

**Highlands Architectural Review Committee (ARC)**  
**6:30 pm Highlands Country Club Snack Bar**  
**Minutes September 16, 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 (in @ 6:32 pm)
  - 1.2. Board Members Present: None
  - 1.3. Homeowners Present: Tim Glynn
2. Review of the Agenda: Addition of new project 2122-1 will be item 4.8. Michelle motioned to accept as amended; Jason 2<sup>nd</sup>; 5-0.
3. Old Project Business:
  - 3.1.    2092-1            Shed                      8720 Braystone Dr            Ken & Shirley Winebarger            Pfitzer  
 Hans motioned to deny the application. Homeowner did not seem to have a clear plan for putting forth plans within regulations. Connie 2<sup>nd</sup>; 5-0.
  - 3.2.    2102-1            Drainage                8308 Regalia Ct                Tim & Mary Glynn                      Dembrosky  
 Kim motioned to approve; Jason 2<sup>nd</sup>; 5-0.
  - 3.3.    2105-1            Fence                      8430 MacAndrew Terr        Victor & Priscilla Weir                Dickerson  
 More time granted.
  - 3.4.    2106-1            Grading & Sod        12700 Dunrobin Ct            Robert Chapman                      Dembrosky  
 Kim motioned to approve; Michelle 2<sup>nd</sup>; 5-0.
  - 3.5.    2107-1            Patio                      12825 Killycrom Dr            Katherine Epps                          Williams  
 Connie motioned to approve; Michelle 2<sup>nd</sup>; 5-0.
  - 3.6.    2108-1            Awning                    10636 Macandrew Ln        Frank Harris                              Dickerson  
 More time granted.
  - 3.7.    2109-1            Shed                      11749 Burray Rd                Neil & Ellen Kleiber                      Pfitzer  
 Project reassigned to Marlene. More time granted-application incomplete.
  - 3.8.    2110-1,2,3,4    Fence,                      8406 Capernwray Dr        Roy & Kim Fleming                      Dembrosky  
                                  Screening, Generator, Gazebo  
 Kim motioned to approve with conditions: (1) The gazebo shall be permanently anchored to a foundation. (2) Roof shingles must match the style, type, and material of the main house. Michelle 2<sup>nd</sup>; 5-0.
  - 3.9.    2112-1            Tree Removal        8630 Finstown Ln                Bill & Eileen Conley                      Dickerson  
 Jason motioned to approve; Michelle 2<sup>nd</sup>; 5-0.
  - 3.10.   2113-1            Deck & Hot Tub        11001 Aldera Pl                Edwin & Kim Rosado                      Pfitzer  
 Hans motioned to approve; Connie 2<sup>nd</sup>; 5-0.
  - 3.11.   2114-1            Walkway                11009 Aldera Ct                Dave & Carol Fordham                      Clark  
 Michelle motioned to approve; Connie 2<sup>nd</sup>; 5-0.
  - 3.12.   2117-1            Generator                8511 Heathermist Ct        Kia Gardner

Michelle motioned to waive the site visit and approve with condition: The outdoor unit must be completely screened from view of the street, golf course, lake, and adjacent homes with a framed structure having a minimum of 15% open area or with evergreen shrubbery (large enough to completely screen the unit). Deciduous shrubbery (plants that lose their foliage) cannot be used for a screen. Jason 2<sup>nd</sup>; 5-0.

**3.13.** 2118-1 Tree Planting 8036 Lake Margaret Pl Phillip & Joy Flatt  
Homeowner has the tree but waiting for approval to put it in the ground.  
Kim motioned to waive the site visit and approve; Jason 2<sup>nd</sup>; 5-0.

**3.14.** 2119-1 Shed 12706 Killycrom Dr Lamont & Jacklyn Barnes  
Michelle motioned to reject the application as the home is not built and not expected to be completed until sometime October/November. Per our regulations, New Homes Changes to new homes prior to occupancy are the responsibility of the builder and buyer. Hans 2<sup>nd</sup>; 5-0.

**3.15.** 2121-1 Stairs 8137 Lake Margaret Terr Paul & Robin Langerhans  
Jason motioned to waive the site visit and approve; Michelle 2<sup>nd</sup>; 5-0.

**4.** New Projects to Assign: ARC Drop Box Last Checked September 15, 2021 @ 4:20pm.

<b>4.1.</b>	2115-1	Hot Tub & Gazebo	12436 Wynnstay Ln	Alec Hagerman	Dembrosky
<b>4.2.</b>	2116-1	Fence	12018 Dunnottar Dr.	Eric & Elizabeth Millson	Dickerson
					Jason motioned for a single person site visit; Kim 2 <sup>nd</sup> 5-0.
<b>4.3.</b>	2117-1	Generator	8511 Heathermist Ct	Kia Gardner	See 3.12
<b>4.4.</b>	2118-1	Tree Planting	8036 Lake Margaret Pl	Phillip & Joy Flatt	See 3.13
<b>4.5.</b>	2119-1	Shed	12706 Killycrom Dr	Lamont & Jacklyn Barnes	See 3.14
<b>4.6.</b>	2120-1	Patio w/ Fire Pit	8312 McKibben Dr	Richard & Dorinda Cox	Williams
<b>4.7.</b>	2121-1	Stairs	8137 Lake Margaret Terr	Paul & Robin Langerhans	See 3.15
<b>4.8.</b>	2122-1	Walkway	8143 Fedora Dr	Joseph Wilmer	Williams

