

**Highlands Architectural Review Committee (ARC)  
6:30pm Highlands Country Club Snack Bar  
Minutes October 21, 2021**

1. Meeting called to order at 6:32 pm.
  - 1.1. Attendance: x - Scott Birmingham x - Michelle Clark x - Kim Dembrosky  
x - Jason Dickerson x - Marlene Rockwell x - Connie Williams (in at 6:35pm)
  - 1.2. Board Members Present: None
  - 1.3. Homeowners Present: Jonnie Etherington, James Williams, and Jessie Jackson
2. Review of the Agenda: Michelle motioned to approve; Kim 2nd; 4-0.
3. Review of October 6, 2021 Minutes: Michelle motion to approve as amended and Scott 2nd. 5/0
4. Membership:
  - 4.1. Scott Birmingham's appointment for a 2 year ARC term was confirmed by the Board of Directors.
  - 4.2. ARC has room for 1 additional volunteer on the committee. Michelle motioned for ARC to nominate Jessie Jackson as a committee member; Marlene 2nd; 5-0.
  - 4.3. ARC to elect a Secretary. Marlene is trying out the position currently.
5. Old Project Business:
  - 5.1. 2123-1 Play Equipment 7325 Rosemead Ln David & Kelly DiCarlo Rockwell  
Marlene motioned to approve with conditions to move behind the house. A new plot plan is requested indicating location for approval. Connie 2nd.. 5/0
  - 5.2. 2124-1 Generator 8424 Capernwray Dr Greg & Cheryl Kashmer Dembrosky  
Kim motioned to approve with a condition of screening with non-deciduous scrub/trees to block from neighbors and road. Michelle 2nd. 5/0
  - 5.3. 2125-1 Deck 12519 Capernwray Ct Shannon Reynolds Dickerson  
More time granted.
  - 5.4. 2127-1,2 Dock, 8137 Lake Margaret Terr Paul & Robin Langerhans Dembrosky  
Gazebo  
Emerson's approval will additionally be required.  
Kim motioned to approve with conditions to have (1) Emerson's approval and (2) gazebo on anchored footers.  
Scott 2nd 5/0
  - 5.5. 2128-1 Screened Porch 11100 Regalia Dr John Petree Williams  
More time granted.
  - 5.6. 2129-1 Screening 8412 Shagreen Ct David & Beth Pierce Rockwell  
Marlene motioned to approve. Michelle 2nd. 5/0
  - 5.7. 2130-1,2 Screening, Flagpole 11012 Isadora Dr Richard Stayman Dickerson  
Connie motioned to approve. Scott 2nd. 5/0
  - 5.8. 2131-1,2 Patio, Steps 8207 Ravenna Terr Larry & Brenda Price Rockwell  
Marlene motioned to approve. Michelle 2nd. 5/0
  - 5.9. 2132-1 Screening 8154 Galatea Pl Luis & Elisa Sanchez Williams  
Connie motioned to approve. Scott 2nd. 5/0
  - 5.10. 2133-1 Screening 7418 Fowlis Pl Linette Camp Clark  
Michelle motioned to approve. Kim 2nd. 5/0
  - 5.11. 2135-1 Fence 8100 Galatea Pl Tessie Rodgers Clark  
Michelle motioned to approve. Kim 2nd. 5/0
6. New Project Business: ARC Drop Box Last Checked October 20, 2021 @ 8:00 am.
  - 6.1. 2136-1 Pool 11107 Regalia Dr Mark & Sandra Koch Marlene
  - 6.2. 2137-1 Driveway Extension 8143 Fedora Dr Joseph Wilmer  
Kim motioned to approve without a site visit. Michelle 2nd. 5/0
  - 6.3. 2138-1,2 Basketball Hoop, 12618 Capernwray Terr Samuel Robertson

Generator

Site visit completed by Kim & Jason in advance. Michelle motioned to approve without a site visit. Scott 2nd. 5/0

