

**Highlands Architectural Review Committee (ARC)**  
**6:30 pm Highlands Country Club Snack Bar**  
**Agenda February 25, 2021**

1. Attendance: Meeting called to order @ 6:36 pm
  - 1.1. Attending: Heather Sutton, Cheryl Rivet, Marlene Rockwell, Connie Williams, Jason Dickerson
  - 1.2. Absent: Michelle Clark, Hans Pfitzer
  - 1.3. Board Members: none
  - 1.4. Homeowners Present: none
2. Review of Agenda: Cheryl Rivet motioned to accept; Marlene Rockwell seconded, (motion passed 5-0)
3. Review of Minutes for February 3, 2021: Cheryl Rivet motioned to accept; Jason Dickerson seconded, (motion passed 5-0)
4. Membership:
  - 4.1. Status of Connie Williams' Appointment to the Committee - Connie Williams can act as full voting member and the Board will approve her at their next meeting (March 15th)
  - 4.2. Cheryl Rivet has sold her house; her last meeting will likely be today; she may still be able to help with seconds on site visits
5. Old Business:
  - 5.1. 1809-1 Sunroom and Deck - Request For 8 Month Extension
    - ❖ 12006 Amara Dr
    - ❖ Steve & Georgette Lee
    - ❖ Assigned: [Previously] Rich Potter
    - ❖ Jason Dickerson motioned to approve 8-month extension; Marlene Rockwell seconded, (motion passed 5-0)
  - 5.2. 1865-1 Addition - Request For 3 Month Extension
    - ❖ 11013 Aldera Pl
    - ❖ Michael & Fran Lampro
    - ❖ Assigned: [Previously] Rich Potter (see 7.3 below)
    - ❖ Marlene Rockwell motioned to approve 3-month extension; Cheryl Rivet seconded, (motion passed 5-0)
  - 5.3. [1988-1](#) Shed E-ballot confirmation and **Amended** Application
    - ❖ 8101 Aldera Ln
    - ❖ Roberto Moreno
    - ❖ Assigned: Hans Pfitzer completed E-ballot 2/9/21. Confirmation of E-ballot required
    - ❖ Cheryl Rivet motioned to accept the e-ballot; Jason Dickerson seconded, (motion passed 5-0)
    - ❖ 2/24/21 Amendment: Homeowner also requested modifications to design. Amendment will require a site visit; no vote based on amended application.

- 5.4. [1991-1](#) Tree Removal **Amended** Application - Removal of 2 Additional Trees
- ❖ 12025 Hadden Hall Dr
  - ❖ John & Sandra Gattoline
  - ❖ Assigned: N/A
  - ❖ Cheryl Rivet motioned to approve the amended application as submitted without a site visit; Marlene Rockwell seconded, (motion passed 5-0)
- 5.5. [1993-1](#) Patio e-ballot confirmation
- ❖ 8137 Galatea Pl
  - ❖ Steve & Christina Roach
  - ❖ Assigned: Marlene Rockwell completed E-ballot 2/20/21. Confirmation of E-ballot required.
  - ❖ Marlene Rockwell motioned to accept the e-ballot; Cheryl Rivet seconded, (motion passed 5-0)
- 5.6. [1994-1](#) Additional Plantings
- ❖ 8113 Galatea Pl
  - ❖ Ingo & Susan Hamann
  - ❖ Assigned: Cheryl Rivet
  - ❖ Cheryl Rivet motioned to approve; Marlene Rockwell seconded, (motion passed 5-0)
- 5.7. [1995-1,2](#) Shed, Concrete Pad
- ❖ 12013 Amara Dr
  - ❖ Connie Williams
  - ❖ Assigned with 1999-1,2 below: Jason Dickerson
  - ❖ Jason Dickerson motioned to approve; Marlene Rockwell seconded, (motion passed 4-0-1, Connie Williams abstained)
- 5.8. [1996-1](#) Fence
- ❖ 8312 McKibben Dr
  - ❖ Richard and Dorinda Cox
  - ❖ Assigned: Michelle Clark completed E-ballot 2/9/21. Confirmation of E-ballot required.
  - ❖ Jason Dickerson motioned to accept the e-ballot; Cheryl Rivet seconded, (motion passed 5-0)
- 5.9. [1999-1,2](#) Additional Stone Added To Front Of Home, Shutter Style Change
- ❖ 12013 Amara Dr
  - ❖ Connie Williams
  - ❖ Assigned with 1995-1,2 above: Jason Dickerson (see 6.3 below)
  - ❖ Jason Dickerson motioned to approve; Marlene Rockwell seconded, (motion passed 4-0-1; Connie Williams abstained)
- 5.10. [2002-1](#) Shed
- ❖ 12037 Dunnottar Dr
  - ❖ Hans Pfitzer

