

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

1. Attendance: Meeting called to order 6:34 @ pm
  - 1.1. Attending: Connie, Hans, Heather, Jason, & Marlene
  - 1.2. Absent: Michelle
  - 1.3. Board Members: None
  - 1.4. Homeowners Present: Lequan Hylton
2. Review of Agenda: Marlene motioned to accept; Jason second (5-0)
3. Review of Minutes for April 22, 2021: Marlene motioned to accept; Connie second (5-0)
4. Membership:
5. Old Business:
  - 5.1. [2029-1](#) Tree Removal
    - ❖ 8208 Macandrew Ct
    - ❖ Michael Dudley
    - ❖ Assigned: Heather Sutton
    - ❖ Motion: Approve
    - ❖ Motion by: Heather
    - ❖ Second by: Marlene
    - ❖ Vote: 5-0
    - ❖ Notes:
  - 5.2. [2031-1](#) Tree Replacement
    - ❖ 8406 Capernwray Dr
    - ❖ Roy & Kim Fleming
    - ❖ Assigned: Heather Sutton
    - ❖ Motion:
    - ❖ Motion by:
    - ❖ Second by:
    - ❖ Vote:
    - ❖ Notes: More Time- need tree replacement details
  - 5.3. [2033-1](#) Fence
    - ❖ 11913 Amara Dr
    - ❖ Manuel & Tina Olguin
    - ❖ Assigned: Marlene Rockwell
    - ❖ Motion: Approve with variance for the fence to be forward of the rear of the house on the driveway side/ right side.
    - ❖ Motion by: Marlene

- ❖ Second by: Connie
- ❖ Vote: 5-0
- ❖ Notes:

5.4. [2038-1](#) Fence (e-ballot)

- ❖ 11406 Shagreen Lane
- ❖ Rebecca Williams & Chass Clements
- ❖ Assigned: Marlene Rockwell
- ❖ Motion: Confirm e-ballot
- ❖ Motion by: Marlene
- ❖ Second by: Heather
- ❖ Vote: 5-0
- ❖ Notes:

6. New Project Business: (ARC Box checked May 4, 2021 @ 7:30 pm)

6.1. [2042-1](#) Fence

- ❖ 8119 Fedora Dr
- ❖ Brian & Desirae Feldhauser
- ❖ Assigned: Jason

6.2. [2043-1](#) Shed

- ❖ 8143 Fedora Dr
- ❖ Joseph Wilmer
- ❖ Assigned: Jason

6.3. [2044-1](#) Pool

- ❖ 8219 Aldera Ln
- ❖ Steve & Kerry Bunting
- ❖ Assigned: Connie

6.4. [2045-1,2](#) Pool, Fence

- ❖ 8118 Galatea Pl
- ❖ Angela N Sharp
- ❖ Assigned: Hans

6.5. [2046-1,2](#) Pool, Patio

- ❖ 8107 Fedora Dr
- ❖ Sean Tuck
- ❖ Assigned: Connie

6.6. [2047-1](#) Landscaping

- ❖ 8637 Finstown Ln
- ❖ LeQuan & Nelda Hylton
- ❖ Assigned: N/A

- ❖ Motion: Approve without site visit
- ❖ Motion by: Heather
- ❖ Second by: Marlene
- ❖ Vote: 5-0
- ❖ Notes:

6.7. [2048-1,2](#) Front Door Color Change & Storm Door

- ❖ 11012 Aldera Pl
- ❖ Kawaan Carter Sr
- ❖ Assigned: N/A
- ❖ Motion: Approve without site visit
- ❖ Motion by: Heather
- ❖ Second by: Hans
- ❖ Vote: 5-0
- ❖ Notes:

6.8. [2049-1](#) New Trees Planted

- ❖ 8213 McKibben Dr
- ❖ Jeremiah & April Thomas
- ❖ Assigned: N/A
- ❖ Motion: Approve without site visit
- ❖ Motion by: Heather
- ❖ Second by: Hans
- ❖ Vote: 5-0
- ❖ Notes:

