

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

1. Attendance: Meeting called to order @ 6:30 pm
 1. Attending: Heather Sutton, Kim Dembrosky, Michelle Clark, Marlene Rockwell, Connie Williams
 2. Absent: Jason Dickerson, Hans Pfitzer
 3. Board Members: none
 4. Homeowners Present: none
2. Review of Agenda: Project 2075-1 was added to finals previously assigned. Michelle motions to approve the agenda as amended; Kim seconded (5-0)
3. Review of Minutes:
 - ❖ 5/20/21 meeting: defer to next meeting pending confirmation of updates
 - ❖ 7/7/21 meeting: defer to next meeting pending confirmation of updates
4. Membership: Update on Kim Dembrosky's Appointment: Board approved Kim's membership on 14July2021 effective 07July2021 (ARC vote)
5. Old Business:
 1. [2020-1](#) Addition & Deck *Revised*
 - ❖ 12113 Whitley Manor Dr
 - ❖ Stephen Beulike & Carol Roper
 - ❖ Assigned: Connie
 - ❖ Michelle motions to approve with the condition that the roof pitch is at least 8/12 or greater; Kim seconded (5-0)
 2. [2062-1](#) Sunroom
 - ❖ 8154 Fedora Dr
 - ❖ Latricia Wells
 - ❖ Assigned: Michelle reassign to Marlene
 3. [2067-1](#) Dock *Revised* *On Lake Margaret - Additionally Requires George Emerson's Approval*
 - ❖ 8155 Lake Margaret Terr
 - ❖ Rod Bitz
 - ❖ Assigned: Michelle
 - ❖ Michelle motions to approve both options for the dock provided; Heather seconded (5-0)
 4. [2069-1](#) Screened Porch
 - ❖ 8430 Kintail Dr
 - ❖ Derrek & Katheryn Belanger
 - ❖ Assigned: Hans / Kim
 - ❖ Kim motions to approve the revised plans with the side and back of the screened porch flush with the existing structures; Connie seconded (5-0)
 5. [2071-1](#) Patio

- ❖ 8313 Minerva Terr
 - ❖ Sean & Tony Evans
 - ❖ Assigned with 2075-1: Kim
 - ❖ Kim motions to approve with the conditions; Marlene seconded (5-0)
 - 1) that the proposed and existing sitting walls and fireplace are made of the exact same material or the existing brick sitting wall is to be removed as discussed during the site visit and
 - 2) screening of the fireplace with non-deciduous shrubbery (of at least 3 feet in height) is provided to meet the requirement for limited visibility from the street
6. [2072-1](#) Patio
- ❖ 12813 McKibben Ct
 - ❖ Anthony & Suzanne Spears
 - ❖ Assigned: Jason
 - ❖ Michelle motions to approve, Kim seconded (5-0)
7. [2075-1](#) Driveway Extension *Completed without ARC Approval*
- ❖ 8313 Minerva Terr
 - ❖ Sean & Tony Evans
 - ❖ Assigned with 2071-1: Kim
 - ❖ See 7.15
8. [2076-1](#) Paved Driveway
- ❖ 8524 Finstown Ln
 - ❖ Kevin Grubbs
 - ❖ Assigned: Heather
 - ❖ Heather motions to deny due to the non-allowed different materials for driveway; Kim seconded (passed 5-0)
9. [2077-1](#) Horse *Withdrawn - no vote needed*
- ❖ 8312 Fedora Dr
 - ❖ Juan Gachet
 - ❖ Assigned: Heather
 - ❖ Homeowner withdrew application
10. [2079-1](#) Garage
- ❖ 12436 Wynnstay Ln
 - ❖ Alec Hagerman
 - ❖ Assigned: Kim
 - ❖ Homeowner withdrew application
11. [2081-1](#) Flagpole *Confirmation of E-Ballot*
- ❖ 8400 Capernwray Dr
 - ❖ George & Ellen Motley
 - ❖ Assigned: N/A
 - ❖ Heather motions to accept the e-ballot approved; Connie seconded (5-0)

- ❖ e-ballot details: Heather motioned to approve without a site visit; Michelle seconded (7-0)

6. New Project Business: (ARC Box checked 21July @ 1:30pm)

1. 2081-1 Flagpole *Confirmation of E-Ballot*
 - ❖ 8400 Capernwray Dr
 - ❖ George & Ellen Motley
 - ❖ Assigned: See 5.11

