

Highlands Architectural Review Committee (ARC)
6:30 pm Highlands Country Club Snack Bar
Minutes April 22, 2021

1. Attendance: Meeting called to order @ 6:39pm
 - 1.1. Attending: Heather, Michelle, Hans, Marlene, Connie
 - 1.2. Absent: Jason
 - 1.3. Board Members: None
 - 1.4. Homeowners Present: Lequan Hylton

2. Review of Agenda:
 - 2.1. Motion: Approve the Agenda
 - 2.2. Motion by: Hans Second: Marlene
 - 2.3. Vote: 5-0

3. Review of Minutes for March 18, 2021:
 - 3.1. Motion: Approve the Minutes
 - 3.2. Motion by: Marlene Second: Connie
 - 3.3. Vote: 5-0

4. Membership: we still have one open spot for an ARC member

5. Old Business:
 - 5.1. [1893-1](#) Pool *Modification & Extension Request*
 - ❖ 11418 Braidstone Ln
 - ❖ Karen Verdisco
 - ❖ Previously assigned for final 7.2: Jason Dickerson
 - ❖ Motion: Approve with a variance to be on the side of the house and grant a 2 month time extension
 - ❖ Motion by: Heather Second: Hans
 - ❖ Vote: 5-0

 - 5.2. [2007-1](#) Detached Garage w/ Tree Removal *Requested Modification*
 - ❖ 8319 Kintail Dr
 - ❖ Tom & Angie Stinson
 - ❖ Assigned: Heather Sutton
 - ❖ Project originally approved 3/3/21; homeowner requested modification to add 5ft in length. New footprint to be 20ft x 35ft.
 - ❖ Motion: Approve
 - ❖ Motion by: Heather Second: Marlene
 - ❖ Vote: 5-0

 - 5.3. [2008-1](#) Deck *Confirmation of E-Ballot*
 - ❖ 12019 Amara Dr

- ❖ Ivan & Denise Glasgow
- ❖ Assigned: Connie Williams
- ❖ Motion: Confirm E-Ballot
- ❖ Motion by: Connie Second: Michelle
- ❖ Vote: 5-0

5.4. [2015-1](#) Generator

- ❖ 8025 Lake Margaret Pl
- ❖ Andrea Hall
- ❖ Assigned: Hans Pfitzer
- ❖ Motion: Approve with single person site visit, with variance to locate on the side of the house with screening.
- ❖ Motion by: Hans Second: Heather
- ❖ Vote: 5-0

5.5. [2017-1.2](#) Screened Porch, Patio *Confirmation of E-Ballot*

- ❖ 12507 Crathes Ln
- ❖ James Mathis
- ❖ Assigned: Marlene Rockwell
- ❖ Motion: Accept E-ballot
- ❖ Motion by: Marlene Second: Heather
- ❖ Vote: 5-0

5.6. [2018-1](#) Deck

- ❖ 11807 Amara Dr
- ❖ Ashley & Kyle Mills
- ❖ Assigned: Michelle Clark
- ❖ Motion: Approve
- ❖ Motion by: Michelle Second: Marlene
- ❖ Vote: 5-0

5.7. [2019-1](#) Tree Removal

- ❖ 10607 MacAndrew Ln
- ❖ Richard White
- ❖ Assigned: Heather Sutton
- ❖ Motion: Approve
- ❖ Motion by: Heather Second: Marlene
- ❖ Vote: 5-0

5.8. [2020-1](#) Addition & Deck (E-ballot)

- ❖ 12113 Whitley Manor Dr
- ❖ Stephen Beulike & Carol Roper
- ❖ Assigned: Marlene Rockwell
- ❖ Motion: Accept E-Ballot
- ❖ Motion by: Marlene Second: Michelle
- ❖ Vote: 5-0

