

**Highlands Architectural Review Committee (ARC)**  
**Minutes July 11, 2019**

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

1. Attending: Kim Dembrosky, Rick Seyler, Cheryl Rivet, Scott Birmingham, Rich Potter, John Unkel (6:46)
  2. Absent: None
  3. Board Members: None
  4. Homeowners present: None
2. Review of Agenda: Rich moved, Cheryl seconded to approve. Approved 5-0
3. Review of Minutes for June 20, 2019 & June 27, 2019 Kim moved to accept minutes of 6-20-2019 and 6-27-2019 as amended. Rick seconded. Approved 5-0
4. Membership: Scott Birmingham is resigning due to frustrations with ACS West. He advised the committee that he is embarrassed to be attached to a website that is so unprofessional and feels that reflects on him. Kim moved and Cheryl seconded the motion to approve accept his resignation. Not approved 4-0-1 (Scott Birmingham)
5. Old Business:
1. 1763-1 accessory building
    - \*8401 Rollingmist Ln
    - \*Franklin & Retina Turner
    - \*Assigned: Kim Dembrosky-homeowner cancelling project. Will resubmit at a later date
  2. 1767-1 pool & fence
    - \*12012 Amara Dr
    - \*James Phelps
    - \*Assigned: John Unkel, More time needed
- 1768-1 solar
- \*11900 Dunnottar Ter
  - \*Terry Troxell
  - \*Assigned: Rich Potter moved, Rick seconded to approve with the condition that the building permit is obtained prior to starting project. Approved 6-0
6. New Project Business: (ARC Box checked 7/11/19 @ 7:00 a.m.)
1. 1769-1 tree removal
    - \*11173 Lyndenwood Dr
    - \*Robert W. Lee
    - \*Assigned: Tree removal of diseased trees does not need ARC approval, but since the homeowner has put it before the ARC, Cheryl moved, John seconded for approval. Approved 6-0
  2. 1770-1 fence
    - \*8208 Macandrew Ct
    - \*Crystal Dudley
    - \*Assigned: Rich
  3. 1771-1 fence
    - \*8306 Sterling Cove Pl
    - \*Lawrence Dobie
    - \*Assigned: Rick

7. Finals Assigned Previously:

1. 1632-1 pool & fence
  - \*7424 Fowlis Pl
  - \*Lance Sibley
  - \*Assigned: Cheryl Rivet More time needed, fence gates are not in place and no county final approval
2. 1641-1 landscape project
  - \*Sean & Tonya Evans
  - \*8313 Minerva Ter
  - \*Assigned: Kim Dembrosky w/1673-1 More time needed
3. 1649-1 driveway & tree removal
  - \*8600 Braystone Dr
  - \*Rick & Lori Alderson
  - \*Assigned: Rick Seyler moved, John seconded to approve. Approved 6-0
4. 1650-1 paver patio
  - \*8600 Braystone Dr
  - \*Rick & Lori Alderson
  - \*Assigned: Rick Seyler More time needed
5. 1660-1 shed
  - \*10712 Macandrew Ln
  - \*Mitchell & Lolita McCormick
  - \*Assigned: Rick Seyler moved, Kim seconded to approve. Approved 6-0
6. 1673-1 pergola
  - \*8313 Minerva Ter
  - \*Sean & Tonya Evans
  - \*Assigned: Kim Dembrosky Project cancelled, new application will be submitted if homeowner restarts project
7. 1678-1,2,3 Tree removal, fence, driveway extension
  - \*12712 Ballater Pl
  - \*Richard Rood
  - \*Assigned: Rich Potter Homeowner needs additional time to complete. Rick moved, Kim seconded to approved 3 month extension. Approved 6-0
8. 1692-1 tree removal
  - \*8324 Shagreen Ct
  - \*Craig & Carole Chupp
  - \*Assigned: John Unkel Homeowner did not remove tree as applied for, Project failed final inspections. John moved, Kim seconded to fail final inspection. Motion carried 6-0
9. 1693-1&2 screen porch upgrades
  - \*12513 Crathes Ln
  - \*Jim Woods
  - \*Assigned: Rich Potter moved, Kim seconded to approve. Approved 6-0
10. 1700-1 Tree removal
  - \*12412 Wynnstay Ln
  - \*Sidney & Beverly Cook

