

**Highlands Architectural Review Committee (ARC)
Final Minutes March 21, 2019**

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

Attending: Kim Dembrosky, Cheryl Rivet, Rick Seyler, Scott Birmingham

1. Absent: Rich Potter, John Unkel
2. Board Members: None
3. Homeowners present: None
2. Review of Agenda: Rick moved and Cheryl seconded to approve, approved 4-0
3. Review of Minutes for March 6, 2019 Kim moved and Scott seconded to approved 2-27 minutes with the change of Denial Letter in 10.-2. Approved 4-0
4. Membership, None
5. Old Business:
 1. 1729-1 extend driveway
 - *11519 Fair Isle Dr
 - *Andre & Jeung Desima
 - *assigned: Rick Seyler, Rick moved, Scott seconded. Approved 4-0
 2. 1730-1 tree removal
 - *11831 Dunnottar Ter
 - *Willie Crew III
 - *Assigned: Rich Potter, Kim moved, Cheryl seconded. Approved 4-0
 3. 1731-1 amendment to prior approval accessory building (door & size)
 - *12012 Hadden Hall Dr
 - *Frank & Kimberly Plummer
 - *assigned: John Unkel Kim moved, Rick seconded to approve with the amendment to change size to 12'X18' and double doors to a garage door. Approved 4-0.
 4. 1735-1 Paver patio
 - *12001 Dunnottar Dr
 - *David & Tiffany Hoylman
 - *Assigned: Rick Seyler, Rick moved, Scott seconded, Approved 4-0
6. New Project Business: (ARC Box checked 3/21/19 @ 10:30 a.m.)
 1. 1735-1 Paver patio
 - *12001 Dunnottar Dr
 - *David & Tiffany Hoylman
 - *Assigned: Rick Seyler see 5(4) above
 2. 1736-1-3 driveway expansion, swingset, deck
 - *11806 Fedora Pl
 - *Jason Pentecost
 - *Assigned: Cheryl Rivet
 3. 1737-1&2 Pool w/fence enclosure & patio
 - *8233 Macandrew Ct
 - *Rolf & Sandra Henn
 - *Assigned: Scott Birmingham
 4. 1738-1-3 Pavillion, shed & paver patio

- *7419 Dunollie Dr
- *Shuriand Murren
- *Assigned: Rick Seyler
- 5. 1739-1 Detached garage
 - *8407 Europa Ct
 - *Frederick Langhorn
 - *Assigned: Rich Potter
- 6. 1740-1 fence
 - *8101 Aldera Ln
 - *Tim Rollins
 - *Assigned: Cheryl Rivet
- 7. 1741-1 tree removal
 - *8213 Fair Isle Ter
 - *Marvin & Jean Anderson
 - *Assigned: John Unkel

7. Finals Assigned Previously:

1. 1582-1 —Detached garage
 - * 12112 Glen Kilchurn Dr
 - * Ronald O'Shields
 - * Assigned: Rich Potter Kim moved, Scott seconded. Approved 4-0
2. 1602-1 patio & firepit
 - *8537 Brechin Ln
 - *Jolyn & Will Topping
 - *Assigned: Rick Seyler moved; Scott seconded. Approved 4-0
3. 1643-1 Detached garage
 - *8437 Fedora Dr
 - *David Owen
 - *Assigned: Rich more time needed, awaiting final county insp. form
4. 1652-1 Tree removal
 - *8324 Kintail Dr
 - * Richard Burbank
 - *Assigned: Scott Birmingham moved, Kim seconded. Approved 4-0
5. 1654-1 tree removal
 - *8318 Shagreen Ct
 - *Scott & Jennifer Miller
 - *Assigned: Kim Dembrosky more time needed, see 1655
6. 1655-1 tree house
 - *8318 Shagreen Ct
 - * Scott & Jennifer Miller
 - *Assigned: Kim Dembrosky moved, Rick seconded to approve a three month extension, weather held back construction. Approved 4-0
7. 1657-1 screened porch old deck, build new deck
 - *12706 Dunrobin Ct
 - * Christopher & Gail Jackson

*Assigned: John Unkel Cheryl moved, Scott seconded. Approved 4-0

8. 1660-1 shed
 - *10712 Macandrew Ln
 - *Mitchell & Lolita McCormick
 - *Assigned: Rick Seyler moved, Kim seconded to approved a three month extension. Foundation is not ready. Approved 4-0
9. 1661-1 fence
 - *8018 Clancy Pl
 - *Pamela Cline & Edward Gaskill
 - *Assigned: Rich Potter Cheryl moved, Scott seconded. Approved 4-0
10. 1662-1 detached garage
 - *7801 Duntrune Dr
 - *Spencer Reeves
 - *Assigned: Rick Seyler moved, Scott seconded. Approved 4-0
11. 1664-1 playset
 - *11918 Europa Dr
 - *Steve Worrell
 - *Assigned: Scott Birmingham moved, Cheryl seconded. Approved 4-0
12. 1665-1 Deck
 - *8401 Fedora Dr
 - *Tremayne & N'Jeri Johnson
 - *Assigned: Cheryl Rivet moved, Scott seconded. Approved 4-0
13. 1666-1 inground pool
 - *12707 Ballater Pl
 - *Kevin Andrews
 - *Assigned: Kim Dembrosky moved, Cheryl seconded to approve a six months extension. Weather has set back project. Approved 4-0
14. 1705-1 generator
 - *7513 Maclachlan dr
 - *Christopher Carter
 - *Assigned: Kim Dembrosky more time needed, permit needed.
15. 1726-1 driveway paving-project completed prior to application to ARC
 - *12412 Duntrune Ct
 - *Kenneth Payton
 - *Assigned: Rich: Cheryl moved, Kim seconded. Approved 4-0

