

Highlands Architectural Review Committee (ARC)
6:30 pm Highlands Country Club Snack Bar
Minutes 07 July 2021

1. Attendance: Meeting called to order @ 6:32 pm.
 1. Attending: Heather Sutton, Hans Pfitzer, Connie Williams, Michelle Clark
 2. Absent: Jason Dickerson, Marlene Rockwell
 3. Board Members: none
 4. Homeowners Present: Kim Dembrosky, Doug Bowmer
2. Review of Agenda: Hans motions to approve the agenda; Connie Williams 2nd (4-0)
3. Review of Minutes:
 - ❖ 20 May 2021 meeting: deferred to next meeting
 - ❖ 02 June 2021 meeting: Heather motion approve minutes; Connie seconded, (4-0)
4. Membership: Homeowner, Kim Dembrosky, is interested to re-join ARC
Heather motions to approve her membership; Connie seconded (4-0)
5. Old Business:
 1. [2056-1 Dock](#) *On Lake Margaret - Additionally Requires George Emerson's Approval*
 - ❖ 12848 Killycrom Dr
 - ❖ Doug & Michele Bowmer
 - ❖ Assigned: Connie
 - ❖ Motion: Deny Request for variance above square footage in covenants
 - ❖ Motion by: Hans
 - ❖ Second by: Heather
 - ❖ Vote: 3-2 (Connie & Michelle Opposed)
 2. [2057-1 Fence](#) *E-Ballot to be Confirmed*
 - ❖ 11813 Fedora Pl
 - ❖ Thomas Bonacquisti
 - ❖ Assigned: Jason
 - ❖ E-Ballot: Heather Sutton motioned to approve the fence and Hans Pfitzer seconded the motion. 6-0 motion passed 6/22/21.
 - ❖ Motion: Confirm e-ballot approval
 - ❖ Motion by: Heather
 - ❖ Second by: Connie
 - ❖ Vote: 5-0
 3. [2058-1 Pergola](#) *E-Ballot to be Confirmed*
 - ❖ 8424 Macandrew Terr
 - ❖ Detrick Nichols
 - ❖ Assigned: Jason

- ❖ E-Ballot: Heather Sutton motioned to approve the pergola and Hans Pfitzer seconded the motion. 6-0 motion passed 6/22/21.
 - ❖ Motion: Confirm e-ballot approval
 - ❖ Motion by: Heather
 - ❖ Second by: Michelle
 - ❖ Vote: 5-0
4. [2059-1 Tree Removal](#) *Project Completed Without ARC Approval*
- ❖ 8124 Galatea Pl
 - ❖ Carl Germain
 - ❖ Assigned: Connie
 - ❖ Motion: Approve
 - ❖ Motion by: Connie
 - ❖ Second by: Michelle
 - ❖ Vote: 5-0
5. [2060-1 Screened Porch & Deck](#) *E-Ballot to be Confirmed*
- ❖ 12006 Dunnottar Dr
 - ❖ Millard & Debra Fountain
 - ❖ Assigned: Michelle
 - ❖ E-Ballot: Michelle Clark motioned to approve with variance of 6/12 roof pitch due to 2nd floor house window; Heather Sutton seconded. 6-0 motion passed 6/19/21.
 - ❖ Motion: Confirm e-ballot approval
 - ❖ Motion by: Michelle
 - ❖ Second by: Hans
 - ❖ Vote: 5-0
6. [2061-1 Driveway Extension](#) *E-Ballot to be Confirmed*
- ❖ 8154 Fedora Dr
 - ❖ Mellisa Gray
 - ❖ Assigned: N/A
 - ❖ E-Ballot: Heather motioned to approve the driveway extension without a site visit based on the details in the application and Michelle seconded the motion. 6-0 motion passed 6/28/21.
 - ❖ Motion: Confirm e-ballot approval without a site visit
 - ❖ Motion by: Heather

