

## **Highlands Architectural Review Committee (ARC) Minutes December 12, 2019**

Attendance: (Meeting called to order @ 6:42 p.m.)

1. Attending: Kim Dembrosky, Hans Pfitzer, Cheryl Rivet
2. Absent: Jason Dickerson, Rich Potter, John Unkel
3. Board Members: None
4. Homeowners present: None

2. Review of Agenda: Cheryl moved to accept, Hans seconded, Approved 3-0

3. Review of Minutes for November 21, 2019 Kim moved to accept, Hans seconded, approved 3-0

4. Membership: Member John Unkel's appointment expires 1/3/2020. We are seeking more ARC volunteers.

5. Old Business:

1. 1806-1 patio
  - \*7606 Dunollie Dr
  - \*Jonathan Dossie
  - \*Assigned: Rich Potter. 11/30/19 e-ballot. Motion made by Rich Potter, seconded by Kim Dembrosky. So voted 6-0 unanimous.
2. 1808-1 fence
  - \*7413 Rosemead Ln
  - \*Charles & Katherine Connolly
  - \*Assigned: Hans Pfitzer moved, Kim seconded to approve. Approved 3-0
3. 1809-1 sunroom w/deck surround
  - \*12006 Amara Dr
  - \*Steve & Georgette Lee
  - \*Assigned: Rich Potter More time needed
4. 1810-1 covered porch
  - \*12313 Wynnstay Ln
  - \*D. Cooper Beverley-Meise
  - \*Assigned: Cheryl Rivet moved to approve with the conditions permits were provided, Kim seconded. Approved 3-0

6. New Project Business: (ARC Box checked 12/12/19 @ 7:30 a.m.)

1. 1811-1 tree removal
  - \*8300 Sterling Tide Ct
  - \*Claudia Wilding
  - \*Assigned: Cheryl Rivet
2. 1812-1 rock wall
  - \*8333 Capernwray Dr
  - \*John Berube
  - \*Assigned: Kim Dembrosky
3. 1813-1 driveway pier wall
  - \*8401 Rollingmist Ln
  - \*Franklin & Retina Turner
  - \*Assigned: Kim Dembrosky, must have VDOT approval if less than 25 ft from center of the roadway.

4. 1814-1 fence
  - \*12837 Killycrom Dr-*tentative closing date 12/30/19*
  - \*Jeffrey & Kathy Point
  - \*Assigned: Hans Pfitzer

7. Finals Assigned Previously:

1. 1680-1 swimming pool
  - \*11113 Sterling Cove Dr
  - \* Jeff McKay
  - \*Assigned: Cheryl Rivet One more period to produce final
2. 1717-1 solar collection system
  - \*12600 Erinton Ct
  - \*Minesh Gajjar
  - \*Assigned: Rich Potter More time needed
3. 1722-1&2 Swimming Pool & Fence
  - \*8312 Fedora Dr
  - \*Juan Gachet
  - \*Assigned: Cheryl Rivet More time, final contact will be sent
4. 1723-1 stamped patio
  - \*11101 Kalliope Dr
  - \*Conner Leftwich
  - \*Assigned: Jason Dickerson More time needed
5. 1733-1 covered deck
  - \*7512 Dunollie Dr
  - \*Carlton Varnell
  - \*Assigned: Rich Potter More time needed
6. 1744-1 patio & walkway
  - \*12619 Crathes Lane
  - \*Robert Jepsen
  - \*Assigned: John Unkel Kim moved to approve, Cheryl seconded.
  - Approved 3-0
7. 1746-1 garage
  - \*7600 Oban
  - \*Anthony & Millicent Stevens
  - \*Assigned: Rich Potter Kim moved to approve, Cheryl seconded.
  - Approved 3-0
8. 1768-1 solar
  - \* 11900 Dunnottar Ter
  - \*Terry Troxell
  - \*Assigned: Rich Potter More time needed
9. 1777-1&2 Deck and Driveway Extension
  - \*8101 Aldera Ln
  - \*Tim Rollins
  - \*Assigned: Hans Pfitzer moved to approve, Cheryl seconded,

- Approved 3-0
10. 1788-1 fence
    - \*7401 Maclachlan Dr
    - \*Mark Month
    - \*Assigned: Cheryl Rivet moved to approve, Hans seconded.
    - Approved 3-0
  11. 1789-1 shed
    - \*8401 Rollingmist Ln
    - \*Franklin & Retina Turner
    - \*Assigned: Kim Dembrosky moved to approve, Cheryl seconded.
    - Approved 3-0
  12. 1799-1 shed
    - \*11009 Aldera Ct
    - \*David Fordham
    - \*Assigned: Kim Dembrosky moved to approve, Hans seconded,
    - Approved 3-0
8. New Finals Assigned:
1. 1805-1 flag pole
    - \*11912 Culloden Ln
    - \*Garat Shick
    - \*Assigned: Cheryl Rivet

9. Other New Business:

1. Election of Chairman at next meeting and election of Secretary. Vice Chairman is appointed by the Chairman. Both Cheryl Rivet and Kim Dembrosky have expiring terms early in 2021.

10. Old Business:

1. Comprehensive review of regulations-Final review and approval. Board would like a joint meeting with the ARC to go over the regulations line by line. After the holidays-looking for feedback on Monday evening availability of ARC members.

**Monday January 13<sup>th</sup>**

2. BOD would like ARC, BOD and ACS West employees to meet to for a discussion to get everyone on the same page. Matt indicated he is in favor or holding it possibly the same evening as the regulation review. Per Martha, it will be scheduled as a separate meeting.
3. A discussion was had with Mr. Emerson regarding builders installing non-compliant sheds on properties before closing. In addition, the chairman shared with Mr. Emerson that new homeowners were not receiving the latest disclosure package material since they are not requesting it from ACS West. Mr. Emerson asked for the drafting of a letter to be submitted to him for review that addresses these issues. He has no problem distributing it to all builders to remind them of process and procedures. Need to coordinate with Martha and Matt. Perhaps best timing is when new regulations have been approved.

4. Requested ACS West for a process to confirm compliance and open projects with ARC for home sales at time of inspection/disclosure package requests.-I've had no response from ACS West or Board. Fedora (1752-1 &1757-1,2) open projects left off disclosure package.-new homeowner has been in contact with me and we will work towards arranging a final inspection after the county approves the deck.
5. Regulations not updated to reflect the removal of "no double Dutch lap is allowed" A14.4 from January 2019-still not updated as of 10/16/19ACS West waiting for new regulations to be issued.

11. Member Voice:None

12. Adjournment: Hans moved to adjourn, Cheryl seconded. Approved 3-0

13. Next Meeting: January 8, 2020 at 6:30 p.m. @ Old Club house 8136 Highland Glen Dr

Meeting adjourned 7:26 pm

Respectively Submitted,

*Cheryl Rivet*