

Highlands Architectural Review Committee (ARC)
6:30pm Highlands Country Club Snack Bar
Minutes January 12, 2020

1. Attendance: Meeting called to order @ 6:31pm.
 1. Attending: Kim Dembrosky, Michelle Clark, Cheryl Rivet, Heather Sutton, Jason Dickerson, Marlene Rockwell, Hans Pfitzer (in at 7:20pm)
 2. Absent: none
 3. Board Members: none
 4. Homeowners present: none
2. Election of ARC Chairman and Secretary. Chairman appoints Vice Chairman.
 1. Election of ARC Chairman: Members that meet the 1 year eligibility requirement refused the position due to outside commitments. The requirement was agreed to be suspended. Michelle Clark motioned for Heather Sutton to be Chairman; Jason Dickerson 2nd; 7-0 Approved.
 2. Appointment of ARC Vice Chairman: Heather Sutton appointed Michelle Clark to be Vice Chairman.
 3. Election of ARC Secretary: Heather Sutton nominated Hans Pfitzer to be Secretary; Jason Dickerson 2nd; 7-0 Approved.
3. Review of Agenda: Cheryl Rivet motioned to accept as amended; Jason Dickerson 2nd. 6-0 Approved.
4. Review of Minutes for December 10, 2020. Meeting scheduled on January 6, 2021 was rescheduled. Kim Dembrosky motioned to approve as amended; Cheryl Rivet 2nd. 6-0 Approved.
5. Membership: Cheryl Rivet is staying on ARC.
6. Old Business:
 1. 1976-1 deck
 - ❖ 11913 Amara Dr
 - ❖ Manuel & Tina Olguin
 - ❖ Assigned: Hans Pfitzer motioned to approve with the condition of permits; Marlene Rockwell 2nd; 7-0 Approved.
 2. 1977-1 fence
 - ❖ 8213 McKibben Dr
 - ❖ Jeremiah & April Thomas
 - ❖ Assigned: Jason Dickerson motioned to approve with condition for fence to come off the furthest forward rear plane to match both sides; Cheryl Rivet 2nd; 6-0 Approved.
 3. 1978-1&2 patio & detached garage
 - ❖ 11012 Isadora Dr
 - ❖ Richard Stayman
 - ❖ Assigned: Heather Sutton motioned to approve with variance for same garage door without windows and conditions of permits; Marlene Rockwell 2nd; 6-0 Approved.
 4. 1979-1 swimming pool
 - ❖ 8224 Fedora Dr
 - ❖ Adam & Sandy Buckley
 - ❖ Assigned: Hans Pfitzer motioned to approve with conditions: (1) that if retaining wall is needed, modification must be submitted to ARC (2) paver details to be submitted (3) permits; Marlene Rockwell 2nd; 7-0 Approved.