- ❖ Assigned: Heather Sutton motioned to approve with permits & double doors matching house door style ; Cheryl Rivet seconded (motion passed 5-0) (see 6.6 below)

6. New Project Business: (ARC Box checked February 24, 2021 @ 12:15 pm)

6.1. [1997-1](#) Shed Modification

- ❖ 12012 Amara Dr
- ❖ James Phelps
- ❖ Assigned: Marlene Rockwell

6.2. [1998-1](#) Fence \*\*\*CLOSING March 5th\*\*\* Joint Application With Seller

- ❖ 12124 Glen Kilchurn Dr
- ❖ Herald Birchfield (Buyer) & Mark Yancey (Seller)
- ❖ Assigned with 2005-1 below: Marlene Rockwell

6.3. [1999-1,2](#) Additional Stone Added To Front Of Home, Shutter Style Change

- ❖ 12013 Amara Dr
- ❖ Connie Williams
- ❖ Assigned: Jason Dickerson (see 5.9 above)

6.4. [2000-1](#) Driveway Extension

- ❖ 11249 Isadora Dr
- ❖ Eric Garner
- ❖ Assigned: Jason Dickerson

6.5. [2001-1](#) Fence

- ❖ 8407 Lylwood Ct
- ❖ Lindsey Koren and Jeff Bailey
- ❖ Assigned: Connie Williams

6.6. [2002-1](#) Shed

- ❖ 12037 Dunnottar Dr
- ❖ Hans Pfitzer
- ❖ Assigned: Heather Sutton (see 5.10 above)

6.7. [2003-1,2](#) Deck Replacement, Fence

- ❖ 8424 Lylwood Ct
- ❖ Jonny Etherington
- ❖ Assigned: Heather Sutton

6.8. [2004-1,2](#) Shed, Pool

- ❖ 8154 Galatea Pl
- ❖ Luis & Elisa Sanchez
- ❖ Assigned with final 1942-1,2 below: Michelle Clark

6.9. [2005-1](#) Walkway \*\*\*CLOSING March 5th\*\*\* Joint Application With Seller

- ❖ 12124 Glen Kilchurn Dr
- ❖ Herald Birchfield (Buyer) & Mark Yancey (Seller)

- ❖ Assigned with 1998-1 above: Marlene Rockwell
- 6.10. [2006-1](#) Generator
- ❖ 11000 Thetis Pl
  - ❖ Timothy Jones
  - ❖ Assigned: Jason Dickerson (only a single-person site visit required)
- 6.11. [2007-1](#) Detached Garage w/ Tree Removal
- ❖ 8319 Kintail Dr
  - ❖ Tom & Angie Stinson
  - ❖ Assigned: Heather Sutton
7. Finals Assigned Previously:
- 7.1. 1844-1 Foundation
- ❖ 11831 Dunnottar Terr
  - ❖ Willie Crew
  - ❖ Assigned with 1891-1 below: Hans Pfitzer
  - ❖ More time needed
- 7.2. 1858-1,2 Deck & Driveway Extension
- ❖ 11800 Fedora Pl
  - ❖ Will & Kristina Mickiewicz
  - ❖ Assigned: Cheryl Rivet
  - ❖ Cheryl Rivet motioned to approve; Marlene Rockwell seconded, (5-0)
- 7.3. 1865-1 Addition
- ❖ 11013 Aldera Pl
  - ❖ Michael & Fran Lampro
  - ❖ Assigned: Heather Sutton
  - ❖ Extension requested by homeowner (See 5.2 above)
- 7.4. 1866-1 Basketball Half Court
- ❖ 8307 Chandon Pl
  - ❖ Derrick Winston
  - ❖ Assigned: Michelle Clark
  - ❖ More time needed
- 7.5. 1873-1 Detached Garage
- ❖ 8412 Shagreen Ct
  - ❖ David & Beth Pierce
  - ❖ Assigned: Cheryl Rivet - Reassigned to Marlene Rockwell at this meeting
  - ❖ More time needed
- 7.6. 1875-1 Fence
- ❖ 11713 Burray Rd
  - ❖ David & Carrie Waltman
  - ❖ Assigned: Hans Pfitzer
  - ❖ More time needed

7.7. [1891-1](#) Accessory Building

- ❖ 11831 Dunnottar Terr
- ❖ Willie Crew
- ❖ Assigned with 1844-1 above: Hans Pfitzer
- ❖ More time needed

