

Highlands Architectural Review Committee (ARC) Final Minutes June 18, 2020

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

Attending: Kim Dembrosky, Jason Dickerson, Cheryl Rivet, Heather Sutton

Absent: Rich Potter, Hans Pfitzer

Board Members: None

Homeowners present: Michelle Clark, Pamela Hauck

2. Review of Agenda: Cheryl Rivet moved to accept with the addition of project 1897 added. Jason Dickerson seconded. Approved 4-0
3. Review of Minutes for June 3, 2020. Kim moved to approve the minutes with a change of assignment on project 1852 to Hans Pfitzer. Jason Dickerson seconded the motion. Approved 4-0
4. Membership: Michelle Clark (second meeting) and Pamela Hauck attending.

10.2

Cheryl Rivet motioned to move item number 10.2 on the agenda to the first item of business of the committee. Kim Dembrosky seconded. Approved 4-0

The Highlands ARC voted on June 3, 2020 to exclude Lake Margaret from our approval process. The developer's ARC for Lake Margaret differs from the Highlands ARC.

The developer has decided Lake Margaret should fall under the Highlands ARC guidelines with exceptions noted for the age restricted section. Those exceptions are as follows: 1- Fences: The same guidelines as the Highlands ARC but there will be an annual added cost for maintenance around the fence lines in the Lake Margaret age restricted section unless the homeowner maintains a cleared border of six inches on both sides of the fence.

Approval to proceed letters for Lake Margaret affected properties will include a note regarding increased fees for fence installation. Homeowners are to consult with Lake Margaret property manager for more information.

- 2- Exterior projects cannot extend the lawn areas.

martha@acswest.org

To:'ckdd198arc'

Cc:'Sarah Martin','Rich Potter'

Wed, Jun 17 at 12:00 PM

The Declarant has decided that LM should follow the ARC guidelines of the Master Association HL and not have more restrictive design guidelines in fencing or any other area.

I wanted to let you know so that you could discuss it with the committee and advise as to whether or not the committee can or will take on LM and not treat them any different than any other section in HL since the Declarant has approved for LM to follow HL guidelines.

The only change is that if an LM owner fences in their yard, there is an additional charge from the landscaper.

Thanks

Martha A. Yeager

Community Manager

ACS West, Inc.

PO Box 11361

Richmond, VA 23230

804-282-7451

Cheryl Rivet moved to accept Lake Margaret under the Highlands ARC with added verbiage to address the age restricted section as described above in 1 & 2. Kim Dembrosky seconded the motion. Approved 4-0

5.Old Business:

1. 1865-1 addition

*11013 Aldera Pl

*Michael and Fran Lampro

*Assigned: Rich Potter-.e-ballot 6/4/20 Motion made by Kim Dembrosky, seconded by Rich Potter to approve with the condition copies of permits must be submitted to ARC prior to commencing construction. 6/18/20 Confirmation of e-ballot Cheryl Rivet made the motion to approve the e-ballot with conditions Kim Dembrosky seconded Approved 4-0.

2. 1867-1&2 pool w/fence, patio & walkway

*8412 Capernwray Dr

*Ken & Jackie Capecci

*Assigned: Kim Dembrosky moved to approve project to be off-set from the back of the house, due to septic issues. Must have electrical and gas permits prior to construction. Heather Sutton seconded. Approved 4-0.

3. 1869-1 detached garage
 - *8400 Europa Ct
 - *Deltroy Gregory
 - *Assigned: Rich Potter. 6/4/20 e-ballot. Kim Dembrosky moved, Rich seconded with the condition: copies of permits must be submitted to ARC prior to commencing construction. 6-0 So Voted. 6/18/20 Confirmation of e-ballot Jason Moved to approve e-ballot, with conditions, Kim Dembrosky seconded. Approved 4-0
4. 1871-1 stamped concrete patio
 - *12243 Hadden Hall Dr
 - *Carrie Black
 - *Assigned: Jason Dickerson-project withdrawn by homeowner. Application date 4/29/20
5. 1879-1 fence
 - *8012 Lake Margaret Pl
 - *Holly & Chris Cash
 - *Assigned: Jason Dickerson -waitiing on clarification from Lake Margaret ARC. Homeowner prefers split rail with mesh-LM ARC has denied. LM ARC will handle per our vote last week to discontinue reviewing LM applications. Kim moved to remove the project from the agenda as we voted not to process Lake Margaret application at the June 3,2020 meeting. Heather Sutton seconded. Approved 4-0
6. 1881-1 stamped concrete patio
 - *11907 Dunvegan Ct
 - *Mark & Sherry Mitchell
 - *Assigned: Heather Sutton moved to approve, Cheryl Rivet seconded. Approved 4-0
7. 1882-1 patio with firepit
 - *12824 Killycrom Dr
 - *Richard Eissler
 - *Assigned: Hans Pfitzer Heather Sutton moved to approve, Jason Dickerson seconded. Approved 4-0
8. 1883-1 fence
 - *12613 Capernwray Ter
 - *Ritchard Dayton
 - *Assigned: Cheryl Rivet moved to approve, Kim Dembrosky seconded. Approved 4-0
9. 1886-1 deck
 - *11012 Aldera Pl
 - *Cullen McPeak
 - *Assigned: Heather Sutton moved to approve with the condition we receive the building permit prior to construction. Cheryl Rivet seconded. Ap proved 4-0
10. 1887-1 pool