8. New Finals Assigned:

1. 1668-1 fence extension & brush clearing
 - *11001 Isadora Dr
 - *CJ & Anna Szuba
 - *Assigned: Cheryl Rivet
2. 1669 1&2 fence, deck & outside shoer
 - *11013 Aldera Pl

- * Michael Lampro & Francine Groskin
- *Assigned: Rick Seyler
- 3. 1670-1 Home addition
 - *11743 Burray Rd
 - *Randall Tootle
 - *Assigned: Rick Seyler
- 4. 1672-1 Deck
 - *8219 Aldera Ln
 - *Kerry Bunting
 - *Assigned: Scott Birmingham
- 5. 1716-1 Detached garage
 - *12601 Grampian Ln
 - *John Lash
 - *Assigned: Kim Dembrosky
- 6. 1718-1 tree removal
 - *12201 Whitley Manor
 - * Dennis Lacheney
 - *Assigned: Cheryl Rivet

9. Other New Business:

1. Completeness of forms-Third party ACS West send letters based on our forms so we need to make it crystal clear if its approved, approved with conditions or denied. Conditions must be listed clearly-consider numbering.

10. Old Business:

1. Nick Fessick publisher. Life at the Highlands Magazine-no update, Kim will write up the information and get it to Mr. Fessick. The info is needed 3-22-19.
2. Comprehensive review of regulations-Rick-target August 2019 publishing. Committee to discuss introduction thru Appendix A. This section was reviewed and changes proposed. Rick will update. Committee needs to review A1-A7 for the next ARC meeting.
3. ACS west process for updating website- MT. Kim is working on Google Sheet and will have for review next meeting.
4. Mr. Camporini is appealing the ARC approval with conditions for his project to the Board of Directors. BOD meeting 3/27/19
5. ARC items before the BOD
 - a. Proposed changes to Administrative Resolution #6-passed BOD 1/23/19-edit copy on website
 - b. updated ARC description voted 11/8/18 not yet on website. BOD 11/14/18
 - c. 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.
 - d. Revision of A26 to further clarify language.-sent to ACS West & Matt Cullather 2/11/19
 - e. Amend application #4- sent to BOD 2/12/19

f. Appendix C and mailbox post standard for address numbers-sent to ACS West/BOD 03/17/19

g. ARC and ACS West notifications/letters of "approval to proceed" and compliance. (ARC approval to proceed letter approved 1/24/19, ACS West final approval & Denial letter approved 3/6/19-To ACS West 3/17/19).

11. Member Voice: None

12. Adjournment: 8:10 pm Rick moved, Scott seconded to adjourn. Approved 4-0

13. Next Meeting: April 3, 2019 at 6:30 p.m.

Respectively Submitted

Cheryl Rivet

The Highlands Community Association
c/o ACS West, Inc. AAMC
P.O. Box 11361
Richmond, VA 23230
804-282-7451

*Final
approval*

«TODAY'S DATE <FULL>»

«OWNER NAME\MAILING ADDRESS»

RE: ARC application for «PROP. STREET ADDRESS»

Dear «OWNER'S NAME»:

Thank you for submitting your prior architectural modification request to The Highlands Community Association to install a screened in porch. The final inspection of the change has been made by the Architectural Review Committee to ensure it matches the request you submitted for approval. However, the bushes planted for screening are small and do not fully screen the generator. Please add additional larger bushes so generator is fully screened or vinyl/wood lattice screening or a different type of screening of your choice. Thank you for keeping the change in accordance with the submitted plan.

Our approval here is only based on the aesthetics of your proposed change. This approval should not be taken as any certification as to the construction worthiness, code adherence or structural integrity of the change you proposed. Please remember that it is the homeowner's responsibility for all repair and maintenance needed to this change.

We appreciate your cooperation in submitting a Request for Approval. An attractive Community helps all of us get the full value from our homes when we decide to sell.

Sincerely,

Highlands CA Board of Directors
c/o ACS West, Inc., AAMC®

cc: Highlands ARC Committee

The Highlands Community Association
c/o ACS West, Inc. AAMC
P.O. Box 11361
Richmond, VA 23230
804-282-7451

1st
approval

«TODAY'S DATE <FULL>»

«OWNER NAME\MAILING ADDRESS»

RE: ARC application for «PROP. STREET ADDRESS»

Dear «OWNER'S NAME»:

Thank you for submitting your architectural modification request to the Highlands Community Association. Your request to remove 2 trees and replace has been **approved** by the Architectural Review Committee with the following contingencies...

1. All modifications must be completed in strict accordance and compliance with the requirements listed in The Highlands Community Association Architectural Regulations (and any other enclosed document(s), if applicable).

The ARC will make a final inspection of the change to make sure it matches the request you submitted for approval. Please follow the plan you submitted or submit an additional request form if you cannot follow the original plan. It is the owner's responsibility to submit a copy of the builders permit to the ARC (if applicable), and to contact the ARC to report completion so that the ARC may complete the ARC follow-up inspection.

You must follow all local building codes and setback requirements when making this change. A building permit may be needed. This can be applied for at the county offices. Our approval here is only based on the aesthetics of your proposed change. This approval should not be taken as any certification as to the construction worthiness or structural integrity of the change you propose. Be aware that you are responsible for contacting the appropriate utility companies before digging.

We appreciate your cooperation in submitting a Request for Approval. An attractive Community helps all of us get the full value from our homes when we decide to sell.

Sincerely,

Highlands CA Board of Directors
c/o ACS West, Inc., AAMC®

cc: Highlands ARC Committee