

Highlands Architectural Review Committee (ARC)
6:30 pm Highlands Country Club Snack Bar
Minutes March 18, 2021

1. Attendance: Meeting called to order @ 6:35 pm
 - 1.1. Attending: Heather Sutton, Marlene Rockwell, Michelle Clark, Connie Williams, Hans Pfitzer (in at 6:38 pm)
 - 1.2. Absent: Jason Dickerson
 - 1.3. Board Members: none
 - 1.4. Homeowners Present: none
2. Review of Agenda: Heather Sutton motion to accept; Michelle Clark 2nd 4-0 motion passed.
3. Review of Minutes for March 3, 2021: Heather Sutton motion to accept as amended; Connie Williams 2nd 4-0 motion passed
4. Membership: The committee has 1 position open.
5. Old Business:
 - 5.1. [1993-1](#) Patio *Amended Application 3/17/21*
 - ❖ 8137 Galatea Pl
 - ❖ Steve & Christina Roach
 - ❖ Assigned: Marlene Rockwell
 - ❖ Hans Pfitzer motioned to approve on the condition the material matches the patio; Michelle Clark 2nd; 5-0 motion passed.
 - 5.2. [1997-1](#) Shed Modification
 - ❖ 12012 Amara Dr
 - ❖ James Phelps
 - ❖ Assigned: Marlene Rockwell
 - ❖ Marlene Rockwell motioned to approve on the condition the stone material matches the front on his home and placed a minimum of 8" all the way around the shed; Michelle Clark 2nd; 5-0 motion passed.
 - 5.3. [2002-1](#) Shed - Request Regarding Double Doors
 - ❖ 12307 Dunnotar Dr
 - ❖ Hans Pfitzer
 - ❖ Assigned: Heather Sutton
 - ❖ Heather Sutton motioned to approve on the condition the doors compliment the style of the home; Michelle Clark 2nd; 4-0-1 (Hans Pfitzer abstained) motioned passed.
 - 5.4. [2004-1,2](#) Shed, Pool *Confirmation of E-Ballot*
 - ❖ 8154 Galatea Pl
 - ❖ Luis & Elisa Sanchez
 - ❖ Assigned: Michelle Clark

- ❖ Michelle Clark motioned to accept the e-ballot; Heather Sutton 2nd; 5-0 motion passed.

5.5. [2008-1](#) Deck

- ❖ 12019 Amara Dr
- ❖ Ivan & Denise Glasgow
- ❖ Assigned: Connie Williams
- ❖ More time needed. Application incomplete; Connie Williams will request a plot plan with deck added and measurements included.

5.6. [2009-1](#) Fence ***CLOSING March 19th*** Joint Application With Seller

- ❖ 8413 Capernwray Dr
- ❖ Joseph Cox (Buyer) & Kevin McNulty (Seller)
- ❖ Assigned: Jason Dickerson
- ❖ Michelle Clark motioned to approve; Hans Pfitzer 2nd; 5-0 motion passed.

5.7. [2010-1](#) Landscaping

- ❖ 8024 Lake Margaret Pl
- ❖ Kevin & Patty Baker
- ❖ Assigned: Marlene Rockwell
- ❖ Marlene Rockwell motioned to approve; Hans Pfitzer 2nd; 5-0 motioned passed

5.8. [2011-1,2,3](#) Seeding, Tree Planting, & HVAC screening

- ❖ 8107 Aldera Ln
- ❖ Kevin & Dezerai Carter
- ❖ Assigned: Heather Sutton
- ❖ Marlene Rockwell motioned for [2011-2] the homeowner to replace the number of trees which were removed (9 on right & 7 on left) with a 4-5' minimum height [2011-1,3] approved; Hans Pfitzer 2nd; 5-0 motion passed.

5.9. [2012-1](#) Fence

- ❖ 8224 Sterling Cove Terr
- ❖ Gloria-Jeanne Wilson
- ❖ Assigned: see 6.1 below.

5.10. [2013-1](#) Tree Removal

- ❖ 11831 Dunnottar Terr
- ❖ Willie Crew III
- ❖ Assigned: see 6.2 below.

5.11. [2014-1](#) Patio

- ❖ 8319 Sterling Cove Pl
- ❖ Jim & Jill Donnelly
- ❖ Assigned: see 6.3 below.

5.12. [2016-1](#) Patio

- ❖ 8505 Glendevon Cir
- ❖ Wazir Nobbee

- ❖ Assigned: see 6.5 below.