2. [2082-1](#) Fence
 - ❖ 11931 Dunvegan Ct
 - ❖ Steve & Karen Roberts
 - ❖ Assigned: Kim

 - ❖ Michelle motioned to allow a one person site visit; Heather seconded (4-0); Connie was not present during the vote

3. [2083-1](#) Netting
 - ❖ 11519 Fair Isle Dr
 - ❖ Andre D Desima
 - ❖ Assigned with 1904-1: Marlene

4. [2084-1](#) Fence
 - ❖ 11918 Europa Dr
 - ❖ Steve Worrell
 - ❖ Assigned: Marlene
 - ❖ Heather motioned to allow a one person site visit; Michelle (5-0)

5. [2085-1](#) Driveway Extension
 - ❖ 8131 Galatea Pl
 - ❖ James & Amanda Squires
 - ❖ Assigned: Heather motions to approve without a site visit; Michelle seconded (4-1, Kim opposed)

6. [2086-1](#) Fence
 - ❖ 10700 Sterling Cove Dr
 - ❖ Kaitlyn Mejia
 - ❖ Assigned: Connie
 - ❖ Heather motioned to allow a one person site visit; Michelle seconded (5-0)

7. [2087-1](#) Screened Porch
 - ❖ 7813 Grampian Ct
 - ❖ Heather Pettis
 - ❖ Assigned: Kim

8. [2088-1, 2](#) Play Equipment x2 *Joint Application Closing 8/16/21*
 - ❖ 11142 Sterling Cove Dr

- ❖ Cameron & Sharon Carr (Buyer); Mike Rouch (Seller)
- ❖ Assigned: Heather

9. [2089-1](#) Solar Panels

- ❖ 11007 Aldera Pl
- ❖ Lester McNeal & Tanya Lopez
- ❖ Assigned: Heather

10. [2090-1](#) Dock *On Lake Margaret - Additionally Requires George Emerson's Approval*

- ❖ 12848 Killycrom Dr
- ❖ Doug & Michele Bowmer
- ❖ Assigned: Heather motions to approve the 150 sq ft dock (inclusive of any walkway) without a site visit; Kim seconded (5-0)
- ❖ This is an updated application in response to the previously denied application 2056-1

7. Finals Assigned Previously:

1. 1824-1 Pool

- ❖ 12001 Hadden Hall Dr
- ❖ Susan & Rae Johnson
- ❖ Assigned: Michelle - reassigned to Kim

2. 1874-1 Exterior Painting

- ❖ 8405 Seaview Dr
- ❖ Tricia Jones
- ❖ Assigned: Jason
- ❖ Heather motioned to approve; Connie seconded (5-0)

3. 1925-1,2,3 Patio, Fire Pit, Fire Place

- ❖ 12213 Whitley Manor Dr
- ❖ Krister & Jennifer Hampton
- ❖ Assigned: Hans
- ❖ More Time

4. 2055-1 Tree Planting

- ❖ 12618 Capernwray Terr
- ❖ Jamar Hicks
- ❖ Assigned: Jason
- ❖ More Time

5. 1865-1 Addition (3mo extension granted 2/16/21)

- ❖ 11013 Aldera Pl
- ❖ Michael & Fran Lampro
- ❖ Assigned: Kim
- ❖ Kim motions to deny an extension to the project and notify the homeowner that the approval expired on 16May2021 (last extension); Heather seconded (5-0). Homeowner may reapply.

6. 1887-1 Pool (3mo extension granted 3/2/21)
 - ❖ 11701 Burray Rd
 - ❖ Allen Holt
 - ❖ Assigned: Connie
 - ❖ Connie motions to grant a month extension; the pool is done, but the fence is not yet complete; Heather seconded (5-0)

7. 1968-1 Pool
 - ❖ 8307 Kalliope Ct
 - ❖ Lloyd Sossei
 - ❖ Assigned: Heather
 - ❖ More Time

8. 1970-1 Door Replacement
 - ❖ 8206 Glamis Ct
 - ❖ Raymond & Wanda Blake
 - ❖ Assigned: Michelle
 - ❖ Michelle motioned to approve, Heather seconded (5-0)

9. 1972-1, 2 Deck, Fence
 - ❖ 8131 Fedora Dr
 - ❖ Richard Allen Hailstalk III
 - ❖ Assigned: Michelle
 - ❖ Michelle motioned to approve, Heather seconded (5-0)