6.9. [2050-1](#) Detached Garage

- ❖ 8448 Macandrew Ter
- ❖ Theodora & Tonda Fryzlewicz
- ❖ Assigned: Heather

7. Finals Assigned Previously:

7.1. [1886-1](#) Deck

- ❖ 11012 Aldera Pl
- ❖ Cullen Mcpeak
- ❖ Assigned: Jason Dickerson
- ❖ Motion: Approve
- ❖ Motion by: Jason
- ❖ Second by: Hans
- ❖ Vote: 5-0
- ❖ Notes:

7.2. [1896-1](#) Deck Landing & Stairs

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

7.3. [1910-1,2](#) Windows Changed to Sliding Doors

- ❖ 8243 Cromarty Ct
- ❖ Greg & Sally Witzky
- ❖ Assigned: Marlene Rockwell
- ❖ Motion: Extension to complete project for 3 months
- ❖ Motion by: Marlene
- ❖ Second by: Heather
- ❖ Vote: 5-0
- ❖ Notes:

7.4. [1911-1](#) Fence

- ❖ 8113 Fedora Dr
- ❖ James & Ashlee Turner
- ❖ Assigned: Connie Williams
- ❖ Motion: Approve
- ❖ Motion by: Connie
- ❖ Second by: Marlene
- ❖ Vote: 5-0
- ❖ Notes:

7.5. [1913-1,2](#) Shed & Fence

- ❖ 7437 Maclachlan Dr
- ❖ Israel Gonzalez
- ❖ Assigned: Hans Pfitzer
- ❖ More Time

7.6. [1914-1,2 3](#) Firepit & Play Equipment x2

- ❖ 8219 Fair Isle Terr
- ❖ Jonathan Blum & Amanda Lilley
- ❖ Assigned: Michelle Clark
- ❖ Final inspection completed 4/30/21; Michelle Clark (absent) recommended to approve via email
- ❖ Motion: Approve
- ❖ Motion by: Michelle
- ❖ Second by: Heather
- ❖ Vote: 5-0
- ❖ Notes:

7.7. [1915-1](#) Detached Garage

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

7.8. [1919-1](#) Deck

- ❖ 8100 Fedora Dr
- ❖ Christopher Midgley & Jeyfe Sugang
- ❖ Assigned: Heather Sutton
- ❖ Motion: Approve
- ❖ Motion by: Heather
- ❖ Second by: Hans
- ❖ Vote: 5-0
- ❖ Notes:

7.9. [1923-1](#) Detached Garage

- ❖ 12619 Lerwick Pl
- ❖ Glenn & Valerie Thomas
- ❖ Assigned: Michelle Clark
- ❖ Project not undertaken; need to confirm if extension is needed or project is to be cancelled
- ❖ More Time

7.10. [1924-1](#) Deck

- ❖ 11400 Shagreen Ln
- ❖ Joyce Sayles
- ❖ Assigned: Marlene Rockwell
- ❖ Motion: Approve
- ❖ Motion by: Marlene
- ❖ Second by: Hans
- ❖ Vote: 5-0
- ❖ Notes:

7.11. [2038-1](#) Fence

- ❖ 11406 Shagreen Ln
- ❖ Rebecca Willaims & Chass Clements
- ❖ Assigned: Marlene Rockwell
- ❖ Motion: Approve
- ❖ Motion by: Marlene
- ❖ Second by: Heather
- ❖ Vote: 5-0
- ❖ Notes:

- 7.12. [1964-2,3](#) Shed, Flag Pole \*Homeowner Requested Final\*
- ❖ 11913 Amara Dr
  - ❖ Manuel & Tina Olguin
  - ❖ Assigned with 1976-1: Marlene Rockwell
  - ❖ Motion: Approve with variance for double doors facing street
  - ❖ Motion by: Marlene
  - ❖ Second by: Hans
  - ❖ Vote: 4-1 (Heather)
  - ❖ Notes:
- 7.13. [1976-1](#) Deck \*Homeowner Requested Final\*
- ❖ 11913 Amara Dr
  - ❖ Manuel & Tina Olguin
  - ❖ Assigned with 1964-1: Marlene Rockwell
  - ❖ Motion: Approve
  - ❖ Motion by: Marlene
  - ❖ Second by: Heather
  - ❖ Vote: 5-0
  - ❖ Notes:

