

Highlands Architectural Review Committee (ARC)
6:30 pm Highlands Country Club Snack Bar
Minutes 04Aug2021

1. Attendance: Meeting called to order @ 6:32 pm
 1. Attending: Hans Pfitzer, Heather Sutton, Kim Dembrosky, Marlene Rockwell, Michelle Clark
 2. Absent: Connie Williams, Jason Dickerson
 3. Board Members: none
 4. Homeowners Present: Latricia Wells
2. Review of Agenda: Revised 8.8 to include tree removal. Motion to approve as amended by Kim, Second Marlene. 5-0
3. Review of Minutes for 5/20/21: MT, Hans needs to incorporate Michelle's changes
4. Review of Minutes for 7/7/21: MT, Hans needs to incorporate Michelle's/Kim changes
5. Review of Minutes for 7/22/21: MT, Hans needs to incorporate Kims changes
6. Membership: Heather stated her intention to resign after the 8/19 meeting.
7. Old Business:
 1. [2062-1](#) Sunroom / Florida Room
 - ❖ 8012 Clancy Pl
 - ❖ Latricia Wells
 - ❖ Assigned: Marlene
 - ❖ Motion: Approve
 - ❖ Motion by: Marlene
 - ❖ Second by: Kim
 - ❖ Vote: 5-0
 2. [2067-1](#) Dock *On Lake Margaret; Requires Emerson's Approval; ARC Approved 7/22/21*
 - ❖ 8155 Lake Margaret Terr
 - ❖ Rod Bitz
 - ❖ Status: Heather: ARC was notified on 27July2021 that Emerson approved the dock.
 3. [2082-1](#) Fence
 - ❖ 11931 Dunvegan Ct
 - ❖ Steve & Karen Roberts
 - ❖ Assigned: Kim
 - ❖ Motion: Approve
 - ❖ Motion by: Kim
 - ❖ Second by: Heather
 - ❖ Vote: 5-0
 4. [2083-1](#) Netting *Project Completed Without ARC Approval*

- ❖ 11519 Fair Isle Dr
 - ❖ Andre D Desima
 - ❖ Assigned with 1904-1: Marlene
 - ❖ Motion: Deny, Fence not compliant with regulations (fences not permitted in front yards & unapproved materials)
 - ❖ Motion by: Marlene
 - ❖ Second by: Kim
 - ❖ Vote: 5-0
5. [2084-1](#) Fence
- ❖ 11918 Europa Dr
 - ❖ Steve Worrell
 - ❖ Assigned: Marlene
 - ❖ Motion: Approve with conditions, fence must not come forward of the rear plane of the house on both sides.
 - ❖ Motion by: Marlene
 - ❖ Second by: Kim
 - ❖ Vote: 5-0
6. [2086-1](#) Fence
- ❖ 10700 Sterling Cove Dr
 - ❖ Kaitlyn Mejia
 - ❖ Assigned: Connie; reassigned to Marlene
 - ❖ Motion: Approve with variance to come forward of the rear plane about 5ft on the left side to include the door to the crawl space within the fenced area.
 - ❖ Motion by: Marlene
 - ❖ Second by: Kim
 - ❖ Vote: 5-0
7. [2087-1](#) Screened Porch
- ❖ 7813 Grampian Ct
 - ❖ Heather Pettis
 - ❖ Assigned: Kim
 - ❖ Motion: Approve
 - ❖ Motion by: Kim
 - ❖ Second by: Marlene
 - ❖ Vote: 5-0

8. [2088-1,2](#) Play Equipment x2 *Joint Application Closing 8/16/21*
 - ❖ 11142 Sterling Cove Dr
 - ❖ Cameron & Sharon Carr (Buyer) w/ Mike Rouch (Seller)
 - ❖ Assigned: Heather
 - ❖ Motion: Approve
 - ❖ Motion by: Heather
 - ❖ Second by: Marlene
 - ❖ Vote: 5-0

9. [2089-1](#) Solar Panels
 - ❖ 11007 Aldera Pl
 - ❖ Lester McNeal & Tanya Lopez
 - ❖ Assigned: Heather
 - ❖ Motion: Approve with conditions, letter stating that it meets Virginia requirements for cost/efficiency and the location on the front of the house is most suitable.
 - ❖ Motion by: Heather
 - ❖ Second by: Michelle
 - ❖ Vote: 5-0

10. 2090-1 Dock *On Lake Margaret; Requires Emerson's Approval; ARC Approved 7/22/21*
 - ❖ 12848 Killycrom Dr
 - ❖ Doug & Michele Bowmer
 - ❖ Status: Heather: ARC was notified on 27July2021 that Emerson approved the dock

