

Highlands Architectural Review Committee (ARC) Minutes December 10, 2020

1. Attendance: Meeting called to order @ 6:36 p.m.
 1. Attending: Kim Dembrosky, Cheryl Rivet, Hans Pfitzer, Heather Sutton, Jason Dickerson, Marlene Rockwell, Michelle Clark
 2. Absent: none
 3. Board Members: none
 4. Homeowners present: Charles Clark, Connie Williams
2. Review of Agenda: New Project Business: 1978 needs to be 1&2. Cheryl Rivet motioned to approve as amended; Heather Sutton 2nd; 7-0 Approved.
3. Review of Minutes for November 19, 2020. Michelle Clark motioned to approve as amended; Heather Sutton 2nd; 7-0 Approved.
4. Membership: This will be Cheryl Rivet's last meeting. Connie Williams has joined us today interested in ARC.
5. Old Business:
 1. 1824-1 modification to project-fence placed on wall without approval
 - ❖ 12001 Hadden Hall Dr
 - ❖ Rae & Susan Johnson
 - ❖ Assigned: Cheryl Rivet. Homeowner submitted an amended application. Documentation from Chesterfield County regarding the amendment was requested but not supplied. Kim Dembrosky motioned to deny the amended application to place the fence on the wall; Cheryl Rivet 2nd; 7-0 Motion to deny passed.
 2. 1869-1 detached garage
 - ❖ 8400 Europa Ct
 - ❖ Deltroy Gregory
 - ❖ Assigned-Project delayed. Requesting a 3 month extension. Permits pulled 11/2020. Project approved 6/2020. Kim Dembrosky motioned to grant a 3 month extension; Heather Sutton 2nd; 7-0 Approved.
 3. 1974-1 fence
 - ❖ 7412 Arabella Dr
 - ❖ Beth Simonds
 - ❖ Assigned: Michelle Clark motioned to approve with a 48" or 54" 3-rail aluminum; Marlene Rockwell 2nd; 7-0 Approved.
 4. 1975-1 paint door and trim
 - ❖ 8231 Seaview Dr
 - ❖ Coleen & Jim Fahey
 - ❖ Kim Dembrosky motioned to approve without a site visit as everything has been supplied; Hans Pfitzer 2nd; 7-0 Approved.
6. New Project Business: (ARC Box checked 12/8/20 @ 7:00 PM)
 1. 1975-1 paint door and trim
 - ❖ 8231 Seaview Dr
 - ❖ Coleen & Jim Fahey
 - ❖ Assigned: See 5.4 above.

2. 1976-1 deck
 - ❖ 11913 Amara Dr
 - ❖ Manuel & Tina Olguin
 - ❖ Assigned: Hans Pfitzer
 3. 1977-1 fence
 - ❖ 8213 McKibben Dr
 - ❖ Jeremiah & April Thomas
 - ❖ Assigned: Jason Dickerson
 4. 1978-1&2 patio & detached garage
 - ❖ 11012 Isadora Dr
 - ❖ Richard Stayman
 - ❖ Assigned: Heather Sutton
 5. 1979-1 swimming pool
 - ❖ 8224 Fedora Dr
 - ❖ Adam & Sandy Buckley
 - ❖ Assigned: Hans Pfitzer
7. Finals Assigned Previously:
1. 1760-1,2,3 patio, hot tub, and accessory building
 - ❖ 8012 Clancy Pl
 - ❖ Latricia Wells
 - ❖ Assigned: Hans Pfitzer-waiting on electrical permit. More time needed.
 2. 1806-1 2-tier patio
 - ❖ 7606 Dunollie Dr
 - ❖ Jonathan Dossie
 - ❖ Assigned: Heather Sutton motioned to approve; Cheryl Rivet 2nd; 7-0 Approved.
 3. 1834-1 pool barrier fence
 - ❖ 7419 Rosemead Ln
 - ❖ Alison Connors
 - ❖ Assigned: Cheryl Rivet-final review failed. Homeowner requesting additional consideration to bring fence into compliance. Homeowner complied with ARC request to raise the ground in the area of the fence to bring it into compliance. Homeowner complied with the ARC request for backfill. Cheryl Rivet motioned to approve the final; Kim Dembrosky 2nd; 7-0 Approved.
 4. 1836-fence
 - ❖ 12436 Wynnstay Ln
 - ❖ Alec Hagerman
 - ❖ Assigned: Hans Pfitzer motioned to approved; Kim Dembrosky 2nd; 7-0 Approved.
 5. 1867-1&2 pool with barrier, patio with walkway and firepit
 - ❖ 8412 Capernwray Dr
 - ❖ Ken & Jackie Capecci

