

Highlands Architectural Review Committee (ARC)  
6:30 pm Highlands Country Club Snack Bar  
Minutes 8/19/2021

1. Attendance: Meeting called to order @ 6:34 pm
  1. Attending: Connie Williams, Michelle Clark, Jason Dickerson (arrived 6:36), Heather Sutton(left at 8:15), Kim Dembrosky
  2. Absent: Hans Pfitzer, Marlene Rockwell
  3. Board Members: none
  4. Homeowners Present:Tim Glynn
2. Review of Agenda: **Motion** to accept as amended by Connie, seconded by Michelle. Amendments to remove cancel notation on project 2095-1 and changing shed to fence on project #2105-1. So voted 4-0
3. Review of Minutes:
  1. 5/20/21: **Motion** by Michelle, seconded by Heather to approve as amended. So voted 3-0-1 (Connie not present for vote, Kim abstained)
  2. 7/7/21: more time granted
  3. 7/22/21: **Motion** made by Michelle, seconded by Heather to approve as amended. So voted 5-0
  4. 8/4/21: **Motion** made by Michelle, seconded by Jason to approve as amended. So voted 5-0

Item #2101-1 was taken out of order. Agenda was resumed after item number 2101-1 was voted.

4. Membership: Vote for a new ARC Chair. **Motion** by Jason, seconded by Connie to appoint Michelle Clark Chair. So voted 5-0 Michelle Clark appointed Kim Dembrosky as Vice Chairman. Hans Pfitzer remains secretary.

Note the following will be done following this meeting:

- ❖ access to the ARC Google Drive will be removed for Heather as of 19Aug2021 (post-meeting)
- ❖ Heather will notify the HOA Board and ACS West of her resignation and the new Chair and request the website to be updated to reflect the change
- ❖ Heather will add an auto-reply to her ARC email to direct all inquiries to arc.thehighlands@gmail.com

5. Old Business:

1. 2021-1 Pool \*Homeowner Requested to Cancel & Replace w/ 2095-1\*
  - ❖ 11007 Thetis PI
  - ❖ Terrence & Shaneeca Williams
  - ❖ Assigned: Kim**Motion** by Kim, seconded by Michelle to approve. So voted 5-0

2. 2069-1 Screened Porch \*Homeowner Requested Modification\*
  - ❖ 8430 Kintail Dr
  - ❖ Derrek & Katheryn Belanger
  - ❖ Assigned: Kim
  - Motion** by Kim, seconded by Connie to approve the roof modification. So voted 5-0
3. 2092-1 Shed
  - ❖ 8720 Braystone Dr
  - ❖ Ken & Shirley Winebarger
  - ❖ Assigned: Hans.
  - Granted more time
4. 2094-1 Fence
  - ❖ 12419 Duntrune Ct
  - ❖ Logan & Sheila Herron
  - ❖ Assigned: Michelle
  - Motion** by Michelle, seconded by Kim to approve. So voted 5-0
5. 2095-1 Pool w/ Fence & Retaining Wall
  - ❖ 11007 Thetis Place Ct
  - ❖ Terrance Williams
  - ❖ Assigned: Kim
  - Motion** by Kim, seconded by Michelle to grant a variance allowing the patio and fence forward of the rear plane by a maximum of 6 ft and pool to be located on the side of the rear yard. So voted 5-0
  - Motion** by Kim, seconded by Michelle to approve with conditions. Conditions: retaining wall height not to exceed 4 ft and the pool water must not be forward of the rear plane of the home. So voted 5-0
6. 2096-1 Deck
  - ❖ 8106 Galatea Pl
  - ❖ Jason Lowe & Laura Reed
  - ❖ Assigned: Heather
  - Motion** by Heather, seconded by Michelle to approve with conditions. Condition: Black aluminum railings with no solid walls. So voted 5-0
7. 2098-1 Shed, Tree Removal, walkway
  - ❖ 12001 Amara Dr
  - ❖ Ricky & Teresa Miller
  - ❖ Assigned: Kim
  - Motion** by Kim, seconded by Michelle to approve. So voted 5-0
8. 2099-1, 2, 3 Tree Removal, Fireplace, Fence
  - ❖ 8413 Macandrew Terr
  - ❖ Sharon Williams
  - ❖ Assigned: Kim
  - Motion** by Kim, seconded by Connie to approve with conditions. Condition: fence to be black aluminum not Pewter as requested. So Voted 5-0
9. 2104-1 Generator

- ❖ 12606 Capernwray Ter
- ❖ Ricardo Peters

See 6.5 Motion by Kim, seconded by Heather to approve with conditions and no site visit. Condition: generator must be fully screened with lattice style screening or non-deciduous(do not shed their leaves) plants tall enough to fully screen the unit. So voted 5-0

6. New Project Business: (ARC Box checked 18Aug2021 @ 7:00pm)

1. 2100-1,2 Gazebo / Pavilion / Pergola, House Addition
  - ❖ 8201 Hadden Hall Ct
  - ❖ Walt & Lisa Stone
  - ❖ Assigned: Jason
2. 2101-1 Fence
  - ❖ 7937 Dunnottar Ct
  - ❖ Phil & Debbie Allen
  - ❖ Assigned: Connie