10. 1974-1 Fence
 - ❖ 7412 Arabella Dr
 - ❖ Beth Simonds
 - ❖ Assigned: Connie
 - ❖ Connie motioned to approve, Michelle seconded (5-0)

11. 1975-1 Exterior Painting
 - ❖ 8231 Seaview Dr
 - ❖ Coleen & Jim Fahey
 - ❖ Assigned: Hans
 - ❖ More Time

12. 1996-1 Fence *Homeowner Requested Final*
 - ❖ 8312 McKibben Dr
 - ❖ Richard & Dorinda Cox
 - ❖ Assigned: Heather
 - ❖ Heather motions to approve, Kim seconded (5-0)

- 13. 2054-1 Tree Removal *Homeowner Requested Final*
 - ❖ 11207 Eastfair Way
 - ❖ Melody Braithwaite
 - ❖ Assigned: Heather
 - ❖ Heather motioned approved; Kim seconded (5-0)

- 14. 2070-1 Storm Door *Homeowner Requested Final*
 - ❖ 8406 Capernwray Dr
 - ❖ Roy & Kim Fleming
 - ❖ Assigned: Heather
 - ❖ Heather motions approved; Connie seconded (5-0)

- 15. 2075-1 Driveway Extension *Completed without ARC Approval*
 - ❖ 8313 Minerva Terr
 - ❖ Sean & Tony Evans
 - ❖ Assigned: Kim
 - ❖ Kim motions to approve; Connie seconded (5-0)

- 8. New Finals Assigned:
 - 1. 1893-1 Pool
 - ❖ 11418 Braidstone Ln
 - ❖ Karen Verdisco
 - ❖ Assigned: Heather

 - 2. 1904-1 Patio
 - ❖ 11519 Fair Isle Dr
 - ❖ Andre D. Desima
 - ❖ Assigned with 2083-1: Marlene

 - 3. 1915-1 Garage-Detached
 - ❖ 10901 Kalliope Dr
 - ❖ Joel Jean
 - ❖ Assigned: Connie

 - 4. 1978-1, 2 Patio, Garage-Detached
 - ❖ 11012 Isadora Dr
 - ❖ Richard Stayman
 - ❖ Assigned: Heather

 - 5. 1979-1 Pool
 - ❖ 8224 Fedora Dr
 - ❖ Adam & Sandy Buckley
 - ❖ Assigned: Kim

 - 6. 1980-1, 2, 3 Pool, Patio, Tree Removal

- ❖ 11413 Braidstone Ln
- ❖ LuAnne Brubaker
- ❖ Assigned: Kim

7. 1981-1 Patio

- ❖ 8315 Regalia Ct
- ❖ Shannon & Topher Buskirk
- ❖ Assigned: Heather

8. 1982-1 Deck

- ❖ 8219 Seaview Dr
- ❖ Donald & Barbara Joyner
- ❖ Assigned: Michelle

9. 1986-1 Sunroom / Florida Room

- ❖ 12600 Crathes Ln
- ❖ Gene & Tami Hostetter
- ❖ Assigned: Marlene

10. 1991-1 Tree Removal

- ❖ 12025 Hadden Hall Dr
- ❖ John & Sandra Gattoline
- ❖ Assigned: Heather

11. [2075-1](#) Driveway Extension *Completed without ARC Approval*

- ❖ 8313 Minerva Terr
- ❖ Sean & Tony Evans
- ❖ Assigned with 2071-1: Kim
- ❖ See 7.15

9. Other New Business:

1. Update from the Board regarding Sizing of Docks - Guidelines updated to 150 sq ft maximum including the walkway; approved by the Board on 14July
2. Kim requested the committee address an email sent from Hans to all committee members in a public meeting. Any conversation over email involving all 7 members would've created a quorum.
3. Kim requested for the board to provide training to ARC Committee members at the HOA Board meeting on 14July
4. Kim noted that the committee's minutes include a lot of shorthand. She would like to see more elaboration in the minutes so they are clearer. She would also like to see applicable documents attached to the minutes rather than linked. Over time, the files move, file names change, and the links no longer work.

10. Old Business:

1. SmartWebs Implementation: Status of training request made previously to ACS West: Request was made to Sam (ACS West); no update from Sam.

11. Member Voice: None

12. Adjournment: Called at 8:37pm by Heather (chairman)

13. Next Meeting: August 4, 2021 at 6:30 pm @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highlands Glen Dr.

Respectfully prepared by Heather Sutton.