*11701 Burray Rd
*Allen & Lisa Holt
*Assigned: Kim Dembrosky-homeowner resubmitted previously approved project #1786-1 which is cancelled-project not started within 6 month approval period. More time needed to review site visit for measurements.

11. 1897- 1 Fence
8012 Lake Margaret Place
Holly and Chris Cash
See 6.14 below

6. New Project Business: (ARC Box checked 6/17/20 @ 1:00 PM)

1. 1884-1 fence
*8431 Fedora Dr
*Danielle Frazier
*Assignd: Cheryl Rivet
2. 1885-1 tree removal
*12607 Capernwray Terr
*Lynnette Johnson
*Assigned:Jason Dickerson
3. 1886-1 deck
*11012 Aldera Pl
*Cullen McPeak
*Assigned: Heather Sutton. See 5.9 Above
4. 1887-1 pool
*11701 Burray Rd
*Allen & Lisa Holt
*Assigned: Kim Dembrosky-homeowner resubmitted previously approved project #1786-1 which is cancelled-project not started within 6 month approval period. See 5.10 Above
5. 1888-1 patio-
*7601 Dunollie Dr
*Selwyn Walker
*Assigned: Cheryl Rivet
6. 1889-1 accessory building
*12001 Sidlaw Hills Ln
*Jeff and Pam Cree
*Assigned: Kim Dembrosky
7. 1890-1 deck-removal and enlargement of new
*11400 Lylwood Ln
*Christopher Lovato
*Assigned: Hans Pfitzer
8. 1891-1 accessory building
*11831 Dunnottar Ter
*Willie Crew III
*Assigned: Cheryl Rivet

9. 1892-1 screened in porch
 - *7813 Duntrune Dr
 - *Emmett & Cynthia Smith
 - *Assigned: Heather Sutton
10. 1893-1 fence and inground pool
 - *11418 Braidstone Ln
 - *Karen Verdisco
 - *Assigned: Kim Dembrosky
11. 1894-1 fence
 - *8124 Fedora Dr
 - *Justin Garrette
 - *Assigned: Hans Pfitzer
12. 1895-1 deck expansion with 3 season room
 - *7412 Maclachlan Dr
 - *Lionel and Leah Blair
 - *Assigned: Kim Dembrosky
13. 1896-1 deck
 - *11007 Thetis Pl
 - *Terrnce & Shaneeca Williams
 - *Assigned: Heather Sutton
14. 1897- 1 Fence
 - 8012 Lake Margaret Place
 - Holly and Chris Cash
 - Jason Dickerson previously viewed the project with Cheryl Rivet. Homeowner wanted wooden fence. Lake Margaret is now under the Highlands ARC guidelines and this fence is allowed. Jason Dickerson moved to approve a 4' wooden crossbuck style fence with the condition the homeowner will be responsible for the additional maintenance costs. Cheryl Rivet seconded. Approved 4-0

7. Finals Assigned Previously:

1. 1727-1 hardscaping, firepit, hot tub, landscaping, generator pad
 - *12813 Abernathy Ln
 - *Jeff & Pam Hahn
 - *Assigned: Kim Dembrosky-current project does not meet regulations. Cheryl Rivet and Kim Dembrosky met with the homeowners who will make the required changes to the project to bring it into compliance. They were unaware the modifications they made put them into non-compliance. 4/10/20 ARC e-ballot to approve landscape plan to address non-compliance. Project compliance in process
2. 1738 1,2,3 pavillion,shed & patio
 - *7419 Dunollie Dr
 - *Shurland Murren