5. 1989-1 stamped concrete patio
 - ❖ 11101 Kalliope Dr
 - ❖ Conner Leftwich
 - ❖ Assigned: Heather Sutton motioned to approve; Michelle Clark 2nd; 6-0 Approved. See 7.10 below.
7. New Project Business: (ARC Box checked 1/11/21 @ 11:00 AM)
 1. 1980-1,2,3 pool, hardscape, tree removal
 - ❖ 11413 Braidstone Ln
 - ❖ LuAnne Brubaker
 - ❖ Assigned: Jason Dickerson
 2. 1981-1 patio, firepit and walkway
 - ❖ 8315 Regalia Ct
 - ❖ Shannon & Topher Buskirk
 - ❖ Assigned: Cheryl Rivet
 3. 1982-1 replace deck including a new screened area
 - ❖ 8219 Seaview Dr
 - ❖ Donald & Barbara Joyner
 - ❖ Assigned: Heather Sutton
 4. 1983-1 tree removal (violation notice-no ARC approval) Homeowner states dead or dying so didn't know they needed approval.
 - ❖ 11000 Thetis Pl
 - ❖ Takia and Timothy Jones
 - ❖ Assigned with 1985-1: Michelle Clark
 5. 1984-1 fence
 - ❖ 7601 Oban Dr
 - ❖ Larry & Joan Hirsch
 - ❖ Assigned: Marlene Rockwell
 6. 1985-1 3-season porch enclosure of existing covered porch
 - ❖ 11000 Thetis Pl
 - ❖ Takia and Timothy Jones
 - ❖ Assigned with 1983-1: Michelle Clark
 7. 1986-1 sunroom
 - ❖ 12600 Crathes Ln
 - ❖ Gene & Tami Hostetter
 - ❖ Assigned: Michelle Clark
 8. 1987-1 deck replacement-to be screened
 - ❖ 8306 Colorstone Pl
 - ❖ Rocquel Crawley
 - ❖ Assigned: Kim Dembrosky
 9. 1988-1 shed
 - ❖ 8101 Aldera Ln
 - ❖ Roberto Moreno
 - ❖ Assigned: Hans Pfitzer
 10. 1989-1 stamped concrete patio
 - ❖ 11101 Kalliope Dr
 - ❖ Conner Leftwich
 - ❖ Assigned: Heather Sutton. See 6.5 above.
8. 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. 1933-1 fence
 - ❖ 7807 Grampian Ct
 - ❖ Fred & Jeanett Lamb
 - ❖ Assigned: Michelle Clark motioned to approve; Kim Dembrosky 2nd 7-0 Approved.
3. 1936-1 fence
 - ❖ 8113 Galatea Pl
 - ❖ Ingo & Susan Hamann
 - ❖ Assigned: Reassigned to Cheryl Rivet motioned to approve; Kim Dembrosky 2nd; 7-0 Approved.
4. 1947-2 generator
 - ❖ 11007 Thetis Pl
 - ❖ Shaneeca & Terrence Williams
 - ❖ Assigned: Heather Sutton motioned to approve; Michelle Clark 2nd; 7-0 Approved.
5. 1954-1 firepit
 - ❖ 8207 Ravenna Ter
 - ❖ Larry & Brenda Price
 - ❖ Assigned: Heather Sutton motioned to approve; Kim Dembrosky 2nd; 7-0 Approved.
9. New Finals Assigned:
 1. 1895-1 deck expansion with 3 season room
 - ❖ 7412 Maclachlan Dr
 - ❖ Lionel & Leah Blair
 - ❖ Assigned w/1971-1: Heather Sutton
 2. 1912-1&2 3 season room and patio with sitting wall/built in grill
 - ❖ 8312 Seaview Dr
 - ❖ Rich Grantham
 - ❖ Assigned: (Need final county approval) Kim Dembrosky
 3. 1952-1 screened porch
 - ❖ 7431 Arabella Dr
 - ❖ Riley and Lisa Irving
 - ❖ Assigned: Jason Dickerson
 4. 1971-1 patio, firepit and walkway
 - ❖ 7412 Maclachlan Dr
 - ❖ Lionel & Leah Blair
 - ❖ Assigned w/1895-1: Heather Sutton
 5. 1973-1 fence
 - ❖ 8319 Sterling Cove pl
 - ❖ Jim & Jill Donnelly
 - ❖ Assigned: Cheryl Rivet
 6. 1938-1&2 Addition
 - ❖ 8301 Macandrew Ter
 - ❖ Richard & Tammy Mormando
 - ❖ Assigned: Jason Dickerson
 7. 1946-1 firepit
 - ❖ 8131 Galatea Pl

- ❖ James & Amanda Squires
 - ❖ Assigned w/1948-1: Heather Sutton
8. 1948-1 deck expansion
 - ❖ 8131 Galatea Pl
 - ❖ James & Amanda Squires
 - ❖ Assigned w/1946-1: Heather Sutton
 10. Other New Business:
 1. ARC processed 164 project folders (some folders had multiple projects) in 2020.
 2. Meeting posting and entrance boards – Today’s meeting, originally scheduled for Jan 6th, was postponed to today. Due to a server issue, ACS West does not have access to the calendar on our website currently. The January and February ARC meetings have been posted on the entrance boards to the neighborhood.
 11. Old Business: none
 12. Member Voice: none
 13. Adjournment: Hans Pfitzer motioned to adjourn at 8:12pm; Kim Dembrosky 2nd; 7-0 Meeting adjourned.
 14. Next Meeting: January 21, 2021 at 6:30pm @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highlands Glen Dr.

Respectfully submitted by Michelle Clark.