

Highlands Architectural Review Committee (ARC)
6:30 pm Highlands Country Club Snack Bar
Minutes March 3, 2021

1. Attendance: Meeting called to order @ 6:32 pm
 - 1.1. Attending: Heather Sutton, Marlene Rockwell, Connie Williams, Michelle Clark, Jason Dickerson (arrived at 6:35 pm)
 - 1.2. Absent: Hans Pfitzer
 - 1.3. Board Members: none
 - 1.4. Homeowners Present: Lindsey Koren
2. Review of Agenda: Connie Williams motions to accept; Marlene Rockwell seconded (motion passed 4-0)
3. Review of Minutes for February 25, 2021: Connie Williams motions to accept; Marlene Rockwell seconded (motion passed 4-0)
4. Membership:
 - 4.1. If Cheryl Rivet is officially moving, we will have 6 members with one open spot for a 2-year. Heather Sutton will confirm with Cheryl Rivet.
5. Old Business:
 - 5.1. [1910-1,2](#) Deck Extension, Window Conversion to Slider Doors - **Amended** Application
 - ❖ 8243 Cromarty Ct
 - ❖ Greg & Sally Witzky
 - ❖ Assigned: Heather Sutton previously
 - ❖ Heather Sutton motions to approve; Michelle Clark seconded (motion passed 5-0)
 - 5.2. [1988-1](#) Shed - **Amended** Application
 - ❖ 8101 Aldera Ln
 - ❖ Roberto Moreno
 - ❖ Assigned: Heather Sutton
 - ❖ Heather Sutton motions to approve the 4-panel windows, and front-facing double doors, but require the double-doors to be at least a 6-panel door per the regulations; Jason Dickerson seconded (motion passed 5-0)
 - 5.3. [1997-1](#) Shed Modification
 - ❖ 12012 Amara Dr
 - ❖ James Phelps
 - ❖ Assigned: Marlene Rockwell
 - ❖ Marlene Rockwell requests more time to get a sample of the material from the homeowner
 - 5.4. [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
- ❖ Marlene Rockwell motions to approve; Connie Williams seconded (motion passed 5-0)

5.5. [2000-1](#) Driveway Extension

- ❖ 11249 Isadora Dr
- ❖ Eric Garner
- ❖ Assigned: Jason Dickerson
- ❖ Jason Dickerson motions to approve; Heather Sutton seconded (motion passed 5-0)

5.6. [2001-1](#) Fence

- ❖ 8407 Lylwood Ct
- ❖ Lindsey Koren and Jeff Bailey
- ❖ Assigned: Connie Williams
- ❖ Connie Williams motions to approve; Marlene Rockwell seconded (motion passed 5-0)

5.7. [2003-1,2](#) Deck Replacement, Fence

- ❖ 8424 Lylwood Ct
- ❖ Jonny Etherington
- ❖ Assigned: Heather Sutton
- ❖ Heather Sutton motions to approve either a wooden picket or wooden split rail fence with gate “option 1” and the deck as submitted; Marlene Rockwell seconded (motion passed 5-0)

5.8. [2004-1,2](#) Shed, Pool

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

5.9. [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
- ❖ Marlene Rockwell motions to approve; Connie Williams seconded (motion passed 5-0)

5.10. [2006-1](#) Generator

- ❖ 11000 Thetis Pl
- ❖ Timothy Jones
- ❖ Assigned: Jason Dickerson
- ❖ Jason Dickerson motions to approve with conditions on receipt of building permit and pad information; Heather Sutton seconded (motion passed 5-0)