5.9. [2021-1](#) Pool *Confirmation of E-Ballot*

- ❖ 11007 Thetis Pl
 - ❖ Terrence & Shaneeca Williams
 - ❖ Assigned: Hans Pfitzer
 - ❖ Motion: Accept E-ballot
 - ❖ Motion by: Hans Second: Michelle
 - ❖ Vote: 5-0
- 5.10. [2022-1](#) Patio & Spa *Confirmation of E-Ballot*
- ❖ 11724 Burray Rd
 - ❖ Peter & Katie Burkhardt
 - ❖ Assigned: Heather Sutton
 - ❖ Motion: Accept E-ballot
 - ❖ Motion by: Heather Second: Marlene
 - ❖ Vote: 5-0
- 5.11. [2023-1](#) Tree Removal *Confirmation of E-Ballot*
- ❖ 12606 Capernwray Terr
 - ❖ Ricardo Peters
 - ❖ Assigned: Connie Williams
 - ❖ Motion: Accept E-ballot
 - ❖ Motion by: Connie Second: Heather
 - ❖ Vote: 5-0
- 5.12. [2024-1](#) Deck w/ Patio
- ❖ 7400 Maclachlan Dr
 - ❖ Carolyn Shuart
 - ❖ Assigned: Heather Sutton (on 18Apr)
 - ❖ Motion: Approve
 - ❖ Motion by: Heather Second: Marlene
 - ❖ Vote: 5-0
- 5.13. [2025-1](#) Pool *Confirmation of E-Ballot*
- ❖ 8406 Capernwray Dr
 - ❖ Roy & Kim Fleming
 - ❖ Assigned: Michelle Clark
 - ❖ Motion: Accept E-ballot
 - ❖ Motion by: Michelle Second: Heather
 - ❖ Vote: 5-0
- 5.14. [2026-1](#) Generator *Confirmation of E-Ballot*
- ❖ 8407 Europa Ct
 - ❖ Frederick Langhorn
 - ❖ Assigned: Michelle Clark (Site visit not required)
 - ❖ Motion: Accept E-ballot
 - ❖ Motion by: Michelle Second: Heather
 - ❖ Vote: 5-0
- 5.15. [2027-1](#) Generator

- ❖ 8319 Sterling Cove Pl
- ❖ Jim & Jill Donnelly
- ❖ Assigned: Marlene Rockwell (on 18Apr)
- ❖ Motion: Approve
- ❖ Motion by: Marlene Second: Connie
- ❖ Vote: 5-0

5.16. [2028-1](#) Patio & Pergola

- ❖ 8313 McKibben Dr
- ❖ Donald & Kimberly Stocks
- ❖ Assigned: Hans Pfitzer (on 18Apr)
- ❖ Motion: Approve with single person site visit
- ❖ Motion by: Hans Second: Michelle
- ❖ Vote: 5-0

5.17. [2032-1](#) Window Change *Confirmation of E-Ballot*

- ❖ 8430 Kintail Dr
- ❖ Derrek & Katheryn Belanger
- ❖ Assigned: Heather Sutton (Site visit not required)
- ❖ Motion: Accept E-ballot
- ❖ Motion by: Heather Second: Hans
- ❖ Vote: 5-0

5.18. [2034-1](#) Shed *Confirmation of E-Ballot*

- ❖ 7501 Dunollie Dr
- ❖ Richard Potter
- ❖ Assigned: Heather Sutton (Site visit not required)
- ❖ Motion: Accept E-ballot
- ❖ Motion by: Heather Second: Michelle
- ❖ Vote: 5-0

5.19. [2035-1](#) Generator

- ❖ 8219 Fedora Dr
- ❖ Erik & Danielle Brand
- ❖ Assigned: Connie Williams (on 18Apr)
- ❖ Motion: Approve
- ❖ Motion by: Connie Second: Marlene
- ❖ Vote: 5-0

6. New Project Business: (ARC Box checked April 20, 2021 @ 7:00 pm)

6.1. [2024-1](#) Deck w/ Patio

- ❖ 7400 Maclachlan Dr
- ❖ Carolyn Shuart
- ❖ Assigned: see 5.12

6.2. [2025-1](#) Pool

- ❖ 8406 Capernwray Dr

- ❖ Roy & Kim Fleming
- ❖ Assigned: see 5.13

6.3. [2026-1](#) Generator

- ❖ 8407 Europa Ct
- ❖ Frederick Langhorn
- ❖ Assigned: see 5.14

6.4. [2027-1](#) Generator

- ❖ 8319 Sterling Cove Pl
- ❖ Jim & Jill Donnelly
- ❖ Assigned: See 5.15

6.5. [2028-1](#) Patio & Pergola

- ❖ 8313 McKibben Dr
- ❖ Donald & Kimberly Stocks
- ❖ Assigned: See 5.16

6.6. [2029-1](#) Tree Removal

- ❖ 8208 Macandrew Ct
- ❖ Michael Dudley
- ❖ Assigned: Heather

6.7. [2030-1](#) Patio

- ❖ 11000 Thetis Pl
- ❖ Timothy & Takia Jones
- ❖ Assigned: N/A
- ❖ Motion: Approve without site visit
- ❖ Motion by: Heather Second: Michelle
- ❖ Vote: 5-0

