

**Highlands' Architectural Review Committee (ARC)**  
**Minutes-May, 8, 2019**

1. Attendance: Meeting called to order at 6:30 p.m.
  1. Attending: Kim Dembrosky, John Unkel, Rich Potter, Scott Birmingham & Rick Seyler (Rick arrived at 6:36 p.m.)
  2. Absent: Cheryl Rivet
  3. Board Members: None
  4. Homeowners Present: None
2. Review of Agenda: John moved; Rich seconded. Vote: 4-0
3. Review of Minutes for April 25, 2019: Kim moved as amended; Scott seconded. Vote: 4-0
4. Membership: No new membership
5. Old Business:
  1. 1739-1 Accessory Building
    - \*8407 Europa Ct.
    - \*Frederick Langhorn
    - \*Assigned: Rich Potter-Homeowner notified ARC that he will install shutters. Kim moved to send pics of shutters to the homeowner; Scott seconded. Vote: 4-0. Rich moved to remove 3 additional trees; Scott seconded. Vote: 4-0.
  2. 1745-1 Landscape Drain Rock
    - \*8218 MacAndrew Pl.
    - \*Kyle Doughty
    - \*Assigned: John Unkel-John moved on landscape drain rock project; Kim seconded. Vote: 5-0
  3. 1746-1 Detached Garage
    - \*7600 Oban Dr.
    - \*Anthony & Millicent Stevens
    - \*Assigned: Rich Potter-Rich moved to remove an oak tree; Rick seconded. Vote: 5-0. Rich moved with the condition that the homeowner submit to ARC all necessary permits before proceeding with the project on the detached garage; Rick seconded. Vote: 5-0
  4. 1747-1 Fence
    - \*12409 Wynnstay Ct.
    - \*Joseph & Constance Short
    - \*Assigned: Cheryl Rivet-Rick moved; Rich seconded. Vote: 5-0

5. 1748-1 Fence-anticipated closing date of 5/10/19
  - \*8607 Finstown Ln.
  - \*Louis Barnum & Krysten Koski
  - \*Assigned: Kim Dembroky-More time is needed on this project since the anticipated closing date on the home is 5/10/19.
6. 1751-1,2,3 Landscaping Border/Rock, Paver Patio & Deck Extension
  - \*8243 Fedora Dr.
  - \*Jason & Kimberly Kozeniesky
  - \*Assigned: Scott Birmingham-Scott moved with the condition of an addition of a walkway to the driveway. Scott also moved to cancel the optional deck extension per homeowners' request; Kim seconded. Vote: 5-0
7. 1752-1 Deck
  - \*8301 Fedora Dr.
  - \*Reginald Bagby
  - \*Assigned: Rich Potter-Rich moved with the condition submission of a building permit before proceeding with the project; Kim seconded. Vote: 5-0
8. 1753-1 Deck
  - \*8201 Aldera Ln.
  - \*Ramon & Regina Bell
  - \*Assigned: Rich Potter-Homeowners notified ARC that the deck project is cancelled. Homeowners were notified to resubmit an application if plans change in the future since homeowners indicated that project will not occur within the next 6 months & they do not want an extension.
9. 1754-1 Swingset
  - \*8431 Fedora Dr.
  - \*Danielle Frazier
  - \*Assigned: Cheryl Rivet-Kim moved; Scott seconded. Vote: 5-0
10. 1755-1 Driveway Extension
  - \*12700 Dunrobin Ct.
  - \*Robert Chapman
  - \*Assigned: John Unkel-John moved; Rick seconded. Vote: 5-0
11. 1756-1 Playset
  - \*12001 Ravenna Dr.
  - \*John & Jody Parker
  - \*Assigned: Kim Dembrosky-Kim moved; Rich seconded. Vote: 5-0

12. 1757-1 & 2 Accessory Building & Fence
  - \*8301 Fedora Dr.
  - \*Reginald Bagby
  - \*Assigned: Kim Dembrosky-Kim moved with the condition of ensuring a 8/12 roof pitch Rich seconded. Vote: 5-0

6. New Project Business (ARC box checked on 5/8/19 @ 6:30 a.m.)

1. 1757-1 & 2 Accessory Building & Fence
  - \*8301 Fedora Dr.
  - \*Reginald Bagby
  - \*Assigned: Kim Dembrowsky-see 5(12) above
2. 1758-1 Awning
  - \*8207 Ravenna Ter.
  - \*Larry & Brenda Price
  - \*Assigned: John Unkel
3. 1759-1 Fence
  - \*8630 Finstown Ln.
  - \*Bill & Eileen Conley
  - \*Assigned: Rich Potter
4. 1760-1, 2 & 3 Hot Tub, Accessory Building & Patio
  - \*8012 Clancy Pl.
  - \*Latricia Wells
  - \*Assigned: Rich Potter

7. Finals Assigned Previously:

1. 1635-1 2 Detached Garage (also see 1678-1, 2 & 3)
  - \*12712 Ballater Pl.
  - \*Richard Rood
  - \*Assigned: Rich Potter-More time is needed on this project.
2. 1676-1 Fence
  - \*8112 Braidstone Ter.
  - \*Charlie Stevenson
  - \*Assigned: Cheryl Rivet-Rick moved; Rich seconded. Vote: 5-0
3. 1678-1, 2 & 3 Tree Removal, Fence & Driveway Extension
  - \*12712 Ballater Pl.
  - \*Richard Rood
  - \*Assigned: Rich Potter-More time is needed on this project.

4. 1687-1 Shed

\*8312 Fedora Dr.

\*Juan Gachet

\*Assigned: Cheryl Rivet-Kim moved to fail project for failure to comply with conditions of approval and meet regulations for accessory buildings; Rick seconded. Vote: 5-0. Homeowner will be notified to match brick foundation of the home or stone to match the home. All other conditions need to be met also.

5. 1691-1 Playset

\*7431 Maclachlan Dr.

\*Steve Franklin

\*Assigned: Cheryl Rivet-Kim moved; Scott seconded. Vote: 5-0

6. 1740-1 Fence

\*8101 Aldera Ln.

\*Tim Rollins

\*Assigned: Cheryl Rivet-Kim moved; Scott seconded. Vote: 5-0

8. New Finals Assigned:

No new finals are being assigned.

9. Other New Business:

1. Approved accessory buildings in the Highlands. Kim shared pics that she had taken to recalibrate ARC members' understanding of the regulations.
2. Special meeting to review regulations-working meeting. ARC members will email whether to meet next Wednesday or Thursday, May 15 or 16.

10. Old Business:

1. Comprehensive review of the regulations-Rick-target is August, 2019 for the new publishing of the revised regulations. ARC agreed to discuss A6-A15 at a special meeting.
2. Non-compliant projects-will invite a HOA representative to a future meeting to discuss potential implications of homeowner violations.

11. Member Voice:

No member voice occurred.

12. Adjournment: 7:52 p.m. Rich moved; Rick seconded. Vote: 5-0

13. Next Meeting: May 23, 2019 at 6:30 p.m. @ the Old Club House (8136 Highland Glen Drive, Chesterfield, VA 23838