- ❖ Second by: Hans
 - ❖ Vote: 5-0
7. [2062-1 Sunroom](#)
- ❖ 8154 Fedora Dr
 - ❖ Latricia Wells
 - ❖ Assigned: Michelle
 - ❖ Notes: Homeowner has not yet responded to requests for site visit. Application is not complete and missing information needed for approval.
8. [2063-1 Fence](#) *E-Ballot to be Confirmed*
- ❖ 7513 Dunollie Dr
 - ❖ Kristine Byers
 - ❖ Assigned: N/A
 - ❖ E-Ballot: Heather motioned to approve the fence without a site visit based on the details in the application and Michelle seconded the motion. 6-0 motion passed 6/28/21.
 - ❖ Motion: Confirm e-ballot approval
 - ❖ Motion by: Heather
 - ❖ Second by: Connie
 - ❖ Vote: 4-0-1 (Kim abstained)
9. [2064-1 Fence](#) *E-Ballot to be Confirmed*
- ❖ 8219 Aldera Ln
 - ❖ Kerry Bunting
 - ❖ Assigned: N/A
 - ❖ E-Ballot: Heather Sutton motioned to approve the fence without a site visit based on the details and pictures provided in the application and Hans Pfitzer seconded the motion. 6-0 motion passed 6/22/21.
 - ❖ Motion: Confirm e-ballot approval
 - ❖ Motion by: Heather
 - ❖ Second by: Connie
 - ❖ Vote: 4-0-1 (Kim abstained)
10. [2065-1 Shed](#) *E-Ballot to be Confirmed*
- ❖ 8325 McKibben Dr
 - ❖ Theodore & Dana Musselman
 - ❖ Assigned: Heather

- ❖ E-Ballot: Heather Sutton motioned to approve the shed and Hans Pfitzer seconded the motion. 6-0 motion passed 6/22/21.
- ❖ Motion: Confirm e-ballot approval
- ❖ Motion by: Heather
- ❖ Second by: Michelle
- ❖ Vote: 5-0

11. [2066-1 Generator](#) *E-Ballot to be Confirmed*

- ❖ 12612 Capernwray Terr
- ❖ Berrimond & Kathleen Scott
- ❖ Assigned: N/A
- ❖ E-Ballot: Heather Sutton motioned to approve the generator without a site visit based on the details provided in the application and Hans Pfitzer seconded the motion. 6-0 motion passed 6/23/21.
- ❖ Motion: Confirm e-ballot approval
- ❖ Motion by: Heather
- ❖ Second by: Hans
- ❖ Vote: 4-0-1 (Kim abstained)

12. [2067-1 Dock](#) *On Lake Margaret - Additionally Requires George Emerson's Approval*

- ❖ 8155 Lake Margaret Terr
- ❖ Rod Bitz
- ❖ Assigned: Michelle
- ❖ Note: More time needed for ARC Review

13. [2068-1 Fence](#)

- ❖ 8412 Shagreen Ct
- ❖ David & Beth Pierce
- ❖ Assigned: Connie
- ❖ Motion: Approve with variance fence forward of rear plane to allow a gate between the front corner of the garage & side of home (by door).
- ❖ Motion by: Connie
- ❖ Second by: Heather
- ❖ Vote: 5-0

14. [2069-1 Screened Porch](#)

- ❖ 8430 Kintail Dr
- ❖ Derrek & Katheryn Belanger

- ❖ Assigned: Hans
 - ❖ Notes: More time needed for roof pitch and design, clarification on lattice on new deck. Second site visit will be requested of the homeowner, Kim will contact the homeowner.
15. [2070-1 Storm Door](#) *E-Ballot to be Confirmed*
- ❖ 8406 Capernwray Dr
 - ❖ Roy & Kim Fleming
 - ❖ Assigned: N/A
 - ❖ E-Ballot: Heather motioned to approve the storm door without a site visit based on the details in the application and Michelle seconded the motion. 6-0 motion passed 6/28/21.
 - ❖ Motion: Confirm e-ballot approval
 - ❖ Motion by: Heather
 - ❖ Second by: Michelle
 - ❖ Vote: (5-0)
16. [2071-1 Patio](#)
- ❖ 8313 Minerva Terr
 - ❖ Sean & Tony Evans
 - ❖ Assigned with 2075-1: Hans
 - ❖ Note: More time needed, homeowner has not yet responded
 - ❖ Reassign to Kim
17. [2072-1 Patio](#)
- ❖ 12813 McKibben Ct
 - ❖ Anthony & Suzanne Spears
 - ❖ Assigned: Jason
 - ❖ Notes: More time needed.
18. [2073-1 Tree Removal](#)
- ❖ 12700 Dunrobin Ct
 - ❖ Robert Chapman
 - ❖ Assigned: Connie
 - ❖ Motion: Approve
 - ❖ Motion by: Connie
 - ❖ Second by: Heather
 - ❖ Vote: 5-0