- 6.4. 2139-1 Fence 8312 Calypso Ln Robert Colbert Connie  
Michelle motioned to allow a single person site visit. Connie 2nd.
- 6.5. 2140-1 Garage-Detached 7401 Dunollie Dr Bob & Tracy Lather Jason
- 6.6. 2141-1,2 Dock, Shed 12855 Killycrom Dr Jeff Marlin Connie  
Emerson's approval will additionally be required.
- 6.7. 2142-1 Door Change 8424 Capernwray Dr Greg & Cheryl Kashmer  
Kim motioned to approve without a site visit. Scott 2nd. 5/0
- 7. Finals Assigned Previously:
  - 7.1. 1893-1 Pool 11418 Braidstone Ln Karen Verdisco Dembrosky  
Kim motioned to grant a 60 day extension. Marlene 2nd. 5/0
  - 7.2. 1915-1 Garage-Detached 10901 Kalliope Dr Joel Jean Dembrosky  
More time granted.
  - 7.3. 1934-1 Pool 8219 Fair Isle Terr Jonathan Blum Clark  
& Amanda Lilley  
Michelle motioned to grant a 30 day extension. Scott 2nd. 5/0
  - 7.4. 1965-1,2 Deck, Sunroom 12001 Amara Dr Ricky & Teresa Miller Clark  
Michelle motioned to extend approval to 2/17/2022 allowing ARC to inspect with 1967-1 and 2098-1. Marlene 2nd. 5-0.
  - 7.5. 1967-1 Fence 12001 Amara Dr Ricky & Teresa Miller Clark  
Request to extend to 2/17/2022 to inspect with 1965-1,2 and 2098-1.  
Michelle motioned to extend projects 1965-1,2 and 1967-1 to 2/17/2022. Marlene 2nd. 5/0
  - 7.6. 2008-1 Deck 12019 Amara Dr Ivan & Denise Glasgow Clark  
Michelle motioned to approve. Connie 2nd. 5/0
  - 7.7. 2017-1 Screened Porch, Patio 12507 Crathes Ln James Mathis Williams  
Kim motioned to cancel and have the owner resubmit the project. Scott 2nd. 5/0
  - 7.8. 2020-1 Addition & Deck 12113 Whitley Manor Dr Stephen Beulik Rockwell  
& Carol Roper  
Marlene motioned to grant a 90 day extension. Kim 2nd. 5/0
  - 7.9. 2022-1 Hot Tub 11724 Burray Rd Peter & Katie Rockwell  
Burkhardt  
Marlene motioned to grant a 90 day extension. Scott 2nd. 5/0
  - 7.10. 2026-1 Generator 8407 Europa Ct Frederick Langhorn Clark  
Michelle motioned to fail final; generator installed but lacks required screening. Scott 2nd. 5/0
  - 7.11. 2051-1 Tree Removal 11249 Isadora Dr Eric Garner Clark  
Michelle motioned to approve. Scott 2nd. 5/0
  - 7.12. 2088-1,2 Play Equipment x2 11142 Sterling Cove Dr Cameron & Sharon Rockwell  
Carr  
Marlene motioned to approve. Scott 2nd. 5/0
  - 7.13. 2090-1 Dock 12848 Killycrom Dr Doug & Michele Dickerson  
Bowmer  
More time granted.
  - 7.14. 2091-1 Tree Planting 8000 Clancy Pl David & Pam Dance Dickerson  
Michelle motioned to approve. Scott 2nd. 5/0.
  - 7.15. 2094-1 Fence 12419 Duntrune Ct Logan & Sheila Herron Williams  
Connie motioned to approve. Scott 2nd. 5/0.
  - 7.16. 2102-1 Drainage 8308 Regalia Ct Tim & Mary Glynn Dembrosky

More time granted.

8. New Finals to Assign:

- |       |        |                                |                       |                                 |            |
|-------|--------|--------------------------------|-----------------------|---------------------------------|------------|
| 8.1.  | 2002-1 | Shed                           | 12037 Dunnottar Dr    | Hans Pfitzer                    | Birmingham |
|       |        | Homeowner requested the final. |                       |                                 |            |
| 8.2.  | 2014-1 | Patio                          | 8319 Sterling Cove Pl | Jim & Jill Donnelly             | Dembrosky  |
|       |        | Assigned with 2027-1.          |                       |                                 |            |
| 8.3.  | 2015-1 | Generator                      | 8025 Lake Margaret Pl | Andrea Hall                     | Clark      |
| 8.4.  | 2018-1 | Deck                           | 11807 Amara Dr        | Ashley & Kyle Mills             | Dembrosky  |
| 8.5.  | 2019-1 | Tree Removal                   | 10607 MacAndrew Ln    | Richard White                   | Birmingham |
| 8.6.  | 2024-1 | Deck w/ Patio                  | 7400 Maclachlan Dr    | Carolyn Shuart                  | Clark      |
| 8.7.  | 2027-1 | Generator                      | 8319 Sterling Cove Pl | Jim & Jill Donnelly             | Dembrosky  |
|       |        | Assigned with 2014-1.          |                       |                                 |            |
| 8.8.  | 2028-1 | Patio & Pergola                | 8313 McKibben Dr      | Donald & Kimberly Stocks        | Clark      |
| 8.9.  | 2034-1 | Shed                           | 7501 Dunollie Dr      | Richard Potter                  | Clark      |
| 8.10. | 2035-1 | Generator                      | 8219 Fedora Dr        | Erik & Danielle Brand           | Birmingham |
|       |        | Assigned with 2040-1.          |                       |                                 |            |
| 8.11. | 2039-1 | Tree Removal                   | 8213 Fedora Dr        | Heather Sutton & Steven Presley | Birmingham |
| 8.12. | 2040-1 | Tree Removal                   | 8219 Fedora Dr        | Erik & Danielle Brand           | Birmingham |
|       |        | Assigned with 2035-1.          |                       |                                 |            |
| 8.13. | 2114-1 | Walkway                        | 11009 Aldera Ct       | Dave & Carol Fordham            | Dembrosky  |
|       |        | Homeowner requested the final. |                       |                                 |            |
| 8.14. | 2116-1 | Fence                          | 12018 Dunnottar Dr    | Eric & Elizabeth Millson        | Birmingham |
|       |        | Homeowner requested the final. |                       |                                 |            |
| 8.15. | 2129-1 | Screening                      | 8412 Shagreen Ct      | David & Beth Pierce             | Birmingham |
|       |        | Homeowner requested the final. |                       |                                 |            |

9. Other Old Business:

- 9.1. 2003-1 Deck 8424 Lylwood Ct Jonny Etherington  
Failed final 10/6/2021 due to mismatched materials for the railings. Homeowner sent a response letter. Michelle motioned to allow the homeowner 8 months to change the railings to all wood railings (at the homeowner's request). Scott 2nd. 5/0.
- 9.2. 2050-1 Garage-Detached 8448 Macandrew Terr Theodora & Tonda Fryzlewicz  
Approval goes to 11/18/2021; homeowner requesting 1 month extension due to backordered materials. Kim motioned for a 2 month extension. Scott 2nd. 5/0

10. Other New Business:

- 10.1. Michelle and Kim will be meeting with ACS West and Ryan Homes to discuss screening for HVAC/Generators for new homes.
- 10.2. The committee discussed noticed failures in process by ACS West.
- 10.2.1. There have been projects which never received final compliance letters. This was noticed because a homeowner notified ARC they never received a final letter of compliance for their addition at 8502 Glendevon Cir which was completed in 2018.
- 10.2.2. Failed finals and projects completed without approval and denied by the committee seem to have no follow-up by ACS West. Following the committee vote, the ARC Chairman notifies ACS West of ARC's determination. ACS West sends a letter notifying the homeowner with a date for the homeowner to contact ACS West. However there seems to be no follow through should that date pass without action by the homeowner. As a result, projects known to be out of compliance seem to just sit without any escalation or action to bring the project into compliance.
- 10.2.3. Sales disclosures. When ACS West completes their inspections for the HOA certificate, where does ACS West look? From the road? Do they go onto the property?

11. Member Voice: None
12. Adjournment: 8:11 p.m. called by the Chairman.
13. Next Meeting: November 3, 2021 at 6:30 pm @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highland Glen Dr.

Minutes respectfully submitted by \_\_\_Marlene Rockwell\_\_\_\_\_.