**Motion** by Heather, seconded by Jason to allow a 1 person site visit. So Voted 5-0
3. 2102-1 Drainage
  - ❖ 8308 Regalia Ct
  - ❖ Tim & Mary Glynn
  - ❖ Assigned: Kim
4. 2103-1 Shed
  - ❖ 8213 McKibben Dr
  - ❖ Jeremiah & April Thomas
  - ❖ Assigned: Michelle
5. 2104-1 Generator
  - ❖ 12606 Capernwray Ter
  - ❖ Ricardo Peters
  - ❖ Assigned: **Motion** by Kim, seconded by Heather to approve with conditions and no site visit. Condition: generator must be fully screened with lattice style screening or non-deciduous(do not shed their leaves) plants tall enough to fully screen the unit. So voted 5-0 SEE 5.9
6. 2105-1 Fence \*incomplete application- pending additional information\*
  - ❖ 8430 Macandrew Ter
  - ❖ Victor & Priscilla Weir
  - ❖ Assigned: not yet assigned

Incomplete application, more time granted

7. Finals Assigned Previously:

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

**Motion** by Heather, seconded by Michelle to grant a 1 month extension. So Voted

5-0

2. 1925-1,2,3 Patio, Fire Pit, Fire Place
  - ❖ 12213 Whitley Manor Dr
  - ❖ Krister & Jennifer Hampton
  - ❖ Assigned: Originally assigned to Hans. Reassigned to Kim
3. 1968-1 Pool
  - ❖ 8307 Kalliope Ct
  - ❖ Lloyd Sossei
  - ❖ Assigned: Originally assigned Heather, reassigned to Connie
4. 1975-1 Exterior Painting
  - ❖ 8231 Seaview Dr
  - ❖ Coleen & Jim Fahey
  - ❖ Assigned: Hans
  - More time granted
5. 1977-1 Fence
  - ❖ 8213 McKibben Dr
  - ❖ Jeremiah & April Thomas
  - ❖ Assigned: Jason
  - Motion** by Jason, seconded by Michelle to approve So voted 5-0
6. 1982-1 Deck w/ Screened Patio
  - ❖ 8219 Seaview Dr
  - ❖ Donald & Barbara Joyner
  - ❖ Assigned: Michelle
  - Motion** by Michelle, seconded by Kim to approve. So voted 5-0
7. 1983-1 Tree Removal
  - ❖ 11000 Thetis Pl
  - ❖ Timothy & Takia Jones
  - ❖ Assigned with 1985-1: Michelle
  - More time granted
8. 1985-1 Sunroom / Florida Room
  - ❖ 11000 Thetis Pl
  - ❖ Timothy & Takia Jones
  - ❖ Assigned with 1983-1: Michelle
  - More time granted
9. 2037-1 Patio \*Homeowner Requested Final\*
  - ❖ 7524 Dunollie Dr
  - ❖ Brian & Allison Rouse
  - ❖ Assigned: Jason
  - Motion** by Jason, seconded by Heather to approve. So voted 5-0
10. 2055-1 Tree Planting
  - ❖ 12618 Capernwray Terr
  - ❖ Jamar Hicks
  - ❖ Assigned: Jason
  - Motion** made by Heather, seconded by Kim to fail final inspection. The number of

trees approved were not planted and does not provide proper screening for the patio location. So voted 5-0

11. 2073-1 Tree Removal \*Homeowner Requested Final\*

- ❖ 12700 Dunrobin Ct
- ❖ Robert Chapman
- ❖ Assigned: Jason

**Motion** by Jason, seconded by Heather to approve. So voted 5-0

8. New Finals Assigned:

1. 1910-1,2 Deck, Window Conversion to Sliding Doors \*3mo Ext granted May 6th\*

- ❖ 8243 Cromarty Ct
- ❖ Greg & Sally Witzky
- ❖ Assigned: Connie

2. 1928-1 Tree Removal \*Homeowner Requested Final\*

- ❖ 8424 Chandon Ct
- ❖ Tim & Karin Henry
- ❖ Assigned: Jason

3. 2081-1 Flagpole at 8400 Capernwray Dr\*Homeowner Requested Final\*

- ❖ 8400 Capernwray Dr
- ❖ George Motley
- ❖ Assigned: Kim

9. Other New Business:

1. Upcoming Board of Directors Meetings: Aug 30th & Sept 27th.

10. Old Business:

1. SmartWebs Implementation-more time needed

- ❖ Status: ARC request for training
- ❖ Working session for Q&A/discussion

2. ACS West follow-through. What visibility does ARC have to denial letters? More time granted

3. Discussion: How many ARC members review the incoming applications before the meeting? What is the expectation of members? No projector will be available for future meetings. Michelle proposed that if members sit together to review projects together, then there would be no need to review new projects before meetings. Need to evaluate committees' comfort level of sitting together to review project folders. Michelle to check-in with ARC members not present.

11. Member Voice: none

12. Adjournment: **Motion** to adjourn at 8:23pm by Michelle, seconded by Jason. So voted 5-0

13. Next Meeting: September 1, 2021 at 6:30 pm @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highlands Glen Dr.

Minutes respectfully prepared by Kim.