

# Highlands Architectural Review Committee (ARC)

## Minutes July 16, 2020

Attendance: Meeting called to order @ 6:32 p.m.

1. Attending: Kim Dembrosky, Heather Sutton, Jason Dickerson, Michelle Clark, Cheryl Rivet
  2. Absent: Rich Potter, Hans pfitzer
  3. Board Members: None
  4. Homeowners present. Jeff Hahn
- 2.Review of Agenda: Cheryl Rivet moved to approve the agenda, Heather Sutton seconded the motion. Approved 5-0
- 3.Review of Minutes for July 1, 2020. Kim Dembrosky moved to approve as amended, Heather Sutton seconded. Approved 5-0
- 4.Membership: Rich Potter is resigning as vice chairman. He would like to remain a member as he's hoping his work scheduled lightens up soon. Rich will not seek reappointment in January 2021. Kim Dembrosky term expires 2/8/21. Cheryl Rivet's term expires 4/5/21. It was noted that members can stay on until their position is filled. Kim Dembroaky asked the membership to consider filling the position of Chairman and Secretary when those positions become vacant. Pam Hauck advised the committee she could not take a position at this time.

It was agreed by the committee to move project 1727-1 up in the agenda as homeowner Mr. Hahn was present to discuss brick pillars on his project. After discussion the project was approved. See 7.2 below.

5. Old Business:

1. 1889-1 accessory building
  - \*12001 Sidlaw Hills Ln
  - \*Jeff and Pam Cree
  - \*Assigned: Kim Dembrosky-homeowner considering options-more time requested.
  - Application date June 18 2020. More Time
2. 1898-1 fence
  - \*12713 Ballater Pl
  - \*Donna Jenkins
  - \*Assigned: Cheryl Rivet moved to approve a 48" metal fence, Heather Sutton seconded.
  - Approved 5-0
3. 1899-1 shed
  - \*12613 Erinton Ct
  - \*Tyler Gibson \*Assigned: Kim Dembrosky moved to approve, Michelle Clark seconded,
  - Approved 5-0
4. 1901-1 covered porch
  - \*8307 Fedora Dr
  - \*Jeremy Rudd

\*Assigned: Cheryl Rivet moved to approve with conditions that the building permit and electrical permit are provided prior to construction. Heather Sutton seconded. Approved 5-0

5. 1902-1&2 patio & pavilion

\*12618 Capemwray Terr

\*Jamar Hicks

\*Assigned: Jason Dickerson. Patio installed without ARC approval and is forward of rear plane of the home. More time, homeowner not responding.

6. New Project Business: (ARC Box checked 7/15/20 @ 11:30 AM)

1. 1903-1 fence

\*8313 McKibben Dr

\*Donald Terry & Kimberly Stocks

\*Assigned: Cheryl Rivet Closing 7/31/20

2. 1904-1 concrete slab

\*11519 Fair Isle Dr

\*Assigned: Kim Dembrosky

3. 1905-1 tree removal

\*8213 Fedora Dr

\*Steve Presley & Heather Sutton

\*Assigned: Cheryl Rivet

4. 1906-1 trampoline & above ground pool

\*8224 Macandrew Pl

\*Bill Harty

\*Assigned: Jason Dickerson

5. 1907-1 deck

\*8219 Fedora Dr

\*Danielle Brand

\*Assigned: Michelle Clark

6. 1908-1 hot tub with screening

\*8107 Fedora Dr

\*Sean Tuck

\*Assigned: Heather Sutton

7. 1909-1 compressor

\*12812 Crathes Ln

\*Brad Miller

\*Assigned: Kim Dembrosky

8. 1910-1&2 deck addition & window conversion to slider doors

\*8243 Cromarty Ct

\*Greg & Sally Witzky

\*Assigned:- Heather Sutton need application

9. 1911-1 fence

\*8113 Fedora Dr

\*James & Ashlee Turner

\*Assigned: Michelle Clark

7. Finals Assigned Previously:

1. 1715-1&2 swimming pool
  - \*12824 Crathes Ln
  - \*Mark E Camporini
  - \*Assigned: WII 743-1 Cheryl Rivet moved to approve. Kim Dembrosky seconded.
  - Approved 5-0
2. 1727-1 hardscaping, firepit, hot tub, landscaping, generator pad
  - \*12813 Abemathy 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 -waiting for brick yard to open for smaller quantities after coronavirus. Vote needed to approve brick surround proposal for deck pier. Kim Dembrosky moved to approve with the condition the base is three-sided brick and wooden post are used at a minimum exposure. Cheryl Rivet seconded. Approved 5-0
3. 1738 1,2,3 pavillion,shed & patio
  - \*7419 Dunollie Dr
  - \*Shurland Murren
  - \*Assigned: Cheryl Rivet moved to approve the pavilion and patio. The shed was cancelled. Kim Dembrosky seconded. Approved 5-0
4. 1743-1 retaining wall
  - \*12824 Crathes Ln
  - \*Mark Camporini
  - \*Assigned: w/1815-1&2 Cheryl Rivet moved to approve. Kim Dembrosky seconded.
  - Approved 5-0
5. 1759-1 fence
  - \*8630 Finstown Ln
  - \*Bill & Eileen Conley
  - \*Assigned: Hans Pfitzer More Time
6. 1760-1 ,2,3 patio, hot tub and accessory building
  - \*8012 Clancy Pl
  - \*Latricia Wells
  - \*Assigned: Hans Pfitzer More Time
7. 1762-1 ,2,3 hardscape, fence and driveway extension
  - \*11763 Burray Rd
  - \*Randall Tootle
  - \*Assigned: Hans Pfitzer More Tme
8. 1764-1 deck
  - \*8313 Fedora Dr
  - \*Anton Shaw
  - \*Assigned: 7/1/20 requested permit & final via email- Hans Pfitzer More Time
9. 1767-1 inground pool