6. New Project Business: (ARC Box checked March 17, 2021 @ 2:00 pm)

6.1. [2012-1](#) Fence

- ❖ 8224 Sterling Cove Terr
- ❖ Gloria-Jeanne Wilson
- ❖ Assigned: N/A
- ❖ Michelle Clark motioned to waive the site and approve; Heather Sutton 2nd; 4-0-1 (Hans Pfizer abstained) motion passed.

6.2. [2013-1](#) Tree Removal

- ❖ 11831 Dunnottar Terr
- ❖ Willie Crew III
- ❖ Assigned: N/A
- ❖ Michelle Clark motioned to waive the site and approve; Heather Sutton 2nd; 5-0 motion passed.

6.3. [2014-1](#) Patio

- ❖ 8319 Sterling Cove Pl
- ❖ Jim & Jill Donnelly
- ❖ Assigned: N/A
- ❖ Hans Pfitzer motioned to waive the site and approve; Michelle Clark 2nd; 5-0 motion passed.

6.4. [2015-1](#) Generator

- ❖ 8025 Lake Margaret Pl
- ❖ Andrea Hall
- ❖ Assigned: Hans Pfitzer

6.5. [2016-1](#) Patio

- ❖ 8505 Glendevon Cir
- ❖ Wazir Nobbee
- ❖ Assigned: N/A
- ❖ Marlene Rockwell motioned to waive the site and approve; Hans Pfitzer 2nd; 5-0 motion passed.

6.6. [2017-1.2](#) Screened Porch, Patio

- ❖ 12507 Crathes Ln
- ❖ James Mathis
- ❖ Assigned: Marlene Rockwell

6.7. [2018-1](#) Deck

- ❖ 11807 Amara Dr
- ❖ Ashley & Kyle Mills
- ❖ Assigned: Michelle Clark

6.8. [2019-1](#) Tree Removal

- ❖ 10607 MacAndrew Ln

- ❖ Richard White
- ❖ Assigned: Heather Sutton

6.9. [2020-1](#) Sunroom / Florida Room

- ❖ 12113 Whitley Manor Dr
- ❖ Stephen Beulike & Carol Roper
- ❖ Assigned: Marlene Rockwell

6.10. [2021-1](#) Pool

- ❖ 11007 Thetis Pl
- ❖ Terrence & Shaneeca Williams
- ❖ Assigned: Hans Pfitzer

6.11. [2022-1](#) Patio & Spa

- ❖ 11724 Burray Rd
- ❖ Peter & Katie Burkhardt
- ❖ Assigned: Heather Sutton

6.12. [2023-1](#) Tree Removal

- ❖ 12606 Capernwray Terr
- ❖ Ricardo Peters
- ❖ Assigned: Connie Williams

7. Finals Assigned Previously:

7.1. 1772-1,2 Swimming Pool w/ Fence

- ❖ 12501 Capernwray Ct
- ❖ Ronald & Koral Bradley
- ❖ Assigned: Heather Sutton (final previously performed by Kim, but permit pending)
- ❖ Heather Sutton motioned to approve; Hans Pfitzer 2nd; 5-0 motion passed.

7.2. 1844-1 Foundation

- ❖ 11831 Dunnottar Terr
- ❖ Willie Crew
- ❖ Assigned with 1891-1 below: Hans Pfitzer
- ❖ Hans Pfitzer motioned to approve; Heather Sutton 2nd; 5-0 motion passed.

7.3. [1875-1](#) Fence

- ❖ 11713 Burray Rd
- ❖ David & Carrie Waltman
- ❖ Assigned: Hans Pfitzer
- ❖ Hans Pfitzer motioned to approve; Michelle Clark 2nd; 5-0 motion passed.