5.11. [2007-1](#) Detached Garage w/ Tree Removal

- ❖ 8319 Kintail Dr

- ❖ Tom & Angie Stinson
 - ❖ Assigned: Heather Sutton
 - ❖ Heather Sutton motions to approve with condition location is directly behind the home and variance to allow forward facing garage door and vinyl on the front; Jason Dickerson seconded (motion passed 3-2 (Rockwell & Clark opposed))
6. New Project Business: (ARC Box checked March 2, 2021 @ 4:30 pm)
- 6.1. [2008-1](#) Deck
- ❖ 12019 Amara Dr
 - ❖ Ivan & Denise Glasgow
 - ❖ Assigned: Connie Williams
- 6.2. [2009-1](#) Fence ***CLOSING March 19th*** Joint Application With Seller
- ❖ 8413 Capernwray Dr
 - ❖ Joseph Cox (Buyer) & Kevin McNulty (Seller)
 - ❖ Assigned: Jason Dickerson
- 6.3. [2010-1](#) Landscaping
- ❖ 8024 Lake Margaret Pl
 - ❖ Kevin & Patty Baker
 - ❖ Assigned: Marlene Rockwell
- 6.4. [2011-1,2,3](#) Seeding, Tree Planting, & HVAC screening
- ❖ 8107 Aldera Ln
 - ❖ Kevin & Dezerai Carter
 - ❖ 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. [1866-1](#) Basketball Half Court
- ❖ 8307 Chandon Pl
 - ❖ Derrick Winston
 - ❖ Assigned: Michelle Clark
 - ❖ Michelle Clark motions to approve; Marlene Rockwell seconded (motion passed 5-0)
- 7.3. [1873-1](#) Detached Garage
- ❖ 8412 Shagreen Ct
 - ❖ David & Beth Pierce
 - ❖ Assigned: Marlene Rockwell
 - ❖ Marlene Rockwell motions for a 3 month extension; Heather Sutton seconded (motion passed 5-0)
- 7.4. [1875-1](#) Fence

- ❖ 11713 Burray Rd
- ❖ David & Carrie Waltman
- ❖ Assigned: Hans Pfitzer
- ❖ More time needed

7.5. 1878-1 Tree Removal

- ❖ 12606 Capernwray Terr
- ❖ Ricardo Peters
- ❖ Assigned: Marlene Rockwell
- ❖ Marlene Rockwell motions to approve; Connie Williams seconded (motion passed 5-0)

7.6. 1880-1 Fence

- ❖ 8107 Fedora Dr
- ❖ Sean Tuck
- ❖ Assigned with 1908-1 below: Heather Sutton
- ❖ Heather Sutton motions to approve; Jason Dickerson seconded (motion passed 5-0)

7.7. 1883-1 Fence

- ❖ 12613 Capernwray Terr
- ❖ Richard Dayton
- ❖ Assigned: Marlene Rockwell
- ❖ Marlene Rockwell motions to approve; Heather Sutton seconded (motion passed 5-0)

7.8. [1884-1](#) Fence

- ❖ 8431 Fedora Dr
- ❖ Danielle Frazier
- ❖ Assigned: Heather Sutton
- ❖ Project cancelled by homeowner (ARC notified 3/1/21); will resubmit later

7.9. [1885-1](#) Tree Removal

- ❖ 12607 Capernwray Terr
- ❖ Lynette Johnson
- ❖ Assigned with 1960-1 below: Marlene Rockwell
- ❖ Marlene Rockwell motions to approve; Connie Williams seconded (motion passed 5-0)

7.10. [1886-1](#) Deck

- ❖ 11012 Aldera Pl
- ❖ Cullen Mcpeak
- ❖ Assigned: Jason Dickerson
- ❖ More time needed

7.11. [1887-1](#) Pool & Pool Fence

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

- ❖ Marlene Rockwell motions for a 3 month extension; Heather Sutton seconded (motion passed 5-0)

7.12. [1890-1](#) Deck Replacement

- ❖ 11400 Lylwood Ln
- ❖ Christopher Lovato
- ❖ Assigned: Connie Williams
- ❖ More time needed

7.13. [1891-1](#) Accessory Building

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

7.14. [1899-1](#) Shed

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

7.15. [1908-1](#) Hot Tub

- ❖ 8107 Fedora Dr
- ❖ Sean Tuck
- ❖ Assigned with 1880-1 above: Heather Sutton
- ❖ Heather Sutton motions to approve; Jason Dickerson seconded (motion passed 5-0)

7.16. [1942-1,2](#) Pavilion, Fireplace

- ❖ 8154 Galatea Pl
- ❖ Luis & Elisa Sanchez
- ❖ Assigned with new business 2004-1,2 above: Michelle Clark
- ❖ Michelle Clark motions to approve; Heather Sutton seconded (motion passed 5-0)

7.17. [1960-1](#) Fence & Patio With Walkway

- ❖ 12607 Capernwray Terr
- ❖ Lynette Johnson
- ❖ Assigned with 1885-1 above: Marlene Rockwell
- ❖ Marlene Rockwell motions to approve; Connie Williams seconded (motion passed 5-0)

8. New Finals Assigned:

8.1. 1772-1,2 Swimming Pool w/ Fence

- ❖ 12501 Capernwray Ct
- ❖ Ronald & Koral Bradley
- ❖ Assigned: Heather Sutton (final previously performed by Kim, but permit pending)

8.2. [1892-1](#) Screened Porch

- ❖ 7813 Duntrune Dr

- ❖ Emmett & Cynthia Smith
- ❖ Assigned: Michelle Clark

8.3. [1893-1](#) Pool

- ❖ 11418 Braidstone Ln
- ❖ Karen Verdisco
- ❖ Assigned: Jason Dickerson

8.4. [1894-1](#) Fence

- ❖ 8124 Fedora Dr
- ❖ Justin Garrette
- ❖ Assigned: Michelle Clark

8.5. [1896-1](#) Deck

- ❖ 11007 Thetis Pl
- ❖ Terrence & Shaneeca Williams
- ❖ Assigned: Heather Sutton

8.6. 1984-1 Fence (Homeowner Requested Final)

- ❖ 7601 Oban Dr
- ❖ Larry & Joan Hirsch
- ❖ Assigned: Marlene Rockwell

8.7. [1989-1](#) Stamped Concrete Patio (Homeowner Requested Final)

- ❖ 11101 Kalliope Dr
- ❖ Conner Leftwich
- ❖ Assigned: Connie Williams

9. Other Old Business:

9.1. SmartArchitecturals - Sandbox Update & Use of Electronic Site Visit Forms

- ❖ Currently waiting for feedback from ACS West

10. Other New Business:

10.1. Member suggestions to improve the current [ARC process](#) (deferred @ last meeting)

- ❖ [Heather Sutton's](#) edits to reflect our current process & suggestions. Members are encouraged to review items in red & green on the linked markup. Red are items which do not match our current process. Green are proposed changes.

10.2. Timing of Project Assignment (deferred @ last meeting)

- ❖ Deferred to the next meeting.

10.3. Policy Resolution 6 ii. Formation Item B (Term Limits) is Incorrect on Highlands Website:

At the first Board of Directors meeting following the annual meeting, the Board of Directors will appoint up to ~~nine (9)~~ seven (7) members to ARC.

- ❖ ACS West is aware correction is needed to count of committee members equal to 7.

10.4. Policy Resolution 6 ii. Formation Item B (Term Limits) - Marlene Rockwell expressed desire to allow existing members, with term limits expiring, to stay on after their term has expired. Heather Sutton spoke previously with the attorney and was advised there are 2 things we can never change: (1) 7 seven member maximum & (2) ARC is appointed by the Board of Directors. Marlene Rockwell will work on verbiage to present edits to the committee in the future.

11. Member Voice: none

12. Adjournment: Heather Sutton motions to adjourn at 8:28pm; Marlene Rockwell seconded (motion passed 5-0)

13. Next Meeting: March 18, 2021 6:30 pm @ Highlands Country Club Snack Bar 8136 Highland Glen Dr., Lower level.

Respectfully submitted by Michelle Clark.