

Highlands Architectural Review Committee (ARC)
6:30pm Highlands Country Club Snack Bar
Minutes September 1, 2021

1. Meeting called to order at 6:30 pm.

1.1. Attendance: Michelle Clark Kim Dembrosky Jason Dickerson
 Hans Pfitzer Marlene Rockwell Connie Williams

1.2. Board Members Present: None

1.3. Homeowners Present: Tim Glynn

2. Review of the Agenda: 4.7 should refer to 3.8. Motion to approve as amended by Jason, seconded by Kim 4-0 so voted.

3. Old Project Business:

3.1. 2004-1, 2 Shed, Pool 8154 Galatea Pl Luis & Elisa Sanchez

Discussion: Homeowner is requesting a 3-month extension.

Motion: Approval Motioned by: Michelle Second: Jason Vote: 4-0

3.2. 2025-1 REVISION Pool 8406 Capernwray Dr Roy & Kim Fleming

Discussion: Request to enlarge the brushed concrete around the pool deck.

Motion: Approval Motioned by: Michelle Second: Kim Vote: 4-0

3.3. 2092-1 Shed 8720 Braystone Dr Ken & Shirley Winebarger

Assigned: Hans

Discussion: More time granted.

3.4. 2100-1, 2 Pavilion, House Addition 8201 Hadden Hall Ct Walt & Lisa Stone

Assigned: Jason

Motion: Approval with conditions, condition: Architectural shingles on pavilion roof must match house. Two variances granted 1) allow "vinyl" cedar shakes on gable pavilion structure. 2) house addition roof pitch 6/12 allowed Motioned by: Kim Second: Jason Vote: 4-0

3.5. 2101-1 Fence 7937 Dunnottar Ct Phil & Debbie Allen

Assigned: Connie

Discussion: Single person site visit approved 8/19/21.

Motion: Approval Motioned by: Connie Second: Michelle Vote: 4-0

3.6. 2102-1 Drainage 8308 Regalia Ct Tim & Mary Glynn

Assigned: Kim

Discussion: More time granted. Committee requested that the homeowner provide the distance to the property line.

3.7. 2103-1 Shed 8213 McKibben Dr Jeremiah & April Thomas

Assigned: Michelle

Discussion:

Motion: Approval Motioned by: Michelle Second: Connie Vote: 4-0

3.8. 2111-1 Patio 12401 MacLachlan Ct Derek & Kelly Overstreet

Assigned: Michele

Discussion: Approval with removal of up to 7 trees if needed.

Motion: Approval Motioned by: Michelle Second: Kim Vote: 4-0

4. New Projects to Assign: ARC Drop Box Last Checked August 31, 2021 @ 8:20am.

- 4.1. 2105-1 Fence 8430 MacAndrew Terr Victor & Priscilla Weir
Assigned: Jason
Motion: Allow Single Inspector site visit Motioned by: Michelle Second: Kim Vote: 4-0
- 4.2. 2106-1 Grading & Sod 12700 Dunrobin Ct Robert Chapman
Assigned: Kim
Motion: Allow Single Inspector site visit Motioned by: Michelle Second: Kim Vote: 4-0
- 4.3. 2107-1 Patio 12825 Killycrom Dr Katherine Epps
Assigned: Connie
- 4.4. 2108-1 Awning 10636 Macandrew Ln Frank Harris
Assigned: Jason
- 4.5. 2109-1 Shed 11749 Burray Rd Neil & Ellen Kleiber
Assigned: Hans
- 4.6. 2110-1, 2, 3, 4 Fence Extension, Screening, Generator, Gazebo
8406 Capernwray Dr Roy & Kim Fleming
Assigned: Kim
- 4.7. 2111-1 Patio 12401 MacLachlan Ct Derek & Kelly Overstreet
Assigned: see 3.8
- 4.8. 2112-1 Tree Removal 8630 Finstown Ln Bill & Eileen Conley
Assigned: Jason
Motion: Allow Single Inspector site visit Motioned by: Jason Second: Michelle Vote: 4-0
- 4.9. 2113-1 Deck & Hot Tub 11001 Aldera Pl Edwin & Kim Rosado
Assigned: Hans
- 4.10. 2114-1 Walkway 11009 Aldera Ct Dave & Carol Fordham
Assigned: Michelle
Motion: Allow Single Inspector site visit Motioned by: Michelle Second: Connie Vote: 4-0

5. Finals Assigned Previously:

- 5.1. 1824-1 Pool 12001 Hadden Hall Dr Susan & Rae Johnson
Discussion: ARC failed final for 4 reasons: (1) Homeowner placed Wall 31" with fence on top (ARC specifically denied prior application to do so), (2) Fencing is mixed style (heights), (3) One of the fences is 56" height, and (4) Homeowners placed white lattice on back of fireplace which was not included in the application; because of the color it draws attention from Highland Glen. Homeowner submitted response letter 8/30/21.
Assigned: Kim
Motion: Perform a site visit to discuss compliance options and intentions of homeowner in person
Motioned by: Kim Second: Michelle Vote: 4-0
- 5.2. 1910-1, 2 Deck, Window Conversion to Sliding Doors
8243 Cromarty Ct Greg & Sally Witzky
Assigned: Connie
Discussion: Application approved 8/5/20; amendment approved 3/3/21; 3mo extension granted 5/6/21.
More time granted.