- *Assigned: Cheryl Rivet More time, homeowner is adding trim to
bring into compliance.
- 3. 1742-1 tree removal and tree planting
 - *8519 Brechin Ln
 - *Michael Beavers
 - *Assigned: Jason Dickerson moved to approve, Cheryl Rivet
seconded. Approved 4-0.
- 4. 1786-1 pool
 - *11701 Burray Rd
 - *Allen Holt
 - *Assigned: Kim Dembrosky-project not started before 6 month
approval term expired. Kim Dembrosky moves to cancel project,
Cheryl Rivet seconded. Approved 4-0 (Homeowner submitted new
application for same project June 2020)
- 5. 1815-1 landscape project
 - * 10607 Sterling Cove Dr
 - *Kevin Smith
 - *Assigned: Jason Dickerson moved to approve. Cheryl Rivet
seconded. Approved 4-0
- 6. 1816-1 landscape wall
 - *12719 Crathes Ln
 - *Brandon Shaw
 - *Assigned: Rich Potter Kim Dembrosky moved to approve, Jason
Dicker son seconded. Approved 4-0
- 7. 1819-1 fence modification
 - *11806 Fedora PI
 - *Jason Pentecost
 - *Assigned: Jason Dickerson moved to approve, Cheryl Rivet
seconded. Approved 4-0
- 8. 1828-1 driveway
 - *11813 Fedora PI
 - *Thomas Bonacquisti
 - *Assigned: Cheryl Rivet moved to approve. Kim Dembrosky
seconded. Approved 4-0
- 9. 1831-1 generator
 - *8306 Sterling Cove PI
 - *Lawrence Dobie
 - *Assigned: Kim Dembrosky moved to approve, Cheryl Rivet
seconded. Approved 4-0.
- 10. 1837-1 fence
 - *8318 Calypso Ln
 - *James & Darlene Siegel
 - *Assigned: Cheryl Rivet moved to approve, Kim Dembrosky
seconded Approved 4-0
- 11. 1847-1 landscape garden w/stone wall (application date 3/10/20)
 - *8333 Capernwray Dr

*John Berube

*Assigned: Jason Dickerson moved to approve, Cheryl Rivet seconded. Approved 4-0. Homeowner had completed project prior to submitting an application

12. 1849-1 driveway-gravel to asphalt

*11406 Lylwood Ln

*Nathan Burchett

*Assigned-2 ARC member required as project was completed with no ARC approval- Heather Sutton moved to approve, Kim Dembrosky seconded. Approved 4-0

13. 1852-1 paint shutters and doors

*8607 Finstown Ln

*Louis Barnum & Krysten Koski

*Assigned: Hans Kim Dembrosky moved to approve. Jason Dickerson seconded. Approved 4-0

14. 1863-1 landscaping

*8019 Lake Margaret Pl

*Patricia Owens & Nevia Cashwell

*Assigned Heather More time needed.

12. New Finals Assigned:

1. 1786-1 pool

*11701 Burray Rd

*Allen Holt

*Assigned: Kim Dembrosky-see 11.4 Above

2. 1821-1 fence

*7400 Maclachlan Dr

*Carolyn Shuart

*Assigned: Rich Potter

3. 1840-1 shed roof over deck

*11907 Dunvegan Ct

*Mark & Sherry Mitchell

*Assigned: Rich Potter

4. 1848-1 swingset expansion

*11806 Fedora Pl

*Jason Pentecost

*Assigned: Jason Dickerson

5. 1850-1 removal of outdoor kitchen and replace with patio stones

*8318 Calypso Ln

*Darlene and James Siegel

*Assigned: Cheryl Rivet.

6. 1857-1 fence

*12607 Grampian Ln

*Gregory and Pamela Hauck

*Assigned: Jason Dickerson

9. Other New Business:

1. New member appointments to ARC. Michelle Clark put her name forward to become a member of the Highlands ARC. Kim Dembrosky moved to forward Michelle Clark to the board for approval of a two year period. Cheryl Rivet seconded. Approved 4-0.
2. Auto response for Chairman ARC email. The committee agrees this is a good process.
3. projects started without ARC approval or application. More discussion at a later meeting.

10. Old Business:

1. mail boxes at Lake Margaret. Mailbox is not in compliance with regulations More discussion at a later meeting.
2. Lake Margaret Age restricted section-ARC approval procedure. Streets included in the age restricted section include Lake Margaret Place, Lake Margaret Terrace, Clancey Place, Clancey Court and Lake Margaret Drive. This discussion was moved to the beginning of the meeting. See above.

11. Member Voice: None

12. Adjournment: Cheryl Rivet moved to adjourn. Kim Dembrosky seconded. Approved 4-0. Meeting adjourned 8:24 pm

13. Next Meeting: July 1, 2020 at 6:30 p.m. @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highlands Glen Dr.

Respectively Submitted:

Cheryl Rivet

Attachment below: