

**Highlands Architectural Review Committee (ARC)**  
**6:30 pm Highlands Country Club Snack Bar**  
**Minutes 20 May 2021**

1. Attendance: Meeting called to order @ 6:30 pm
  1. Attending: Connie, Hans, Heather, Jason, Marlene, Michelle
  2. Absent: None
  3. Board Members: None
  4. Homeowners Present: None
2. Review of Agenda: Michelle Motioned to approve as amended, Connie second. 6-0.
3. Review of Minutes for 06May2021: Heather motion to approve as amended, Marlene second. 6-0.
4. Membership: 1 space open.
5. Old Business:
  1. [2031-1](#) Tree Replacement
    - ❖ 8406 Capernwray Dr
    - ❖ Roy & Kim Fleming
    - ❖ Assigned: Heather
    - ❖ Motion: Approve
    - ❖ Motion by: Heather
    - ❖ Second by: Hans
    - ❖ Vote: 6-0
    - ❖ Notes:
  2. [2042-1](#) Fence
    - ❖ 8119 Fedora Dr
    - ❖ Brian & Desirae Feldhauser
    - ❖ Assigned: Jason
    - ❖ Motion: Approve
    - ❖ Motion by: Jason
    - ❖ Second by: Heather
    - ❖ Vote: 6-0
    - ❖ Notes:
  3. [2043-1](#) Shed
    - ❖ 8143 Fedora Dr
    - ❖ Joseph Wilmer
    - ❖ Assigned: Jason
    - ❖ Motion: Approve
    - ❖ Motion by: Jason
    - ❖ Second by: Michelle
    - ❖ Vote: 6-0
    - ❖ Notes:
  4. [2044-1](#) Pool
    - ❖ 8219 Aldera Ln
    - ❖ Steve & Kerry Bunting

- ❖ Assigned: Connie
  - ❖ Motion: Approve
  - ❖ Motion by: Connie
  - ❖ Second by: Heather
  - ❖ Vote: 6-0
  - ❖ Notes:
5. [2045-1,2](#) Pool, Fence
- ❖ 8118 Galatea Pl
  - ❖ Angela N Sharp
  - ❖ Assigned: Hans
  - ❖ Motion: Approve
  - ❖ Motion by: Hans
  - ❖ Second by: Heather
  - ❖ Vote: 6-0
  - ❖ Notes:
6. [2046-1,2](#) Pool, Patio
- ❖ 8107 Fedora Dr
  - ❖ Sean Tuck
  - ❖ Assigned: Connie
  - ❖ Motion: Approve
  - ❖ Motion by: Connie
  - ❖ Second by: Hans
  - ❖ Vote: 6-0
  - ❖ Notes:
7. [2050-1](#) Detached Garage
- ❖ 8448 Macandrew Ter
  - ❖ Theodora & Tonda Fryzlewicz
  - ❖ Assigned: Heather
  - ❖ Motion: Approve with variance for front facing garage door.
  - ❖ Motion by: Heather
  - ❖ Second by: Hans
  - ❖ Vote: 6-0
  - ❖ Notes
8. [2053-1](#) Shed
- ❖ 8160 Fedora Dr
  - ❖ Dale & LeRoy Mason
  - ❖ Assigned: Heather (assigned on 10May due to email malfunction delaying ARC receipt)
  - ❖ Motion: Approve
  - ❖ Motion by: Heather
  - ❖ Second by: Michelle
  - ❖ Vote: 6-0
  - ❖ Notes

6. New Project Business: (ARC Box checked 18May @ 7:15pm)

1. [2051-1](#) Tree Removal

- ❖ 11249 Isadora Dr
- ❖ Eric Garner
- ❖ Assigned: Marlene
- ❖

2. [2052-1](#) Retaining Wall

- ❖ 8001 Erinton Dr
- ❖ Arlene & Casey Green
- ❖ Assigned: Jason
- ❖ Motion: Approve without site visit
- ❖ Motion by: Heather
- ❖ Second by: Hans
- ❖ Vote: 6-0
- ❖ Notes

3. [2053-1](#) Shed

- ❖ 8160 Fedora Dr
- ❖ Dale & LeRoy Mason
- ❖ Assigned: Heather
- ❖ See 5.8 above

4. [2054-1](#) Tree Removal

- ❖ 11207 Eastfair Way
- ❖ Melody Braithwaite
- ❖ Assigned:
- ❖ Motion: Approve without site visit
- ❖ Motion by: Heather
- ❖ Second by: Hans
- ❖ Vote: 6-0
- ❖ Notes

5. [2055-1](#) Tree Planting

- ❖ 12618 Capernwray Terr
- ❖ Jamar Hicks
- ❖ Assigned:
- ❖ NOTE: this application in response to ARC request for landscaping plan for denial to project 1902-1,2
- ❖ Motion: Approve without site visit
- ❖ Motion by: Jason
- ❖ Second by: Michelle
- ❖ Vote: 6-0
- ❖ Notes

7. Finals Assigned Previously:

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

- ❖ 11007 Thetis Pl
- ❖ Terrence & Shaneeca Williams
- ❖ Assigned: Hans Pfitzer
- ❖ More Time
- ❖ Motion: Deny
- ❖ Motion by: Hans
- ❖ Second by: Jason
- ❖ Vote: 5-1(Connie)
- ❖ Notes: Project approved with conditions, all piers must be brick. Project completed without brick peers. Additionally 1 pier was constructed and not connected to anything.