- ❖ Assigned: Jason Dickerson (with 1920-1 & 1945-1) motioned to approve; Marlene Rockwell 2nd; 7-0 Approved.
- 6. 1909-1 condenser
 - ❖ 12812 Crathes Ln
 - ❖ Brad Miller
 - ❖ Assigned: Jason Dickerson motioned to approve; Kim Dembrosky 2nd; 7-0 Approved.
- 7. 1920-1 accessory building
 - ❖ 8412 Capernwray Dr
 - ❖ Ken & Jackie Capecci
 - ❖ Assigned: Jason Dickerson motioned to approve; Marlene Rockwell 2nd; 7-0 Approved.
- 8. 1936-1 fence
 - ❖ 8113 Galatea Pl
 - ❖ Ingo & Susan Hamann
 - ❖ Assigned: Cheryl Rivet. More time needed; reassigned to Kim Dembrosky.
- 9. 1945-1 landscape beds
 - ❖ 8412 Capernwray Dr
 - ❖ Ken & Jackie Capecci
 - ❖ Assigned: Jason Dickerson motioned to approve; Marlene Rockwell 2nd; 7-0 Approved.
- 8. New Finals Assigned:
 - 1. 1933-1 fence
 - ❖ 7807 Grampian Ct
 - ❖ Fred & Jeanett Lamb
 - ❖ Assigned: Michelle Clark
 - 2. 1954-1 firepit
 - ❖ 8207 Ravenna Ter
 - ❖ Larry & Brenda Price
 - ❖ Assigned: Heather Sutton
- 9. Other New Business:
 - 1. 2021 Meeting Calendar – Proposed scheduled attached. Kim Dembrosky motioned to approve; Heather Sutton 2nd; 7-0 Approved.
 - 2. Discussion for reviewing regulations. Proposed amendments highlighted in yellow:
 - ❖ A11.6 Fences, **except aluminum or wrought iron 3-rail style**, shall not be higher than four feet (4') (excluding finials or caps) **measured from the ground. An aluminum or wrought iron 3-rail style only fence may be 54" tall, however, all other styles cannot exceed 48"**.
 - ❖ Kim Dembrosky motioned to approve the amendment; Cheryl Rivet 2nd; 7-0 Approved.
 - 3. Application revisions. Proposed amendments highlighted in yellow on the attached. Kim Dembrosky motioned to accept the application; Cheryl Rivet 2nd; 7-0 Approved.
- 10. Old Business:

1. BOD meeting Dec 3rd was postponed.
11. Member Voice: Connie Williams is present today and very interested in joining ARC. Connie is interested in learning more about ARC on some site visits.
12. Adjournment: Cheryl Rivet motioned to adjourn at 7:34pm; Michelle Clark 2nd; 7-0 Approved.
13. Next Meeting: January 6, 2021 at 6:30 p.m. @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highlands Glen Dr.

Respectfully submitted by Michelle Clark

2021

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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31																					25	26	27	28	29	30	

May							June							July							August								
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30	31																				29	30	31						

September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		

Appendix B. Application Form

Project # _____

Complete the following application for review of proposed property improvements. Applicant is responsible for obtaining appropriate data/drawings and delivery of all documents to the ARC.

This Application must be signed on the second page.

Submission Deadline: 48 hrs prior to scheduled meeting.

Date of Application: _____ Application received by ARC _____

Homeowner's Name: _____

Homeowner's Mailing Address: _____

Property location, (If different from mailing address):

Applicant's Contact Info (Home) _____

(Office) _____

(E-mail) _____

Description of request: One (1) application needed for each work project!

Attach the following information to this application and email or hand carry and deposit it into the designated **ARC lock box** located at the front of the Sales Office on 8400 Highland Glen Drive, Chesterfield, VA 23838. **Do not mail applications to this address.** ~~If you can scan data with the application, you~~ Applications with required documentation must be e-mailed to both the ARC Chairman and ARC Vice chairman. ~~of the ARC.~~ Names and email addresses are located on the Highlands website. (www.highlandscsca.com) under contact information.

1. Land surveyor plot plan marked by homeowner, containing the requirements for an "acceptable plot plan" as defined in Appendix A, when required.
2. Complete description (photos/drawings) as to construction design, materials (types and sizes), and color/finish. (Required with all applications).
3. Floor plan, elevation and section drawing (*i.e.*, footings) – Required with all requests construct an addition to a home, shed or any type of outbuilding.

4. Applicant must abide by all Chesterfield County Codes and Regulations. Copy of any applicable Chesterfield County Building Permits is required with all requests. (Copy of permit can be sent to the ARC after conditional approval of the project but must be submitted prior to commencing construction).
5. Proof of approved final County inspection is required at the final project review.

I do, by my signature understand and agree to the following (A, B, and C):

- A. That the Homeowners **Community** Association reserves the right to require removal or repair of the modification at my own expense if:
 - The modification is not constructed or installed as per the approved specifications **submitted** with this form.
 - The modification is not constructed or installed as per the mailed approval letter noting contingencies with approval.
 - The modification is not complete as approved and abandoned as an unfinished project.
 - The modification is not maintained in a safe condition; or the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.
- B. I certify that I have read and agree to follow the Highlands Covenants and Restrictions pertaining to architectural control and review.
- C. Architectural review and approval process: (select one)

I grant the architectural review committee or HCA permission to enter my property, to review proposed modifications on the site locations, 6-month final inspection (after the completion of the project) as well as any discrepancies that could arise relating to the completed project.

_____ Permission by appointment only

_____ Permission without appointment between the hours of 8 A.M. and 8 P.M.
PLEASE NOTE ANY CONCERNS SUCH AS "BEWARE OF DOG"

Homeowner Signatures _____ Date _____