6.8. [2031-1](#) Tree Replacement

- ❖ 8406 Capernway Dr
- ❖ Roy & Kim Fleming
- ❖ Assigned: Heather

6.9. [2032-1](#) Window Change

- ❖ 8430 Kintail Dr
 - ❖ Derrek & Katheryn Belanger
 - ❖ Assigned: see 5.17
- 6.10. [2033-1](#) Fence
- ❖ 11913 Amara Dr
 - ❖ Manuel & Tina Olguin
 - ❖ Assigned: Marlene
- 6.11. [2034-1](#) Shed
- ❖ 7501 Dunollie Dr
 - ❖ Richard Potter
 - ❖ Assigned: see 5.18
- 6.12. [2035-1](#) Generator
- ❖ 8219 Fedora Dr
 - ❖ Erik & Danielle Brand
 - ❖ Assigned: See 5.19
- 6.13. [2036-1](#) Tree Removal
- ❖ 8307 Aldera Ln
 - ❖ Daniel & Kate Simonds
 - ❖ Assigned: N/A
 - ❖ Motion: Approve without site visit.
 - ❖ Motion by: Marlene Second: Heather
 - ❖ Vote: 5-0
- 6.14. [2037-1](#) Patio
- ❖ 7524 Dunollie Dr
 - ❖ Brian & Allison Rouse
 - ❖ Assigned: N/A
 - ❖ Motion: Approve without site visit
 - ❖ Motion by: Heather Second: Michelle
 - ❖ Vote: 5-0
- 6.15. [2038-1](#) Fence
- ❖ 7524 Dunollie Dr

- ❖ Rebecca Williams & Chass Clements
- ❖ Assigned: Marlene

6.16. [2039-1](#) Tree Removal

- ❖ 8213 Fedora Dr
- ❖ Heather Sutton & Steven Presley
- ❖ Assigned: N/A
- ❖ Motion: Approve without site visit
- ❖ Motion by: Hans Second: Marlene
- ❖ Vote: 4-0 (Heather abstained)

6.17. [2040-1](#) Tree Removal

- ❖ 8219 Fedora Dr
- ❖ Erik & Danielle Brand
- ❖ Assigned: N/A
- ❖ Motion: Approve without site visit
- ❖ Motion by: Marlene Second: Michelle
- ❖ Vote: 5-0

6.18. [2041-1,2,3](#) Tree Removal, Driveway paving, and front door shutter color change

- ❖ 8637 Finstown Ln
- ❖ Lequan Hylton
- ❖ Assigned: N/A
- ❖ Motion: Approve w/out site visit. Homeowner presented and reviewed photos.
 - Driveway may require removal of small retaining wall between garage doors.
- ❖ Motion by: Hans Second: Marlene
- ❖ Vote: 5-0

7. Finals Assigned Previously:

7.1. [1886-1](#) Deck

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

7.2. [1893-1](#) Pool

- ❖ 11418 Braidstone Ln
- ❖ Karen Verdisco
- ❖ Assigned: Jason Dickerson
- ❖ See 5.1

7.3. [1896-1](#) Deck Landing & Stairs

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

7.4. [1811-1](#) Tree Removal

- ❖ 8300 Sterling Tide Ct
- ❖ Claudia Wilding
- ❖ Assigned: Marlene Rockwell
- ❖ Project cancelled by homeowner

7.5. [1901-1](#) Deck

- ❖ 8307 Fedora Dr
- ❖ Jeremy Rudd
- ❖ Assigned: Heather Sutton
- ❖ Motion: Approve
- ❖ Motion by: Heather Second: Michelle
- ❖ Vote: 5-0

7.6. [1904-1](#) Patio

- ❖ 11519 Fair Isle Dr
- ❖ Andre D. Desima
- ❖ Assigned: Connie Williams
- ❖ Motion: 3 months more time
- ❖ Motion by: Heather Second: Michelle
- ❖ Vote: 5-0