- \*12012 Amara Dr
  - \*James Phelps
  - \*Assigned: Hans Pfitzer More Time
10. 1769-1 tree removal
    - \*11173 Lyndenwood Dr
    - \*Robert Lee
    - \*Assigned: Michelle Clark moved to approve (Only three trees removed).  
Kim Dembrosky seconded. Approved 5-0
  11. 1770-1 fence
    - \*8208 MacAndrew Ct
    - \*Crystal Dudley
    - \*Assigned: Jason Dickerson Moved to withdraw project, project was not undertaken.  
Cheryl Rivet seconded. Approved 5-0
  12. 1772-1&2 inground pool with hardscape
    - \*12501 Capernwray Ct
    - \*Ronald & Koral Bradley
    - \*Assigned: Kim Dembrosky-more time requested. Homeowner does not yet have final county permit. Homeowner also has a modified fence as well as a shed that does not meet the guidelines. Kim and Jason will meet with homeowner.
  13. 1796-1 swimming pool \*7437 Maclachlan Dr
    - \*Israel Gonzalez
    - \*Assigned: Kim Dembrosky moved to approve Heather Sutton seconded.  
Approved 5-0
  14. 1821-1 fence
    - \*7400 Maclachlan Dr
    - \*Carolyn Shuart
    - \*Assigned: Rich Potter reassigned Kim Dembrosky. Cheryl Rivet moved to approve.  
Jason Dickerson seconded. Approved 5-0
  15. 1840-1 shed roof over deck
    - \*11907 Dunvegan Ct
    - \*Mark & Sherry Mitchell
    - \*Assigned: Rich Potter reassigned Kim Dembrosky moved to approve. Heather Sutton seconded. Approved 5-0
  16. 1864-1 fence
    - \*10807 MacAndrew Ln
    - \*C. Scott Thackston
    - \*Assigned: Jason Dickerson moved to approve. Cheryl Rivet seconded.  
Approved 5-0
  17. 1900-1 stamped concrete patio
    - \*11813 Fedora Pl
    - \*Thomas Bonacquisti
    - \*Assigned: Heather Sutton 2 ARC members required for final review. Project completed without ARC approval. Heather Sutton moved to approved. Cheryl Rivet seconded. Approved 5-0

8. New Finals Assigned:

1. 1832-1 fence
  - \*8401 Kalliope Pl
  - \*Adam Berry
  - \*Assigned W/1833-1 Heather Sutton
2. 1833-1 accessory building
  - \*8401 Kalliope Pl
  - \*Adam Berry
  - \*Assigned W/1832-1 Heather Sutton
3. 1853-1 fence
  - \*8324 McKibben Dr
  - \*Mitchell Heller
  - \*Assigned: Cheryl Rivet
4. 1862-1 deck replacement
  - \*8000 Black Isle Court
  - \*Sarah & Todd Gaffney
  - \*Assigned: Kim Dembrosky
5. 1876-1 flag pole
  - \*12125 Lammermoor Dr
  - \*Patrick McCann
  - \*Assigned: Heather Sutton
6. 1877-1 deck
  - \*11009 Aldera Ct
  - \*Dave Fordham
  - \*Assigned: Heather Sutton

9. Other New Business:

1. Regulation update: requested addition for LM age restricted section: submitted by Martha Yeager-ACS West

Fences-

If fences are installed there will be a onetime fee (per mowing season) of \$475 (which is subject to change) that the homeowner must pay up front prior to mowing operations UNLESS a border exist at least 6" wide on each side of the fence that will require trimming because of grass or weed growth. This helps to pay labor required to trim the grass growing against the fence that a mower will not reach.

- There must also be an access gate of at least 60" to allow the mowers adequate spacing to get through.
- An additional charge of \$110 per 1,000 sq. ft. over 22,000 sq. ft. must be paid by the homeowner prior to mowing session to cover the additional mowing operations for a large yard.

- Contractor is not responsible for damage to any fence or post that is wood/metal if a barrier does not exist between the grass and the fence/post where the grass must be trimmed using a string trimmer.

All other fencing requirements must meet the Highlands Community Association, Inc. guidelines and be approved in writing by the ARC prior to installation.

9.2 Chesterfield County code for pool fence is 48" 2 rail. Chesterfield County code for three rail fences is 54" which are not allowed per the ARC guidelines.

10. Old Business:

1. Discussion for reviewing regulations-hot tub specific guidelines, add language for LM age restricted properties (fences, landscape-Lake Margaret place, Lake Margaret Terrace, Clancey Place, Clancey Court and Lake Margaret Drive). Guidelines also under discussion are pavilions and gazibos.

11. Member Voice: None

12. Adjournment: Cheryl Rivet moved to adjourn. Jason Dickerson seconded. Approved

5-0. Adjourned 7:58 p.m.

13. Next Meeting: August 5, 2020 at 6:30 p.m. @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highlands Glen Dr.