8. New Project Business: (ARC Box checked 03Aug2021 @ 12:30pm)
 1. [2091-1](#) Tree Planting
 - ❖ 8000 Clancy Pl
 - ❖ David & Pam Dance
 - ❖ Assigned:
 - ❖ Motion: Approve without site visit. Approval letter to indicate homeowner may incur additional mowing charges under Lake Margaret HOA contract fees as a result of this project.
 - ❖ Motion by: Heather
 - ❖ Second by: Hans
 - ❖ Vote: 3-2, (Marlene & Kim opposed)

 2. [2092-1](#) Shed
 - ❖ 8720 Braystone Dr
 - ❖ Ken & Shirley Winebarger

- ❖ Assigned: Hans
3. 2093-1 Door Change
 - ❖ 8418 Macandrew Terr
 - ❖ Sanjay Paul
 - ❖ Assigned: Homeowner withdrew 7/29/21
 4. [2094-1](#) Fence
 - ❖ 12419 Duntrune Ct
 - ❖ Logan & Sheila Herron
 - ❖ Assigned: Michelle
 5. [2095-1](#) Fence
 - ❖ 11007 Thetis Place Ct
 - ❖ Terrance Williams
 - ❖ Assigned: Kim
 - ❖ Project may actually be a modification. Pool w/ 4ft blank aluminum fence was project 2021-1.
 6. [2096-1](#) Deck
 - ❖ 8106 Galatea Pl
 - ❖ Jason Lowe & Laura Reed
 - ❖ Assigned: Heather
 7. [2097-1](#) Tree Removal
 - ❖ 8300 Shagreen Ct
 - ❖ Judith Marlene Rockwell
 - ❖ Assigned:
 - ❖ Motion: Approve without site visit
 - ❖ Motion by: Heather
 - ❖ Second by: Kim
 - ❖ Vote: 4-0-1 (Marlene abstained)
 8. [2098-1](#) Shed & Tree Removal
 - ❖ 12001 Amara Dr
 - ❖ Ricky & Teresa Miller
 - ❖ Assigned: Kim
 9. [2099-1, 2, 3](#) Tree Removal, Fireplace, Fence
 - ❖ 8413 Macandrew Terr
 - ❖ Sharon Williams
 - ❖ Assigned: Kim
9. Finals Assigned Previously:
 1. 1824-1 Pool

- ❖ 12001 Hadden Hall Dr
 - ❖ Susan & Rae Johnson
 - ❖ Assigned: Kim
 - ❖ Motion: Fail final inspection. Modifications made to the project were not approved which include 31" wall with fence on top (ARC specifically denied prior request), mixed style fencing, and white lattice on the back of the fireplace not approved (wasn't in the application) which draws attention from Highland Glen.. approved fence was 48 inches 2 rail-fence installed was 54" 3-rail but installed at 56 inches high exceeding regulations.
 - ❖ Motion by: Kim
 - ❖ Second by: Marlene
 - ❖ Vote: 5-0
2. 1893-1 Pool
- ❖ 11418 Braidstone Ln
 - ❖ Karen Verdisco
 - ❖ Assigned: Heather
 - ❖ more time granted
3. 1904-1 Patio
- ❖ 11519 Fair Isle Dr
 - ❖ Andre D. Desima
 - ❖ Assigned with 2083-1: Marlene
 - ❖ Motion: Cancel project because homeowner has not started and project is > 12 months old. Homeowner may resubmit as a new project.
 - ❖ Motion by: Marlene
 - ❖ Second by: Kim
 - ❖ Vote: 5-0
4. 1915-1 Garage-Detached
- ❖ 10901 Kalliope Dr
 - ❖ Joel Jean
 - ❖ Assigned: Connie; reassigned to Marlene
 - ❖ Motion: Grant 30 day extension
 - ❖ Motion by: Marlene
 - ❖ Second by: Kim
 - ❖ Vote: 4-0 (Michelle not present for vote)
5. 1925-1,2,3 Patio, Fire Pit, Fire Place
- ❖ 12213 Whitley Manor Dr
 - ❖ Krister & Jennifer Hampton

