

**Highlands Architectural Review Committee (ARC)
Minutes July 25, 2019**

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

1. Attending: Kim Dembrosky, Rich potter, Rick Seyler
2. Absent: Cheryl Rivet, John Unkel
3. Board Members: none
4. Homeowners present: none

2. Review of Agenda: Agenda approved 3-0

3. Review of Minutes for July 11, 2019

Kim Dembrosky identified several corrections to the draft minutes of the July 11, 2019 ARC meeting. Rich Potter moved to accept the July 11 minutes as corrected. Kim Dembrosky seconded. Approved 3-0.

4. Membership: ARC currently consists of 5 members with the resignation of vice chair Scott Birmingham at the July 11, 2019 meeting. Kim reported a request for volunteer members has been posted on the HCA website.

5. Old Business:

1. 1767-1 pool & fence
 - *12012 Amara Dr
 - *James Phelps
 - *Assigned: Reassigned to Kim Dembrosky who moved to approve; Rich Potter seconded. Approved 3-0. Note approval was extended to include removal of 5 trees.
2. 1770-1 fence
 - *8208 Macandrew Ct
 - *Crystal Dudley
 - *Assigned: Rich Potter moved to approve; Rick Seyler seconded. approved 3-0. It was noted that the approved fence will not cross the creek as was originally requested in the application.
3. 1771-1 fence
 - *8306 Sterling Cove Pl
 - *Lawrence Dobie
 - *Assigned: Rick Seyler moved to approve with the addition of possible removal of several trees if necessary; Kim Dembrosky seconded. Approved 3-0. Note that the home owner provided a letter from Chesterfield County permitting a portion of the fence to cross a wetland boundary addressing a concern discussed at the time of the site review.
4. 1772-1&2 swimming pool
 - *12501 Capernwray Ct
 - *Brad & Koral Bradley
 - *Assigned: Kim Dembrosky-e-ballot approved 5-0 7/15/19

New Project Business: (ARC Box checked 7/25/19 @ 7:30 a.m.)

1. 1772-1&2 Bradley pool-e-ballot 5-0 7/15/19
 - *12501 Capernwray Ct
 - *Brad & Koral Bradley
 - *Assigned: Kim Dembrosky-see 5(4) above

2. 1773-1 shed
 - *12713 Erinton Ter
 - *Dickie King
 - *Assigned: Kim Dembrosky
3. 1774-1 Screened in porch
 - *7412 Crathes Ter
 - *Sean Albert
 - *Assigned: Rich Potter
4. 1775-1 fence
 - *8019 Clancy Pl
 - *Henry (Chip) & Laurie Cobb
 - *Assigned: Rich Potter
5. 1776-1 fence
 - *8227 MacAndrew Ct
 - *Jason Dickerson
 - *Assigned: Rick Seyler
6. 1777-1 deck
 - *8101 Aldera Ln
 - *Tim Rollins
 - *Assigned: Cheryl Rivet
7. 1778-1 tree removal
 - *11900 Dunnottar Ter
 - *Terry Troxell
 - *Assigned: Rich Potter
8. 1779-1 porch floorboard material from wood to composite
 - *11500 Lylwood Ln
 - *Jeff Trimble
 - *Assigned: This project involves replacement of old wooden porch boards (rust brown color) with grey composite deck boards along with replacement of white wood railing with equivalent white vinyl railing. House is white vinyl siding with grey shutters. The ARC determined that with photos provided, no site review was required since this was primarily a color change. (Rick Seyler consulted with homeowner on site prior to the application.) Kim Dembrosky moved, Rick Seyler seconded to approve without further review. Approved 3-0.
7. Finals Assigned Previously:
 1. 1632-1 pool & fence
 - *7424 Fowlis Pl
 - *Lance Sibley
 - *Assigned: Cheryl Rivet; more time needed
 2. 1641-1 landscape project
 - *Sean & Tonya Evans
 - *8313 Minerva Ter
 - *Assigned: Kim Dembrosky; more time needed. Kim to contact homeowner to recommend additional screening of trailer location prior to final review.
 3. 1650-1 paver patio
 - *8600 Braystone Dr

*Rick & Lori Alderson

*Assigned: Rick Seyler; more time needed

4. 1736-1,2,3 extended driveway, swingset, deck

*11806 Fedora Pl

*Jason Pentecost

*Assigned: Cheryl Rivet; more time needed

8. New Finals Assigned:

1. 1666-1 Swimming pool & fence

*12707 Ballater Pl

*Kevin Andrews

*Assigned: Kim Dembrosky

2. 1758-1 awning

*8207 Ravenna Ter

*Larry & Brenda Price

*Assigned: Rick Seyler

3. 1761-1 patio, walkway, sitting wall & fire pit

*8113 Lake Margaret Ter

*Louis Wayne Duman

*Assigned: Rich Potter

9. Other New Business:

1. Thank you for your commitment to the comprehensive regulation review. This was a labor intensive and time-consuming process. Thank you Rick Seyler for leading this endeavor. Some communities (Brandermill) hire people to do what our committee undertook.

10. Old Business:

1. Comprehensive review of regulations-Rick- Next BOD meeting in September
At special ARC meeting of July 25, 2019, the subject of 'swim spas' or 'exercise pools' was addressed and handled by minor changes to section A26. Swimming Pools after agreement to adopt the Chesterfield County position regarding these pool types.

A motion at the special ARC meeting of July 25, 2019 to adopt the entire Architectural Regulations revision dated September 2019 as modified to incorporate the above changes to section A26 and to pass to the Board for legal review and approval was approved.

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.

11. Member Voice: none

12. Adjournment: At 6:55 Rich potter moved, Kim Dembrosky seconded to adjourn; 3-0

13. Next Meeting: August 7, 2019 at 6:30 p.m. @ Old Club house 8136 Highland Glen Dr

respectfully submitted
Rick Seyler