- \*Assigned: Scott Birmingham moved for 3 month extension, Rich seconded to approve extension. Approved 6-0
11. 1701-1 screened porch
    - \*Spencer Reeves
    - \*7801 Duntrune Dr
    - \*Assigned: Rich Potter moved, Cheryl seconded to approve. Approved 6-0
  12. 1708-1 patio & walkway
    - \*8324 Calypso Ln
    - \*Sun Tai & Kyong Baik
    - \*Assigned: John Unkel moved, Cheryl seconded to approve. Approved 6-0
  13. 1712-1 fence
    - \*Edwin & Kim Rosado
    - \*11001 Aldera Pl
    - \*Assigned: Rich Potter moved, Scott seconded to approve. Approved 6-0
  14. 1728-1 playset
    - \*12012 Sidlaw Hills Ln
    - \*Cory Chatham
    - \*Assigned: Cheryl Rivet moved to approve, Kim seconded, Approved 6-0
8. New Finals Assigned:
1. 1736-1,2,3 extended driveway, swingset, deck
    - \*11806 Fedora Pl
    - \*Jason Pentecost
    - \*Assigned: Cheryl Rivet
9. Other New Business:
1. A resident wanted to share with the ARC information they received when they contacted Chesterfield county land office regarding regulations for planting trees along the property lines. There are no regulations Homeowner indicated that Chesterfield County Engineering & Planning office confirmed no regulations. Engineering indicated concern regarding discussion with neighbors before they plant any shrubs/trees close to the property line as it could present a problem later when trees grow big and pass the property line.
10. Old Business:
1. Comprehensive review of regulations-Rick-target August 2019 publishing(Next BOD meeting in September).
    - a...suggested changes from committee members
    - b. flag size at mailboxes Should we limit flag size at the mailbox such as: 'limited to 200 sq in (nominally 12" x 16") Cheryl moved to accept this changed, Kim seconded. Approved 6-0
    - c. batting cages-ban or regulate better. This will also be included in A20.8
    - d. Any exterior modifications not exempted in the rules/regulations will require submittal of an ARC application.
    - e Add revision dates. Include grandfathering in of previously ARC approved projects. Replacement must meet regulations at the time of replacement. Builder ARC exterior improvements that are not attached to the home require approval to be forwarded to ARC, for example accessory buildings, detached garages, and swimming pools to become part of the property grandfathering clause.

f. deadline for submitting applications (by 5pm 2 days prior to scheduled meeting)

After further discussion of changes to the guidelines, it was decided to meet at 6:00 pm on July 25 to discuss any further changes to the guidelines prior to submitting them to the board.

2. Items before the board:

- Rosemead-pool with no fence update -Martha to discuss with board at their July meeting
- ACS West letter re: no compliant shed Crathes Ln-Martha to address with board at their July meeting
- regulations posted to the website include all edits which looks unprofessional and confusing. It does not include the foundation appendix illustration. It does however include two different drawings for the mailbox post-the old and the revised drawing.
- application posted to the website link on the ARC page is not the revised application that the board voted. The revised application is in the edited regulation posted on the website. At the time of this meeting, there were not updates from the board.

11. Member Voice: None

12. Adjournment: Scott moved to adjourn the meeting, Rich seconded, Moved 6-0

13. Next Meeting: Special meeting for comprehensive regulations review 6:00 p m followed by the regular ARC meeting July 25, 2019 at 6:30 p.m. @ Old Club house 8136 Highland Glen Dr

Respectively Submitted.

Cheryl Rivet