- 5.3.** 1925-1, 2, 3 Patio, Fire Pit, Fire Place 12213 Whitley Manor Dr Krister & Jennifer Hampton
Assigned: Kim
Discussion: More time granted.
- 5.4.** 1928-1 Tree Removal 8424 Chandon Ct Tim & Karin Henry
Assigned: Jason
Discussion: 3mo extension granted 6/2/21. More time granted.
- 5.5.** 1968-1 Pool 8307 Kalliope Ct Lloyd Sossei
Assigned: Connie
Discussion: 3-month extension.
Motion: Approve a 3 month extension Motioned by: Connie Second: Kim Vote: 4-0
- 5.6.** 1975-1 Exterior Painting 8231 Seaview Dr Coleen & Jim Fahey
Assigned: Hans
Discussion: More time granted.
- 5.7.** 1983-1 Tree Removal 11000 Thetis Pl Timothy & Takia Jones
Assigned with 1985-1: Michelle
Discussion: Request for 2 month extension
Motion: Approve 2 month extension Motioned by: Michelle Second: Kim Vote: 4-0
- 5.8.** 1985-1 Sunroom / Florida Room 11000 Thetis Pl Timothy & Takia Jones
Assigned with 1983-1: Clark
Discussion: Request for 2 month extension
Motion: Approve two month extension Motioned by: Michelle Second: Kim Vote: 4-0
- 5.9.** 2081-1 Flagpole 8400 Capernwray Dr George & Ellen Motley
Assigned: Dembrosky
Discussion:
Motion: Approval Motioned by: Kim Second: Michelle Vote: 4-0
- 6.** New Finals to Assign:
- 6.1.** 1887-1 Pool 11701 Burray Rd Allen & Lisa Holt
Assigned: Connie
- 6.2.** 1959-2, 4 Patio, Tree Planting 12013 Amara Dr Connie Williams
Assigned with 1995-1, 2 & 1999-1, 2: Jason
- 6.3.** 1988-1 Shed 8101 Aldera Ln Roberto Moreno
Assigned: Hans
- 6.4.** 1995-1, 2 Shed, Patio 12013 Amara Dr Connie Williams
Assigned with 1959-2, 4 & 1999-1, 2: Jason
- 6.5.** 1998-1 Fence 12124 Glen Kilchurn Dr Herald Birchfield (Buyer) & Mark Yancey (Seller)
Assigned with 2005-1: Michelle
- 6.6.** 1999-1, 2 Stone Front, Siding / Trim / Shutters 12013 Amara Dr Connie Williams
Assigned with 1959-2, 4 & 1995-1, 2: Jason
- 6.7.** 2002-1 Shed 12037 Dunnottar Dr Hans Pfitzer

Assigned: Marlene

6.8. 2003-1, 2 Deck, Fence 8424 Lylwood Ct Jonny Etherington
Assigned: Marlene

6.9. 2005-1 Patio 12124 Glen Kilchurn Dr Herald Birchfield (Buyer) & Mark Yancey (Seller)
Assigned with 1998-1: Michelle

6.10. 2006-1 Generator 11000 Thetis Pl Timothy & Takia Jones
Discussion: Request for 2 month extension
Motion: Approve two month extension Motioned by: Michelle Second: Kim Vote: 4-0

6.11. 2007-1 Garage-Detached 8319 Kintail Dr Tom & Angie Stinson
Assigned: Marlene

7. Review of Minutes:

7.1. July 7, 2021:

Motion: Accept Amendments to minutes Approval Motioned by: Michelle Second: Kim Vote: 4-0

7.2. August 19, 2021:

Motion: Accept Amendments to minutes Approval Motioned by: Michelle Second: Jason Vote: 4-0

8. Membership:

8.1. ARC has an opening for 1 additional member.

9. Old Business:

9.1. Smartwebs Implementation: The committee discussed

9.1.1. Don't see how the program fits into the existing ARC process.

9.1.2. Shortfalls of e-ballots & lack of discussion

9.1.3. Don't like the canned program letters

9.1.4. Implementation of a new program would require more time from members (either longer meetings or more meetings) to figure out and discuss how to make the program work.

9.1.5. Members would like to see the program actually work before considering implementation.

9.1.6. Program does not meet the goals of committee members.

Motion: To discontinue pursuit of Smartwebs Motioned by: Michelle Second: Jason Vote: 4-0

9.2. ACS West Follow-Through: What visibility does ARC have to denial letters?

Motion: Request ACS West to provide ARC copy of denial letters. Motioned by: Michelle Second: Kim
Vote: 4-0 Kim to notify ACS West of ARC request.

9.3. Upcoming Board of Directors Meeting: Sept 27th (Annual Meeting). ARC has nothing for the Board at this time.

10. New Business: Kim shared notes from the August Board of Directors meeting. No action items from ARC at this time.

11. Member Voice: None

12. Adjournment: 8:33pm called by chairman.

13. Next Meeting: September 16, 2021 at 6:30 pm @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highland Glen Dr.

Minutes respectfully submitted by Jason.