7.7. [1905-1](#) Tree Removal

- ❖ 8213 Fedora Dr

- ❖ Heather Sutton & Steven Presley
- ❖ Assigned with 1953-1: Michelle Clark
- ❖ Motion: Accept E-ballot
- ❖ Motion by: Michelle Second: Connie
- ❖ Vote: 4-0 (Heather Abstained)

7.8. [1907-1](#) Deck

- ❖ 8219 Fedora Dr
- ❖ Danielle Brand
- ❖ Assigned: Michelle Clark
- ❖ Motion: Accept E-ballot
- ❖ Motion by: Michelle Second: Heather
- ❖ Vote: 5-0

7.9. [1939-1](#) Driveway Extension (Homeowner Requested Final)

- ❖ 7418 Maclachlan Dr
- ❖ Steve New
- ❖ Assigned: Heather Sutton
- ❖ Motion: Approve
- ❖ Motion by: Heather Second: Michelle
- ❖ Vote: 5-0

7.10. [1953-1](#) Solar Panels

- ❖ 8213 Fedora Dr
- ❖ Heather Sutton & Steven Presley
- ❖ Assigned with 1905-1: Michelle Clark
- ❖ Motion: Approve
- ❖ Motion by: Michelle Second: Marlene
- ❖ Vote: 4-0 (Heather abstained)

7.11. [1961-1](#) Landscape Bed

- ❖ 8300 Shagreen Ct
- ❖ Marlene Rockwell

- ❖ Assigned: Heather Sutton
- ❖ Motion: Approve
- ❖ Motion by: Michelle Second: Heather
- ❖ Vote: 4-0 (Marlene abstained)

7.12. [2001-1](#) Fence (Homeowner Requested Final)

- ❖ 8507 Lylwood Ct
- ❖ Lindsey Koren & Jeff Bailey
- ❖ Assigned: Connie Williams
- ❖ Motion: Approve
- ❖ Motion by: Connie Second: Marlene
- ❖ Vote: 5-0

7.13. [2011-1,2,3](#) Landscaping & Trees (Homeowner Requested Final)

- ❖ 8107 Aldera Ln
- ❖ Melanie Devoe (new homeowner) {prior owners: Kevin & Dezerai Carter}
- ❖ Assigned: Heather Sutton
- ❖ Motion: Approve
- ❖ Motion by: Heather Second: Marlene
- ❖ Vote: 5-0

8. New Finals Assigned:

8.1. 1910-1,2 Windows Changed to Sliding Doors

- ❖ 8243 Cromarty Ct
- ❖ Greg & Sally Witzky
- ❖ Assigned: Marlene

8.2. 1911-1 Fence

- ❖ 8113 Fedora Dr
- ❖ James & Ashlee Turner
- ❖ Assigned: Connie

8.3. 1913-1,2 Shed & Fence

- ❖ 7437 Maclachlan Dr
- ❖ Isreal Gonzalez

- ❖ Assigned: Hans

8.4. 1914-1, 2, 3 Firepit & Play equipment (2)

- ❖ 8219 Fair Isle Terr
- ❖ Jonathan Blum & Amanda Lilley
- ❖ Assigned: Michelle

8.5. 1915-1 Detached Garage

- ❖ 10901 Kalliope Dr
- ❖ Joel Jean
- ❖ Assigned: Michelle

8.6. 1919-1 Deck

- ❖ 8100 Fedora Dr
- ❖ Christopher Midgley & Jeyfe Sucgang
- ❖ Assigned: Heather

8.7. 1923-1 Detached Garage

- ❖ 12619 Lerwick Pl
- ❖ Glenn & Valerie Thomas
- ❖ Assigned: Michelle

8.8. 1924-1 Deck

- ❖ 11400 Shagreen Ln
- ❖ Joyce Sayles
- ❖ Assigned: Marlene

9. Other Old Business:

9.1. SmartArchitecturals - Sandbox Update

- ❖ Member access will be requested for member trials/testing

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.
 - This was deferred to the next meeting
- ❖ Timing of Project Assignment (deferred @ last meeting)
 - This was deferred to the next meeting
- ❖ Resolution 6 proposed changes from Marlene
 - This was deferred to the next meeting
- ❖ Discussion regarding updates on generator guidelines

➤ Heather will draft proposed text for review at the next meeting

11. Member Voice: None

12. Adjournment: Adjourned 8:25pm

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

Respectfully submitted by
Hans Pfitzer