- ❖ Assigned: Hans
 - ❖ more time granted
6. 1968-1 Pool
- ❖ 8307 Kalliope Ct
 - ❖ Lloyd Sossei
 - ❖ Assigned: Heather
 - ❖ more time granted
7. 1975-1 Exterior Painting
- ❖ 8231 Seaview Dr
 - ❖ Coleen & Jim Fahey
 - ❖ Assigned: Hans
 - ❖ more time granted
8. 1978-1, 2 Patio, Garage-Detached
- ❖ 11012 Isadora Dr
 - ❖ Richard Stayman
 - ❖ Assigned: Heather
 - ❖ Motion: Approve
 - ❖ Motion by: Heather
 - ❖ Second by: Hans
 - ❖ Vote: 4-0 (michelle not present for vote)
9. 1979-1 Pool
- ❖ 8224 Fedora Dr
 - ❖ Adam & Sandy Buckley
 - ❖ Assigned: Kim
 - ❖ Motion: Extension of time, 6 months
 - ❖ Motion by: Kim
 - ❖ Second by: Marlene
 - ❖ Vote: 5-0
10. 1980-1, 2, 3 Pool, Patio, Tree Removal
- ❖ 11413 Braidstone Ln
 - ❖ LuAnne Brubaker
 - ❖ Assigned: Kim
 - ❖ Motion: Extension of time, 6 months
 - ❖ Motion by: Kim
 - ❖ Second by: Heather

❖ Vote: 5-0

11. 1981-1 Patio

- ❖ 8315 Regalia Ct
- ❖ Shannon & Topher Buskirk
- ❖ Assigned: Heather
- ❖ Motion: Extension of time, 3 months
- ❖ Motion by: Heather
- ❖ Second by: Hans
- ❖ Vote: 5-0

12. 1982-1 Deck w/ Screened Patio

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

13. 1986-1 Sunroom / Florida Room

- ❖ 12600 Crathes Ln
- ❖ Gene & Tami Hostetter
- ❖ Assigned: Marlene
- ❖ Motion: Approve
- ❖ Motion by: Marlene
- ❖ Second by: Kim
- ❖ Vote: 5-0

14. 1991-1 Tree Removal

- ❖ 12025 Hadden Hall Dr
- ❖ John & Sandra Gattoline
- ❖ Assigned: Heather
- ❖ Motion: Approve
- ❖ Motion by: Heather
- ❖ Second by: Kim
- ❖ Vote: 5-0

15. 2055-1 Tree Planting

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

- ❖ More time granted

10. New Finals Assigned:

1. 1977-1 Fence
 - ❖ 8213 McKibben Dr
 - ❖ Jeremiah & April Thomas
 - ❖ Assigned: Jason
2. 1983-1 Tree Removal
 - ❖ 11000 Thetis Pl
 - ❖ Timothy & Takia Jones
 - ❖ Assigned with 1985-1: Michelle
 - ❖
3. 1985-1 Sunroom / Florida Room
 - ❖ 11000 Thetis Pl
 - ❖ Timothy & Takia Jones
 - ❖ Assigned with 1983-1: Michelle
4. 2037-1 Patio *Homeowner Requested Final*
 - ❖ 7524 Dunollie Dr
 - ❖ Brian & Allison Rouse
 - ❖ Assigned: Jason
5. 2073-1 Tree Removal *Homeowner Requested Final*
 - ❖ 12700 Dunrobin Ct
 - ❖ Robert Chapman
 - ❖ Assigned: Jason

11. Other New Business:

1. Updated ARC Regulation Copies for Members
2. Heather to follow up with possible violation on minerva on tree removal
3. Discussion regarding how ARC operates within the open meeting law
4. Edits for Minutes: Going forward, Hans will turn on track changes in Google Docs for the committee to suggest edits.
5. Docks on Lake Margaret: Going forward, the committee should motion to approve with conditions as these also require George Emerson's approval.
6. Discussion: How many ARC members review the incoming applications before the meeting? What is the expectation of members?
7. Question: What are at-risk trees? Heather will follow-up with ACS West regarding a violation on Minerva.

12. Old Business:

1. SmartWebs Implementation
 - ❖ ARC is requesting training. Several questions/concerns discussed.

1. Smartwebs allows for discussion on the forum tab: how is that acceptable with regard to open meeting laws?
2. What's the procedure/expectation for site visits within the platform?
3. Who will input info (applications/project details) into Smartwebs?
4. Who customizes & sends the letters for approvals/denials/variances/conditions etc?
5. What is auto-approved?
6. Tracking for final inspection due dates? Assignment of final inspection? Status of pass/fail & sending homeowner letter?
7. Potential issue: Global admin is ACS West.
8. Who updates the regulations?
9. What is the committee's goal that Smart Web needs to satisfy.
10. Due to late time, additional questions will be discussed at a later date.
2. Heather to send possible dates for the committee to meet to do a test run of projects through SmartWebs. The meeting will need to be put on the neighborhood calendar with at least 7 days notice.
3. Kim addressed an email sent from Hans to all committee members. Concerns discussed:
 1. Difference between private business and the Homeowners Association which is bound by VA property laws.
 2. Single person site visits should not be done without prior committee approval.

13. Member Voice: None

14. Adjournment: 8:58pm Meeting called by the chair.

15. Next Meeting: August 19, 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 August 4 2021.