19. [2074-1 Patio](#)
 - ❖ 12812 Killycrom Dr
 - ❖ Mark & Madonna Hansen
 - ❖ Assigned: Heather
 - ❖ Motion: Approve
 - ❖ Motion by: Heather
 - ❖ Second by: Hans
 - ❖ Vote: 5-0

20. [2075-1 Driveway Extension](#)
 - ❖ 8313 Minerva Terr
 - ❖ Sean & Tony Evans
 - ❖ Assigned with 2071-1: Hans
 - ❖ Note: More Time
 - ❖ Reassign to Kim.

21. [2076-1 Paved Driveway](#)
 - ❖ 8524 Finstown Ln
 - ❖ Kevin Grubbs
 - ❖ Assigned: Heather
 - ❖ Note: More time

22. [2078-1 Guard Rail](#)
 - ❖ 7424 Arabella Dr
 - ❖ Adam & Erica Beem
 - ❖ Motion: Approve without site visit
 - ❖ Motion by: Kim
 - ❖ Second by: Hans
 - ❖ Vote: 5-0

23. [2080-1 Swing Set](#)
 - ❖ 8219 Aldera Ln
 - ❖ Kerry Bunting
 - ❖ Motion: Approve without site visit
 - ❖ Motion by: Heather
 - ❖ Second by: Connie
 - ❖ Vote: 5-0

6. New Project Business: (ARC Box checked 06July @ 6:15pm)
 1. 2061-1 Driveway Extension
 - ❖ 8154 Fedora Dr
 - ❖ Mellisa Gray
 - ❖ Assigned: see 5.6
 2. 2062-1 Sunroom
 - ❖ 8154 Fedora Dr
 - ❖ Latricia Wells
 - ❖ Assigned: see 5.7
 3. 2063-1 Fence
 - ❖ 7513 Dunollie Dr
 - ❖ Kristine Byers
 - ❖ Assigned: see 5.8
 4. 2064-1 Fence
 - ❖ 8219 Aldera Ln
 - ❖ Kerry Bunting
 - ❖ Assigned: see 5.9
 5. 2065-1 Shed
 - ❖ 8325 McKibben Dr
 - ❖ Theodore & Dana Musselman
 - ❖ Assigned: see 5.10
 6. 2066-1 Generator
 - ❖ 12612 Capernwray Terr
 - ❖ Berrimond & Kathleen Scott
 - ❖ Assigned: see 5.11
 7. 2067-1 Dock *On Lake Margaret - Additionally Requires George Emerson's Approval*
 - ❖ 8155 Lake Margaret Terr
 - ❖ Rod Bitz
 - ❖ Assigned: see 5.12
 8. 2068-1 Fence
 - ❖ 8412 Shagreen Ct
 - ❖ David & Beth Pierce
 - ❖ Assigned: see 5.13
 9. 2069-1 Screened Porch
 - ❖ 8430 Kintail Dr
 - ❖ Derrek & Katheryn Belanger
 - ❖ Assigned: see 5.14
 10. 2070-1 Storm Door
 - ❖ 8406 Capernwray Dr

- ❖ Roy & Kim Fleming
 - ❖ Assigned: see 5.15
11. 2071-1 Patio
- ❖ 8313 Minerva Terr
 - ❖ Sean & Tony Evans
 - ❖ Assigned with 2075-1: see 5.16
12. 2072-1 Patio
- ❖ 12813 McKibben Ct
 - ❖ Anthony & Suzanne Spears
 - ❖ Assigned: see 5.17
13. 2073-1 Tree Removal
- ❖ 12700 Dunrobin Ct
 - ❖ Robert Chapman
 - ❖ Assigned: see 5.18
14. 2074-1 Patio
- ❖ 12812 Killycrom Dr
 - ❖ Mark & Madonna Hansen
 - ❖ Assigned: see 5.19
15. 2075-1 Driveway Extension
- ❖ 8313 Minerva Terr
 - ❖ Sean & Tony Evans
 - ❖ Assigned with 2071-1: see 5.20
16. 2076-1 Paved Driveway
- ❖ 8524 Finstown Ln
 - ❖ Kevin Grubbs
 - ❖ Assigned: see 5.21
17. [2077-1 Horse](#) (incomplete application - asked if they want to resubmit later)
- ❖ 8312 Fedora Dr
 - ❖ Juan Gachet
 - ❖ Assigned: Heather
18. [2078-1 Guard Rail](#)
- ❖ 7424 Arabella Dr
 - ❖ Adam & Erica Beem
 - ❖ Motion: Approve without site visit
 - ❖ Motion by: Kim
 - ❖ Second by: Hans
 - ❖ Vote: 5-0

19. [2079-1 Garage](#)
 - ❖ 12436 Wynnstay Ln
 - ❖ Alec Hagerman
 - ❖ Assigned: Kim

20. [2080-1 Swing Set](#)
 - ❖ 8219 Aldera Ln
 - ❖ Kerry Bunting
 - ❖ Motion: Approve without site visit

 - ❖ Motion by: Heather

 - ❖ Second by: Connie

 - ❖ Vote: 5-0

7. Finals Assigned Previously:

1. [1824-1 Pool](#)
 - ❖ 12001 Hadden Hall Dr
 - ❖ Susan & Rae Johnson
 - ❖ Assigned: Michelle

 - ❖ More Time

2. 1874-1 Exterior Painting
 - ❖ 8405 Seaview Dr
 - ❖ Tricia Jones
 - ❖ Assigned: Jason

 - ❖

3. [1925-1,2,3 Patio, Fire Pit, Fire Place](#)
 - ❖ 12213 Whitley Manor Dr
 - ❖ Krister & Jennifer Hampton
 - ❖ Assigned: Hans

 - ❖ Notes: More Time

4. [1957-1,2 Batting Cage & Deck](#)
 - ❖ 12112 Whitley Manor Dr
 - ❖ Brian & Karen Winnell
 - ❖ Assigned: Michelle

 - ❖ Motion: grant a 6 month extension

 - ❖ Motion by: Michelle

 - ❖ Second by: Hans

 - ❖ Vote: 5-0

5. [1963-1 Fence](#)

- ❖ 12437 Wynnstay Ln
 - ❖ Randi & Melanie Zaremba
 - ❖ Assigned: Connie
 - ❖ Motion: Approve

 - ❖ Motion by: Connie

 - ❖ Second by: Michelle
 - ❖ Vote: 5-0
6. [1965-1,2 Deck, Screened Porch](#)
- ❖ 12001 Amara Dr
 - ❖ Ricky & Teresa Miller
 - ❖ Assigned with 1967-1: Michelle

 - ❖ Motion: grant a 2 month extension

 - ❖ Motion by: Michelle

 - ❖ Second by: Heather
 - ❖ Vote: 5-0
7. [1966-1 Concrete Walkway](#)
- ❖ 12112 Whitley Manor Dr
 - ❖ Brian & Karen Winnell
 - ❖ Assigned: Michelle

 - ❖ Motion: grant 6 months extension

 - ❖ Motion by: Michelle

 - ❖ Second by: Heather
 - ❖ Vote: 5-0
8. [1967-1 Fence](#)
- ❖ 12001 Amara Dr
 - ❖ Ricky & Teresa Miller
 - ❖ Assigned with 1965-1,2: Michelle

 - ❖ Motion: grant 2 month extension

 - ❖ Motion by: Michelle

 - ❖ Second by: Heather
 - ❖ Vote: 5-0
9. [1992-1 Fence](#)
- ❖ 8319 McKibben Dr
 - ❖ David Atkinson
 - ❖ Assigned: Heather (See 8.18)

- ❖ Motion: Approve
- ❖ Motion by: Heather
- ❖ Second by: Connie
- ❖ Vote: 5-0

10. [2036-1 Tree Removal](#)

