

**Highlands Architectural Review Committee (ARC)
Minutes February 6 2019**

Attendance: (Meeting called to order @ 6:30 p.m.)

1. Attending: Rick Seyler, Scott Birmingham, Cheryl Rivet, John Unkel, Rich Potter, Kim Dembrosky
2. Absent: none
3. Board Members: none
4. Homeowners present: Mr. Camporini, Mr. Fessick (Highlands Magazine)

2. Review of Agenda:

Motion to take (other new business #3) Mr. Fessick, Life at the Highlands Magazine, out of order. Motion by Cheryl Rivet, Seconded Rick Seyler 6-0

3. Review of Minutes for January 24, 2019 and January 30, 2019

Motion by John Unkel, seconded by Rich Potter to approve minutes from 1/24/19 with the following corrections: 3. Contract to contractor & Satil to satin. 5(2) add Dembrosky as nah vote. 6(2) strike no screening plan included with application 7(2) more time requested 9(2) change Rick to Rich (5) add contractor ARC controlled. So voted 6-0

Motion by Rich Potter, second by Rick Seyler to approve minutes from 1/30/19 as submitted. So voted 6-0

4. Membership Mark Giffard will try to come to our 2/21 meeting.

5. Old Business:

1. 1715-1-2 -1) pool; -2) landscaping and hardscape around pool
 - *12824 Crathes Ln
 - *Mark Camporini
 - *Assigned: Cheryl Rivet –

The ARC committee accepted and approved the supplied drain field location documentation to satisfy condition #4. The documentation confirms the drain field precludes the pool from being located behind the house.

The committee reviewed a letter written by Mr. Camporini's neighbors Carl & Lesly Grunow in support of the original project and 6' solid panel privacy fence.

Mr. Camporini was again requesting a variance to install a 6' solid panel fence. The Chairman advised the committee of the options available and criteria for amending a motion previously adopted (Roberts rules of Order). The chair called for a motion and no motions were made. Mr. Camporini addressed the committee and opted to withdraw his request for the variance.

The committee also reviewed the revised fence design and style submitted on Feb 1st via email. The committee agreed the revised fence will satisfy condition #1 for fence height and required 15% open area. The revised fence details include a 54" height and has 3/4" minimum spacing between vertical slats to satisfy the required 15% open area condition. The ARC did not approve this revision since the fence is required to be an enclosure fence per condition #3. Mr. Camporini indicated in his email that this revised fence design is for only the 2-

sided fence as shown in the original project application. The ARC refrained from approving the revised fence design and style since Mr. Camporini indicated he has not yet had the time to consider what the full enclosure proposal will look like, thus, the committee realizes the possibility the design and style may change in the future.

2. 1722-1&2 inground pool & fence
 - * 8312 Fedora Dr
 - * Juan Gachet
 - *Assigned: Rich moved to approve, seconded by Rick Seyler. 6-0
 3. 1723-1 stamped concrete patio
 - *11101 Kalliope Dr
 - *Conner Leftwich
 - *Assigned: Rick Seyler moved, seconded by Rich Potter 6-0
 4. 1726-1 driveway paving-project completed prior to application to ARC
 - *12412 Duntrune Ct
 - *Kenneth Payton
 - *Assigned-see new finals assigned #11
6. New Project Business: (ARC Box checked 2/6/19 @ 10:30 a.m.)
1. 1724-1 extend screen porch & other modifications
 - *7406 Rosemead Ln
 - *David Kling
 - *Assigned: Rich Potter
 2. 1725-1 regrade ditch, add decorative rock
 - *11412 Black Isle Way
 - *Melanie & Becky Bach
 - *Assigned: Scott Birmingham
 3. 1726-1 driveway paving-project completed prior to application to ARC
 - *12412 Duntrune Ct
 - *Kenneth Payton
 - *Assigned-see new finals assigned #11
 4. 1727-1 backyard hardscape, deck extension, hot tub, generator pad
 - *12813 Abernathy Ln
 - *Jeff & Pam Hahn
 - *Assigned: Rick Seyler
7. Finals Assigned Previously
1. 1582-1 —Detached garage
 - * 12112 Glen Kilchurn Dr
 - * Ronald O'Shields
 - * Assigned: Rich Potter-more time granted-final building inspection needed
 2. 1600-1 —Screened porch with attached patio
 - * 8220 MacAndrew Ct
 - * Eric Yau

* Assigned: John Unkel. Reassigned Kim Dembrosky moved, John Unkel seconded after discussion of a more extensive project when completed then approved by ARC. 6-0

3. 1626-1 sun room
 - * 12400 Wynnstay Ln
 - * Vincent Giglio
 - * Assigned: Cheryl Rivet more time granted
4. 1681-1 Accessory Building
 - * 8319 Fedora Dr
 - * Dale & Kathy Hood/Louise & Malcolm McKay
 - * Assigned: Rich Potter more time granted. Need electrical final
5. 1704-1 color change to doors
 - * 8401 MacAndrew Terr
 - * Brittany & Simeon Harris
 - * Assigned: Cheryl Rivet moved, Scott Birmingham seconded 6-0

