

## Highlands Architectural Review Committee (ARC) Minutes January 8, 2020

Attendance: (Meeting called to order @ 6:37 p.m.)

Attending: Kim Dembrosky, Jason Dickerson, Cheryl Rivet, Rich Potter

Absent: Hans Pftizer

Board Members: None

Homeowners present: Kevin Smith, Marlene Rockwell, John Berube

2. Review of Agenda: Cheryl moved to accept, Jason seconded. Approved 4-0

3. Review of Minutes for December 12, 2019 Kim moved to accept, Jason seconded, approved 4-0.

4. Membership: We currently have 5 members. 3 members needed for a quorum. ELECTION OF CHAIRMAN & SECRETARY. VICECHAIRMAN IS APPOINTED BY CHAIRMAN Cheryl moved Kim would remain chairman, Jason seconded. Approved 4-0. Kim moved to have Cheryl remain secretary, Jason seconded. Approved 4-0, Chairman, Kim Dembrosky appointed Rich Potter as Vice Chairman.

5. Old Business:

1. 1809-1 sunroom w/deck surround

\*12006 Amara Dr

\*Steve & Georgette Lee

\*Assigned: Rich Potter moved to approve, Jason seconded.

Approved 4-0

2. 1811-1 tree removal

\*8300 Sterling Tide Ct

\*Claudia Wilding

\*Assigned: Cheryl Rivet moved to approve with the added tree and left side of the driveway should homeowner decide to remove that one also., Kim seconded. Approved 4-0

3. 1812-1 rock wall

\*8333 Capernwray Dr

\*John Berube

\*Assigned: Kim Dembrosky More time needed for homeowner to research products that would tie in the wall to his home. He will forward samples of stone to be attached to his home to tie in the wall with the home.

4. 1813-1 driveway pier wall

\*8401 Rollingmist Ln

\*Franklin & Retina Turner

\*Assigned: Kim Dembrosky-Homeowner cancelled project. Needs time to resolve VDOT issue. Project is closed out. Homeowner will resubmit when all issues are resolved..

5. 1814-1 fence

\*12837 Killycrom Dr-*tentative closing date 12/30/19*

\*Jeffrey & Kathy Point

\*Assigned: Hans Pftizer Kim moved to close out as homeowners

closing date has been extended and the project will not start in the allotted amount of time. Cheryl seconded the motion, Approved 4-0

6. 1815-1 hardscape (also see new business 6.1)
  - \*10607 Sterling Cove Dr
  - \*Kevin Smith
  - \*Assigned: Kim Dembrosky moved to approve the project, Jason seconded. Approved 4-0
6. New Project Business: (ARC Box checked 1/8/20 @ 7:30 a.m.)
  1. 1815-1 hardscape
    - \*10607 Sterling Cove Dr
    - \*Kevin Smith
    - \*Assigned: Kim Dembrosky (see old business 5.6)
  2. 1816-1 retaining wall
    - \*12719 Crathes Lane
    - \*Brandon Shaw
    - \*Assigned: Rich Potter, Wall height needed
  3. 1817 1&2 Fence & driveway extension with retaining wall
    - \*8300 Shagreen Ct
    - \*Judith Marlene Rockwell
    - \*Assigned: Kim Dembrosky
7. Finals Assigned Previously:
  1. 1680-1 swimming pool
    - \*11113 Sterling Cove Dr
    - \* Jeff McKay
    - \*Assigned: Cheryl Rivet moved to approve, Kim seconded. Approved 4-0
  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 moved to approve, Kim seconded. Approved 4-0
  4. 1723-1 stamped patio
    - \*11101 Kalliope Dr
    - \*Conner Leftwich
    - \*Assigned: Jason Dickerson Upon reviewing project, nothing was undertaken on this project. Project cancelled
  5. 1733-1 covered deck
    - \*7512 Dunollie Dr
    - \*Carlton Varnell
    - \*Assigned: Rich Potter More time needed, no final permit at this time.
  6. 1768-1 solar

\* 11900 Dunnottar Ter

\*Terry Troxell

\*Assigned: Rich Potter moved to approve, Cheryl seconded.

Approved 4-0

7. 1805-1 flag pole

\*11912 Culloden Ln

\*Garat Shick

\*Assigned: Cheryl Rivet moved to approve, Rich seconded,

Approved 4-0

12. New Finals Assigned:

9. Other New Business:

1. rework application to remove mailing option-We had a recent application mailed to the sales center as indicated on the application. The sale center is now housing a real estate office. They do not check the mailbox ever so the application remained in the mailbox for weeks unknown to ARC.until the applicant reached out to ARC inquiring. Also consider applicant vs. homeowner language.

Cheryl moved to accept changes, Rich seconded. Approved 4-0, See attached.

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.

Meeting scheduled for **Monday January 13<sup>th</sup> 6:30 in the old clubhouse.**

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: Rich moved to adjourn, Kim seconded. Approved 4-0.  
Adjourned 8:01 p.m.

13. Next Meeting: January 23, 2020 at 6:30 p.m. @ Old Club house 8136  
Highland Glen Dr

Respectively Submitted,  
*Cheryl Rivet*