7.8. [1895-1](#) Deck Expansion with 3 Season Room

- ❖ 7412 Maclachlan Dr
- ❖ Lionel & Leah Blair
- ❖ Assigned with 1971-1 below: Heather Sutton
- ❖ Heather Sutton motioned to approve; Connie Williams seconded, (5-0)

7.9. [1971-1](#) Patio, Firepit and Walkway

- ❖ 7412 Maclachlan Dr
- ❖ Lionel & Leah Blair
- ❖ Assigned with 1895-1 above: Heather Sutton
- ❖ Heather Sutton motioned to approve; Connie Williams seconded, (5-0)

8. New Finals Assigned:

8.1. 1878-1 Tree Removal

- ❖ 12606 Capernwray Terr
- ❖ Ricardo Peters
- ❖ Assigned: Marlene Rockwell

8.2. 1880-1 Fence

- ❖ 8107 Fedora Dr
- ❖ Sean Tuck
- ❖ Assigned with 1908-1 below: Heather Sutton

8.3. 1883-1 Fence

- ❖ 12613 Capernwray Terr
- ❖ Richard Dayton
- ❖ Assigned: Marlene Rockwell

8.4. 1884-1 Fence

- ❖ 8431 Fedora Dr
- ❖ Danielle Frazier
- ❖ Assigned: Heather Sutton

8.5. 1885-1 Tree Removal

- ❖ 12607 Capernwray Terr
- ❖ Lynette Johnson
- ❖ Assigned with 1960-1 below: Marlene Rockwell

8.6. 1886-1 Deck

- ❖ 11012 Aldera Pl
- ❖ Cullen Mcpeak

- ❖ Assigned: Jason Dickerson

8.7. 1887-1 Pool & Pool Fence

- ❖ 11701 Burray Rd
- ❖ Allen Holt
- ❖ Assigned: Marlene Rockwell

8.8. 1890-1 Deck

- ❖ 11400 Lylwood Ln
- ❖ Christopher Lovato
- ❖ Assigned: Connie Williams

8.9. 1899-1 Shed

- ❖ 12613 Erinton Ct
- ❖ Tyler & Kayla Gibson
- ❖ Assigned: Heather Sutton

8.10. 1908-1 Hot Tub

- ❖ 8107 Fedora Dr
- ❖ Sean Tuck
- ❖ Assigned with 1880-1 above: Heather Sutton

8.11. [1942-1,2](#) Pavilion, Fireplace

- ❖ 8154 Galatea Pl
- ❖ Luis & Elisa Sanchez
- ❖ Assigned with new business 2004-1,2 above: Michelle Clark

8.12. 1960-1 Fence & Patio With Walkway

- ❖ 12607 Capernwray Terr
- ❖ Lynette Johnson
- ❖ Assigned with 1885-1 above: Marlene Rockwell

9. Other Old Business:

9.1. Discussion For Reviewing Regulations

9.1.1. Proposed Changes from Martha (Removal of Permit Language)

- ❖ Martha notified ARC that since Geroge Emerson (the declarant) didn't vote the removal of permits is not yet approved by the Board

9.1.2. [Proposed](#) Guideline Language for Chicken Coops

- ❖ Jason Dickerson moved to approve language proposed with consistency of "pet enclosure" throughout; Heather Sutton seconded (motion passed 5-0)

9.2. Review of [Electronic Site Visit Forms \(template Hans\)](#)

- ❖ Use of these is pending decision on SmartArchitecturals

9.3. SmartArchitecturals [Demo](#) - Questions from ARC

- ❖ Defer discussion until "sandbox" is available

- 9.4. Discussion with the HOA attorney regarding use of SmartArchitecturals and ARC requirements (e.g., site visits [pre/post], meetings)
  - ❖ Defer discussion until the next meeting when more members are present
  - ❖ Members to think about ways to streamline the process
  
- 10. Other New Business:
  - 10.1. Location for ARC Meetings
    - ❖ The meetings will continue to be held in the Snackbar since the Lake Margaret Clubhouse does not have WiFi
  
  - 10.2. Timing of Project Assignment
    - ❖ Defer discussion until the next meeting when more members are present
  
- 11. Member Voice: None
  
- 12. Adjournment: Heather Sutton motioned to adjourn @ 8:11pm; Marlene Rockwell seconded (motion passed 5-0)
  
- 13. Next Meeting: March 3, 2021 6:30 pm @ Highlands Country Club Snack Bar 8136 Highland Glen Dr., Lower level.

*Respectfully submitted by Heather Sutton*