7.4. [1886-1](#) Deck

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

- 7.5. [1890-1](#) Deck Replacement
- ❖ 11400 Lylwood Ln
 - ❖ Christopher Lovato
 - ❖ Assigned: Connie Williams
 - ❖ Connie Williams motioned to approve; Heather Sutton 2nd; 5-0 motion passed.
- 7.6. [1891-1](#) Accessory Building
- ❖ 11831 Dunnottar Terr
 - ❖ Willie Crew
 - ❖ Assigned with 1844-1 above: Hans Pfitzer
 - ❖ Hans Pfitzer motioned to approve; Heather Sutton 2nd; 5-0 motion passed.
- 7.7. [1892-1](#) Screened Porch
- ❖ 7813 Duntrune Dr
 - ❖ Emmett & Cynthia Smith
 - ❖ Assigned: Michelle Clark
 - ❖ Michelle Clark motioned to approve; Hans Pfitzer 2nd; 5-0 motion passed.
- 7.8. [1893-1](#) Pool
- ❖ 11418 Braidstone Ln
 - ❖ Karen Verdisco
 - ❖ Assigned: Jason Dickerson
 - ❖ More time needed.
- 7.9. [1894-1](#) Fence
- ❖ 8124 Fedora Dr
 - ❖ Justin Garrette
 - ❖ Assigned: Michelle Clark
 - ❖ Michelle Clark motioned to approve; Connie Williams 2nd; 5-0 motion passed.
- 7.10. [1896-1](#) Deck Landing & Stairs
- ❖ 11007 Thetis Pl
 - ❖ Terrence & Shaneeca Williams
 - ❖ Assigned: Heather Sutton
 - ❖ Reassigned to Hans Pfitzer
- 7.11. [1899-1](#) Shed
- ❖ 12613 Erinton Ct
 - ❖ Tyler & Kayla Gibson
 - ❖ Assigned: Heather Sutton
 - ❖ Heather Sutton motioned to approve; Hans Pfitzer 2nd; 5-0 motion passed.
- 7.12. [1984-1](#) Fence (Homeowner Requested Final)
- ❖ 7601 Oban Dr
 - ❖ Larry & Joan Hirsch
 - ❖ Assigned: Marlene Rockwell
 - ❖ Marlene Rockwell motioned to approve; Heather Sutton 2nd; 5-0 motion passed.

- 7.13. [1989-1](#) Stamped Concrete Patio (Homeowner Requested Final)
 - ❖ 11101 Kalliope Dr
 - ❖ Conner Leftwich
 - ❖ Assigned: Connie Williams
 - ❖ Connie Williams motioned to approve; Hans Pfitzer 2nd; 5-0 motion passed.

- 8. New Finals Assigned:
 - 8.1. [1811-1](#) Tree Removal
 - ❖ 8300 Sterling Tide Ct
 - ❖ Claudia Wilding
 - ❖ Assigned: Marlene Rockwell

 - 8.2. [1901-1](#) Deck
 - ❖ 8307 Fedora Dr
 - ❖ Jeremy Rudd
 - ❖ Assigned: Heather Sutton

 - 8.3. [1904-1](#) Patio
 - ❖ 11519 Fair Isle Dr
 - ❖ Andre D. Desima
 - ❖ Assigned: Connie Williams

 - 8.4. [1905-1](#) Tree Removal
 - ❖ 8213 Fedora Dr
 - ❖ Heather Sutton & Steven Presley
 - ❖ Assigned with 1953-1 below: Michelle Clark

 - 8.5. [1907-1](#) Deck
 - ❖ 8219 Fedora Dr
 - ❖ Danielle Brand
 - ❖ Assigned: Michelle Clark

 - 8.6. [1939-1](#) Driveway Extension (Homeowner Requested Final)
 - ❖ 7418 Maclachlan Dr
 - ❖ Steve New
 - ❖ Assigned: Heather Sutton

 - 8.7. [1953-1](#) Solar Panels
 - ❖ 8213 Fedora Dr
 - ❖ Heather Sutton & Steven Presley
 - ❖ Assigned with 1905-1 above: Michelle Clark

 - 8.8. [2001-1](#) Fence (Homeowner Requested Final)
 - ❖ 8507 Lylwood Ct
 - ❖ Lindsey Koren & Jeff Bailey
 - ❖ Assigned: Connie Williams

- 9. Other Old Business:

- 9.1. SmartArchitecturals - Sandbox Update
 - ❖ The Board of Directors voted to approve for ARC to have access. Currently waiting for feedback from ACS West.

- 9.2. Policy Resolution 6 ii. Formation Item B (Term Limits) is Incorrect on the Website
 - ❖ This is now fixed on the [website](#).

- 10. Other New Business:
 - 10.1. Member suggestions to improve the current [ARC process](#) (deferred @ last meeting)
 - ❖ Heather Sutton's [edits to process flow](#). Red = does not match our current process, Green = proposed changes.
 - Deferred to the next meeting.

 - ❖ Timing of Project Assignment (deferred @ last meeting)
 - Hans Pfitzer expressed it could benefit the homeowner for the committee to assign projects immediately rather than waiting for the committee to meet. Discussion was deferred to later as the committee discusses changes in process.

- 11. Member Voice: none

- 12. Adjournment: Heather Sutton motioned to adjourn at 8:23 pm; Connie Williams 2nd 5-0 motioned passed.

- 13. Next Meeting: April 7, 2021 6:30 pm @ Highlands Country Club Snack Bar 8136 Highland Glen Dr., Lower level.

Respectfully submitted by Michelle Clark.