**5.** Finals Assigned Previously:

<b>5.1.</b>	1824-1	Pool	12001 Hadden Hall Dr	Susan & Rae Johnson	Dembrosky
					More time granted.
<b>5.2.</b>	1887-1	Pool	11701 Burray Rd	Allen & Lisa Holt	Williams
					More time granted.
<b>5.3.</b>	1910-1,2	Deck, Window Conversion to Sliding Doors	8243 Cromarty Ct	Greg & Sally Witzky	Williams
					More time granted.
<b>5.4.</b>	1925-1,2,3	Patio, Fire Pit  Fire Place	12213 Whitley Manor Dr	Krister & Jennifer Hampton	Pfizer
					Hans motioned to approve; Connie 2nd; 5-0.
<b>5.5.</b>	1928-1	Tree Removal	8424 Chandon Ct	Tim & Karin Henry	Dickerson
					Jason motioned to approve; Michelle 2nd; 5-0.
<b>5.6.</b>	1959-2,4	Patio, Tree Planting	12013 Amara Dr	Connie Williams	Dickerson
					Jason motioned to approve; Kim 2nd; 4-0-1 (Williams abstained).
<b>5.7.</b>	1975-1	Exterior Painting	8231 Seaview Dr	Coleen & Jim Fahey	Pfizer

Homeowner withdrew the application.

- 5.8.** 1988-1 Shed 8101 Aldera Ln Roberto Moreno Pfitzer  
Hans motioned to approve; Michelle 2<sup>nd</sup>; 5-0.
- 5.9.** 1995-1,2 Shed, Patio 12013 Amara Dr Connie Williams Dickerson  
Jason motioned to approve; Michelle 2<sup>nd</sup>; 4-0-1 (Williams abstained).
- 5.10.** 1998-1 Fence 12124 Glen Kilchurn Dr Herald Birchfield (Buyer) Clark  
& Mark Yancey (Seller)  
Michelle motioned to approve; Jason 2nd; 5-0.
- 5.11.** 1999-1,2 Stone Front, 12013 Amara Dr Connie Williams Dickerson  
Siding / Trim / Shutters  
Jason motioned to approve; Michelle 2nd; 4-0-1 (Williams abstained).
- 5.12.** 2002-1 Shed 12037 Dunnottar Dr Hans Pfitzer ~~Rockwell~~  
Reassigned to Clark 9/7/21.  
Motion by Michelle, Kim 2nd to grant a 3 month extension; 4-0-1 (Pfitzer abstained)
- 5.13.** 2003-1 Deck 8424 Lylwood Ct Jonny Etherington Rockwell  
More time granted.
- 5.14.** 2005-1 Walkway 12124 Glen Kilchurn Dr Herald Birchfield (Buyer) Clark  
& Mark Yancey (Seller)  
Homeowner withdrew the application.
- 5.15.** 2007-1 Garage-Detached 8319 Kintail Dr Tom & Angie Stinson Rockwell  
More time granted.
- 5.16.** 2013-1 Tree Removal 11831 Dunnottar Terr Willie Crew III  
Kim motioned to approve; Jason 2<sup>nd</sup>; 5-0.

**6. New Finals to Assign:**

- 6.1.** 1915-1 Garage-Detached 10901 Kalliope Dr Joel Jean Dembrosky
- 6.2.** 1934-1 Pool 8219 Fair Isle Terr Jonathan Blum Clark  
& Amanda Lilley
- 6.3.** 1935-1 Patio 8212 Ravenna Terr William & Crystal Norris Rockwell
- 6.4.** 1944-1 Pool 11013 Aldera Pl Michael Lampro Rockwell  
& Francine Gruskin
- 6.5.** 1997-1 Shed 12012 Amara Dr James Phelps Dembrosky
- 6.6.** 2009-1 Fence 8413 Capernwray Dr Joseph Cox (Buyer) Dickerson  
& Kevin McNulty (Seller)
- 6.7.** 2010-1 Landscaping 8024 Lake Margaret Pl Kevin & Patty Baker Williams
- 6.8.** 2012-1 Fence 8224 Sterling Cove Terr Gloria-Jeanne Wilson Clark
- 6.9.** 2013-1 Tree Removal 11831 Dunnottar Terr Willie Crew III See 5.16
- 6.10.** 2074-1 Patio 12812 Killycrom Dr Mark & Madonna Hansen Clark
- 6.11.** 2102-1 Drainage 8308 Regalia Ct Tim & Mary Glynn Dembrosky

**7. Other Old Business:**

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

**8. Other New Business:**

- 8.1.** When it comes time for the annual regulation review, ARC will need to clarify the regulations for gazebo roof pitch & singles.
- 9.** Review of September 1, 2021 Minutes: Kim motioned to approve as amended; Michelle 2<sup>nd</sup>; 5-0.
- 10.** Membership:
- 10.1.** Hans' term expires September 19, 2021. Hans does not wish to stay on the committee.
  - 10.2.** ARC has an opening for 2 additional members.
- 11.** Member Voice: None.
- 12.** Adjournment: Called at 8:15pm by the Chairman.
- 13.** Next Meeting: October 6, 2021 at 6:30 pm @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highland Glen Dr.

Minutes respectfully submitted by Michelle.