8. New Finals Assigned:

- 8.1. [1956-1,2](#) Deck, Patio \*Homeowner Requested Final\*
- ❖ 8113 Galatea Pl
  - ❖ Ingo & Susan Hamann
  - ❖ Assigned with 1994-1
  - ❖ Assigned: Heather
- 8.2. [1994-1](#) Landscaping \*Homeowner Requested Final\*
- ❖ 8113 Galatea Pl
  - ❖ Ingo & Susan Hamann
  - ❖ Assigned: Heather
- 8.3. [2016-1](#) Patio \*Homeowner Requested Final & Provided Photo\*
- ❖ 8505 Glendevon Cir
  - ❖ Wazir Nobbie
  - ❖ Assigned: Marlene
- 8.4. [2036-1](#) Tree Removal \*Homeowner Requested Final\*
- ❖ 8307 Aldera Ln
  - ❖ Daniel & Kate Simonds

- ❖ Assigned: Heather

8.5. [2038-1](#) Fence

- ❖ 11406 Shagreen Ln
- ❖ Rebecca Willaims & Chass Clements
- ❖ Assigned: Marlene Rockwell
- ❖ See 7.11 above

9. Other Old Business:

9.1. SmartArchitecturals - Sandbox Update

- Motion: Request permission from board to adapt and implement SmartArchitecturals ARC tool
- Motion by: Hans
- Second by: Heather
- Vote: 5-0
- Notes: ARC Team will adapt tool at its convenience after board approval and sufficient training configuration is complete.

9.2. The Board of Directors meets next May 17, 2021.

- ❖ Committee to review and vote on Heather's Sutton's [edits to process flow](#). Red = does not match our current process, Green = proposed changes.
  - Motion: Remove 2 files from HOA website: ARC Application Process & ARC Application Filing
  - Motion by: Hans
  - Second by: Marlene
  - Vote: 5-0
- ❖ Committee to vote on assigning new projects on receipt rather than awaiting the next ARC Meeting to assign.
  - Request withdrawn by Hans
- ❖ Resolution 6 proposed changes from [Marlene](#) and [Heather](#)
  - Motion: Request to the board to update resolution 6 to the updated version from Heather linked above (which included Marlene's edits)
  - Motion by: Heather
  - Second by: Marlene
  - Vote: 5-0
- ❖ Proposed updates on generator guidelines: (red text is added)

*A25. Auxiliary/ Emergency Power Generators, and Windmills Detailed drawings, product data, detailed plans, and land surveyor plot plan marked with project location by homeowner must accompany the application for ARC approval.*

*A25.1 Windmills. No installations are permitted.*

*A25.2 Emergency power generators (permanent installation). ARC approval must be obtained. Installation of a permanent emergency generator should be behind or on the side of the house.*

*The outdoor unit must be completely screened from view of the street, golf course, lake, and adjacent homes with a framed structure having a minimum of 15% open area or with evergreen shrubbery (large enough to completely screen the unit). Deciduous shrubbery (plants that lose their foliage) cannot be used for a screen.*

*A25.3 Portable units can be used for the duration of the emergency time period but must be removed and stored once the emergency has passed.*

- Motion: Accept above text as written for generators
- Motion by: Marlene
- Second by: Connie
- Vote: 5-0

10. Other New Business:

10.1. [Proposed Changes](#) to the ARC Regulations and Application Process on the website

- Motion: Update text on website to [this proposed text](#)
- Motion by: Heather
- Second by: Hans
- Vote: 5-0

11. Member Voice: None

12. Adjournment: 8:08. Motion to adjourn by Marlene, Second by Jason. 5-0.

13. Next Meeting: May 20, 2021 6:30 pm @ Highlands Country Club Snack Bar 8136 Highland Glen Dr., Lower level.

Respectfully submitted by Hans Pfitzer