2. [1913-1](#) Shed

- ❖ 7437 Maclachlan Dr
- ❖ Israel Gonzalez
- ❖ Assigned: Hans Pfitzer
- ❖ More Time
- ❖ Motion: Deny
- ❖ Motion by: Hans
- ❖ Second by: Jason
- ❖ Vote: 6-0
- ❖ Notes: Shed denied because required for 3 rows of brick not met

[1913-2](#) Fence

- ❖ 7437 Maclachlan Dr
- ❖ Israel Gonzalez
- ❖ Assigned: Hans Pfitzer
- ❖ More Time
- ❖ Motion: Approve
- ❖ Motion by: Hans
- ❖ Second by: Jason
- ❖ Vote: 6-0
- ❖ Notes:

3. [1915-1](#) Detached Garage

- ❖ 10901 Kalliope Dr
- ❖ Joel Jean
- ❖ Assigned: Michelle Clark
- ❖ Motion: MoreTime, 2 months
- ❖ Motion by: Michelle
- ❖ Second by: Heather
- ❖ Vote: 6-0

4. [1923-1](#) Detached Garage

- ❖ 12619 Lerwick Pl
- ❖ Glenn & Valerie Thomas

- ❖ Assigned: Michelle Clark
  - ❖ Project not undertaken; confirm if extension is needed or project is to be cancelled
  - ❖ Homeowner Cancelled.
5. [1956-1,2](#) Deck, Patio \*Homeowner Requested Final\*
- ❖ 8113 Galatea Pl
  - ❖ Ingo & Susan Hamann
  - ❖ Assigned: Heather
  - ❖ Assigned with 1994-1
  - ❖ Motion: Approve
  - ❖ Motion by: Heather
  - ❖ Second by: Michelle
  - ❖ Vote 6-0
6. [1994-1](#) Landscaping \*Homeowner Requested Final\*
- ❖ 8113 Galatea Pl
  - ❖ Ingo & Susan Hamann
  - ❖ Assigned: Heather
  - ❖ Motion: Approve
  - ❖ Motion by: Heather
  - ❖ Second by: Michelle
  - ❖ Vote 6-0
7. [2016-1](#) Patio \*Homeowner Requested Final & Provided Photo\*
- ❖ 8505 Glendevon Cir
  - ❖ Wazir Nobbee
  - ❖ Assigned: Marlene
  - ❖ Motion: Approve
  - ❖ Motion by: Marlene
  - ❖ Second by: Michelle
  - ❖ Vote 6-0
8. [2036-1](#) Tree Removal \*Homeowner Requested Final\*
- ❖ 8307 Aldera Ln
  - ❖ Daniel & Kate Simonds
  - ❖ Assigned: Heather
  - ❖ More Time

8. New Finals Assigned:

1. 1869-1 Detached Garage
  - ❖ 8400 Europa Ct
  - ❖ Deltroy Gregory
  - ❖ Assigned: Michelle
  - ❖ NOTE: 3mo extension granted in Dec2020
  
2. 1925-1, 2, 3 Patio, Fire Pit, Fire Place
  - ❖ 12213 Whitley Manor Dr
  - ❖ Krister & Jennifer Hampton
  - ❖ Assigned: Hans
  
3. 1926-1 Tree Removal
  - ❖ 12824 Crathes Ln
  - ❖ Mark Camporini
  - ❖ Assigned: Marlene
  
4. 1928-1 Tree Removal
  - ❖ 8424 Chandon Ct
  - ❖ Karin & Tim Henry
  - ❖ Assigned: Marlene
  
5. 1929-1 Fence
  - ❖ 11155 Sterling Cove
  - ❖ Emily & Llewellyn Kluball
  - ❖ Assigned: Marlene
  
6. 1930-1 Patio
  - ❖ 12812 Crathes Ln
  - ❖ Brad Miller
  - ❖ Assigned: Marlene
  
7. 1931-1 Solar Panels
  - ❖ 8025 Clancy Pl
  - ❖ Crista Galvin
  - ❖ Assigned: Michelle
  
8. 1934-1 Pool
  - ❖ 8219 Fair Isle Terr
  - ❖ Jonathan Blum & Amanda Lilley
  - ❖ Assigned: Marlene
  
9. 1935-1 Patio
  - ❖ 8212 Ravenna Terr
  - ❖ William & Crystal Norris
  - ❖ Assigned: Marlene

10. [1941-1](#) Generator \*Homeowner Requested Final & Provided Photo\*
  - ❖ 12025 Hadden Hall Dr
  - ❖ John Gattoline
  - ❖ Assigned: Marlene (Heather needs to give Marlene folder)
  
11. [1993-1](#) Patio \*Homeowner Requested Final\*
  - ❖ 8137 Galatea Pl
  - ❖ Steve & Christina Roach
  - ❖ Assigned: Marlene (Heather needs to give Marlene folder)
  
9. Other New Business:
  1. All ARC business approved at the last meeting will be reviewed by the Board at their meeting on 26May (postponed from 17May)
  2. Meeting lead needed for 02June
  
10. Old Business:
  1. SmartWebs live Demo requested from ACS West
  
11. Member Voice:

Motion: Per Roberts rules, adjournment shall not require a motion and vote, chair can call without vote.

Motion by: Hans

Second by: Heather

Vote: 6-0
  
12. Adjournment: Called by Heather 8:00pm.
  
13. Next Meeting: 02June at 6:30 pm @ the snack bar in the lower level of the Highlands Clubhouse  
8136 Highlands Glen Dr.

Submitted by Hans Pfitzer