter for your records. This becomes a permanent record of modifications to said property. If Chesterfield County permit(s) were required, a copy of the **county's approved final inspection** is required at the time of **ARC final project review**.

Thank you for using the ARC process and helping keep the Highlands an attractive community.

Kim Dembrosky  
ARC Chairman