8. New Finals Assigned:

1. 1630-1 siding color change
 - * 8518 Eastfair Ct
 - * David & Jennifer Underwood
 - * Assigned: John
2. 1631-1 tree removal
 - * 8600 Braystone Dr
 - * Rick & Lori Alderson
 - * Assigned: Rick-also 1649-1
3. 1632-1 swimming pool
 - * 7424 Fowlis Pl
 - * Lance Sibley
 - * Assigned: Cheryl-need site visit paperwork
4. 1634-1 plant trees
 - * 7925 Dunnottar Ct
 - * Bill Warren
 - * Assigned: John
5. 1641-1 Landscaping
 - * 8313 Minerva Ter
 - * Sean & Tonya Evans
 - * Assigned: Kim
6. 1643-1 Detached garage
 - * 8437 Fedora Dr
 - * David Owen
 - * Assigned: Rich
7. 1644-1 Replace deck
 - * 8300 Shagreen Ct
 - * Philip & Bridgette Harrison
 - * Assigned: Scott

8. 1649-1 install paved driveway
 - *8600 Braystone Dr
 - *Rick & Lori Alderson
 - *Assigned: Rick-also see 1631-1
- 9.1721-1 fence
 - *8722 Braystone Dr
 - *Villa Gonzalez
 - *Assigned: Kim
10. 1710-1 tree removal
 - *7507 Maclachlan Dr
 - *Richard & Connie McAnulty
 - Assigned: Rick Seyler
11. 1726-1 driveway paving-project completed prior to application to ARC
 - *12412 Duntrune Ct
 - *Kenneth Payton
 - *Assigned Rich Potter & John Unkel

9. Other New Business:

1. Revision of regulation A26 was inadvertently not submitted to the board for approval after approved by ARC at the 4/20/17 meeting.
 - **Committee voted to strike A26.5 in its entirety, renumber it as A26.3 and replace it with the following: *All swimming pools shall be enclosed with a safety fence meeting the Code requirements for pool fences established by Chesterfield County. Design, location, and style are all subject to ARC approval. (A26.5 currently reads: Design, location, fence height and style, and screening are all subject to ARC approval)*

In addition the following sections are to be renumbered:
A26.3 to become A26.6
A26.6 to become A26.5

Motion made by Rick, seconded by Richard. So voted 3-0

Committee discussed slides for pools in response to recent inquiry. Not covered in Guidelines. **Motion made by Richard, seconded by Kim to add section A26.7. Pool slides are permissible. Design, size and location are subject to ARC approval. So voted 3-0

Summary of changes to guidelines for swimming pools.

A26. Swimming pools

- A26.1 No above ground swimming pools are permitted
- A26.2 In-ground swimming pools shall be located behind the house and minimally visible from the street
- A26.3 All swimming pools shall be enclosed with a safety fence meeting the Code requirements for pool fences established by Chesterfield county. Design, location, and style are all subject to ARC approval.

A26.4 ARC may require screening of swimming pools to ensure the privacy of the pool owners and of neighbors

A26.5 Pool filtration equipment should be screened from neighbors view by a shed type enclosure, shrubbery/bush/tree plantings, or a framed lattice fence (similar to the HVAC shielding).

A26.6 Lake front properties are under additional site requirements. ARC will specify

A26.7 Pool slides are permissible. Design, size and location are subject to ARC approval.

MOTION: made by Rich Potter, Seconded by Rick Seyler to amend a previously adopted motion regulation A26.3. to read: All swimming pools shall be enclosed with a safety fence. The fence must meet all code requirements for pool fences established by Chesterfield county. Design, location, and style are all subject to ARC approval. 6-0

2. Amend application #4 to read all permits not just those applications requesting to construct an addition to a home, shed or any type of outbuilding.

Motion: Motion to amend a motion previously adopted made by Rick Seyler, seconded Scott Birmingham to amend the application requirement #4 to read: Applicant must abide by all Chesterfield County Codes and regulations. Copies of all permits shall be submitted to ARC prior to commencing construction. 6-0

3. Nick Fessick publisher. Life at the Highlands Magazine. Story to include a possible homeowner property highlight who has used the ARC process and ARC process discussion. Chairman will reach out to homeowners suggested by ARC members for possible interest.
4. Comprehensive review of regulations-Rick-target August 2019 publishing.

10. Old 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.- email sent 2/5/19 requesting application. Application received 2/5/19 and on agenda for tonight's meeting.
2. Appendix C and mailbox post standard for address numbers.(update Rich)- more time requested.
3. ARC and ACS West notifications/letters of "approval to proceed" and compliance. (ARC letter approved 1/24/19). More time requested
4. ARC items before the BOD
 - a. Topping project-Matt Cullather contacted and plat should be forthcoming. 2/5/19 notified Matt Cullather no plat received to date.
 - b. final for 8220 McAndrew court-homeowner not responding-no response to ACS West first letter-2/1/19 final inspection completed by Kim
 - c. Proposed changes to Administrative Resolution #6-passed BOD 1/23/19-website not updated yet
 - d. updated ARC description voted 11/8/18 not yet on website. BOD 11/14/18

- e. mailbox paint specifications revisions are not posted online in regulations appendix c or the Highlands mailbox and stand design specifications also posted online-on hold for BOD approval until numbers are confirmed.
- f. Application language change (ARC 10/3/18) is not yet online.-add revised language for meeting 2/6/19. (sent to board 10/2/18)

11. Member Voice: Mr. Camporini spoke during the review of his his project.
12. Adjournment: 8:06 p.m. Rich Potter moved seconded John Unkel 6-0
13. Next Meeting: February 21, 2019 at 6:30 p.m.

Respectfully Submitted: Kim Dembrosky