- ❖ 8307 Aldera Ln
- ❖ Daniel & Kate Simonds
- ❖ Assigned: Heather
- ❖ Motion: Approve
- ❖ Motion by: Heather
- ❖ Second by: Hans
- ❖ Vote: 5-0

11. [2055-1 Tree Planting](#)

- ❖ 12618 Capernwray Terr
- ❖ Jamar Hicks
- ❖ Assigned: Jason
- ❖ Note: More time

12. [2059-1 Tree Removal](#) *Project Completed Without ARC Approval*

- ❖ 8124 Galatea Pl
- ❖ Carl Germain
- ❖ Assigned: see 5.4

13. 1873-1 Garage *Homeowner requested final*

- ❖ 8412 Shagreen Ct
- ❖ David & Beth Pierce
- ❖ Motion: Approve
- ❖ Motion by: Heather
- ❖ Second by: Kim
- ❖ Vote: 5-0

8. New Finals Assigned:

1. 1865-1 Addition (3 month extension granted 16Feb2021)

- ❖ 11013 Aldera Pl
- ❖ Michael & Fran Lampro
- ❖ Assigned: Kim

2. 1873-1 Garage *Homeowner requested final*

- ❖ 8412 Shagreen Ct
- ❖ David & Beth Pierce

- ❖ Assigned: Heather
- 3. 1887-1 Pool & Fence (3 month extension granted 02Mar2021)
 - ❖ 11701 Burray Rd
 - ❖ Allen Holt
 - ❖ Assigned: Connie
- 4. 1968-1 Pool
 - ❖ 8307 Kalliope Ct
 - ❖ Lloyd Sossei
 - ❖ Assigned: Heather
- 5. 1970-1 Door replacement
 - ❖ 8206 Glamis Ct
 - ❖ Raymond & Wanda Blake
 - ❖ Assigned: Michelle
- 6. 1972-1, 2 Deck & Fence
 - ❖ 8131 Fedora Dr
 - ❖ Richard Allen Hailstalk III
 - ❖ Assigned: Michelle
- 7. 1974-1 Fence
 - ❖ 7412 Arabella Dr
 - ❖ Beth Simonds
 - ❖ Assigned: Connie
- 8. 1975-1 Door & Shutter color change
 - ❖ 8231 Seaview Dr
 - ❖ Coleen & Jim Fahey
 - ❖ Assigned: Hans
- 9. 1992-1 Fence *Homeowner Requested Final*
 - ❖ 8319 McKibben Dr
 - ❖ David Atkinson
 - ❖ Assigned: Heather
 - ❖ See above 7.9
- 10. 1996-1 Fence *Homeowner Requested Final*
 - ❖ 8312 McKibben Dr
 - ❖ Richard & Dorinda Cox
 - ❖ Assigned: Heather
- 11. 2054-1 Tree Removal *Homeowner Requested Final*
 - ❖ 11207 Eastfair Way
 - ❖ Melody Braithwaite
 - ❖ Assigned: Jason

12. 2070-1 Storm Door *Homeowner Requested Final

- ❖ 8406 Capernwray Dr
- ❖ Roy & Kim Fleming
- ❖ Assigned: Jason

9. Other New Business:

1. Transition to [monthly meetings](#) as approved by the board ([calendar](#))
2. Hold on moving to monthly meetings
3. SmartWebs implementation
 - ❖ Heather to request access for Kim
 - ❖ Training request made to ACS West.
 - ❖ The committee discussed several concerns & questions with the program [without resolution].
4. Discussion on clarification of single site visit rules. The committee agreed single person site visits are to be voted at the time of project assignment.
5. Dock Guidelines language does not align with the Covenants and Heather will request the Board to ensure the correct language is in the Guidelines.
6. Grading requires ARC applications

10. Old Business:

1. 2020-1 Homeowner emailed 6/15/21 about changes due to relocation of septic. Connie will contact the homeowner to discuss.

11. Member Voice: None

12. Adjournment: 9:07 by chairperson

13. Next Meeting: July 22, 2021 at 6:30 pm @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highlands Glen Dr.

Minutes Respectfully submitted by Hans Pfitzer, 7/7/2021.