

Highlands Architectural Review Committee (ARC)
6:30 pm Highlands Country Club Snack Bar
Minutes November 3, 2021

1. Meeting called to order at 6:31 p.m.
 - 1.1. Attendance: * Scott Birmingham * Michelle Clark Kim Dembrosky (ab)
 * Jason Dickerson * Jessie Jackson * Marlene Rockwell
 * Connie Williams arrived at 6:41 pm
 - 1.2. Board Members Present: none
 - 1.3. Homeowners Present: none
2. Review of the Agenda: Michelle motioned to approve as amended with addition of project 1893-1 and ACS West discussion to Other Old Business; Scott 2nd. 5/0
3. Review of October 21, 2021 Minutes: Michelle motioned to approve as amended and Scott 2nd. 5/0
4. Membership:
 - 4.1. Jessie Jackson's appointment for a 2 year ARC term was confirmed by the Board of Directors.
 - 4.2. ARC to elect a Secretary. Marlene is currently testing out the role.
5. Old Project Business:
 - 5.1. 2125-1 Deck 12519 Capernwray Ct Shannon Reynolds Dickerson
 Jason motioned to approve and Michelle 2nd. 5/0
 - 5.2. 2128-1 Screened Porch 11100 Regalia Dr John Petree Williams
 Connie motioned to approve and Scott 2nd. 6/0
 - 5.3. 2136-1 Pool 11107 Regalia Dr Mark & Sandra Koch Rockwell
 Marlene motioned to approve with conditions (fence extension to be same style & materials as existing fence).
 Jason 2nd. 6/0
 - 5.4. 2139-1 Fence 8312 Calypso Ln Robert Colbert Williams
 Connie motioned to approve w/ variance for fence placement to come forward rear plane of the home to meet
 at the back of the fireplace bump out. Marlene 2nd. 6/0
 - 5.5. 2140-1 Garage-Detached 7401 Dunollie Dr Bob & Tracy Lather Dickerson
 Cancelled. Homeowner withdrew application.
 - 5.6. 2141-1,2 Dock, Shed 12855 Killycrom Dr Jeff Marlin Williams
 Emerson's approval will additionally be required.
 Connie motioned to approve with condition of Emerson's approval and Marlene 2nd. 6/0
6. New Project Business: ARC Drop Box Last Checked November 2, 2021 @ 12:15 pm.
 - 6.1. 2143-1 House Addition w/ 11013 Aldera Pl Michael Lampro
 Tree Removal & Francine Gruskin
 Michelle motioned to approve without a site visit. Jason 2nd. 6/0
 - 6.2. 2144-1 Window to Closed Shutters 7443 Arabella Dr Mike & Michelle Lorton
 Michelle motioned to deny application (shutters don't match the style of the home) Marlene 2nd. 6/0
 - 6.3. 2145-1,2,3,4 Storm Door, 8106 Galatea Pl Jason Lowe
 Crawlspace Door, Gravel, & Tree Removal Rockwell
7. Finals Assigned Previously:
 - 7.1. 1915-1 Garage-Detached 10901 Kalliope Dr Joel Jean Dembrosky
 More time granted.
 - 7.2. 2090-1 Dock 12848 Killycrom Dr Doug & Michele Dickerson
 Bowmer
 Jason motioned to approve. Scott 2nd 6/0
 - 7.3. 2102-1 Drainage 8308 Regalia Ct Tim & Mary Glynn Dembrosky
 More time granted.
 - 7.4. 2002-1 Shed 12037 Dunnottar Dr Hans Pfitzer Birmingham
 Scott motioned to approve. Jason 2nd. 6/0

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|---------------|---|--|-----------------------|---------------------------------|------------|
| 7.5. | 2014-1 | Patio | 8319 Sterling Cove Pl | Jim & Jill Donnelly | Dembrosky |
| | Assigned with 2027-1. More time granted. | | | | |
| 7.6. | 2015-1 | Generator | 8025 Lake Margaret Pl | Andrea Hall | Clark |
| | Homeowner withdrew the application. | | | | |
| 7.7. | 2018-1 | Deck | 11807 Amara Dr | Ashley & Kyle Mills | Dembrosky |
| | More time granted. | | | | |
| 7.8. | 2019-1 | Tree Removal | 10607 MacAndrew Ln | Richard White | Birmingham |
| | More time granted. | | | | |
| 7.9. | 2024-1 | Deck w/ Patio | 7400 Maclachlan Dr | Carolyn Shuart | Clark |
| | Michelle motioned to approve. Scott 2nd. 6/0 | | | | |
| 7.10. | 2027-1 | Generator | 8319 Sterling Cove Pl | Jim & Jill Donnelly | Dembrosky |
| | Assigned with 2014-1. More time granted. | | | | |
| 7.11. | 2028-1 | Patio & Pergola | 8313 McKibben Dr | Donald & Kimberly Stocks | Clark |
| | Michelle motioned to approve. Jason 2nd. 6/0 | | | | |
| 7.12. | 2034-1 | Shed | 7501 Dunollie Dr | Richard Potter | Clark |
| | More time granted. | | | | |
| 7.13. | 2035-1 | Generator | 8219 Fedora Dr | Erik & Danielle Brand | Birmingham |
| | Assigned with 2040-1.
Scott motioned to approve. Jason 2nd. 6/0 | | | | |
| 7.14. | 2039-1 | Tree Removal | 8213 Fedora Dr | Heather Sutton & Steven Presley | Birmingham |
| | Scott motioned to approve. Jason 2nd. 6/0 | | | | |
| 7.15. | 2040-1 | Tree Removal | 8219 Fedora Dr | Erik & Danielle Brand | Birmingham |
| | Assigned with 2035-1.
Scott motioned to approve. Jason 2nd. 6/0 | | | | |
| 7.16. | 2114-1 | Walkway | 11009 Aldera Ct | Dave & Carol Fordham | Dembrosky |
| | More time granted. | | | | |
| 7.17. | 2116-1 | Fence | 12018 Dunnottar Dr | Eric & Elizabeth Millson | Birmingham |
| | Scott motioned to approve and Connie 2nd. 6/0 | | | | |
| 7.18. | 2129-1 | Screening | 8412 Shagreen Ct | David & Beth Pierce | Birmingham |
| | Scott motioned to approve. Marlene 2nd. 6/0 | | | | |
| 8. | New Finals to Assign: | | | | |
| 8.1. | 1983-1 | Tree Removal | 11000 Thetis Pl | Timothy & Takia Jones | Dickerson |
| 8.2. | 1985-1 | Florida Room | 11000 Thetis Pl | Timothy & Takia Jones | Dickerson |
| 8.3. | 2006-1 | Generator | 11000 Thetis Pl | Timothy & Takia Jones | Dickerson |
| 8.4. | 2030-1 | Patio | 11000 Thetis Pl | Timothy & Takia Jones | Dickerson |
| 8.5. | 2032-1 | Window Change | 8430 Kintail Dr | Derrek & Katheryn Belanger | Jackson |
| 8.6. | 2041-1,2,3 | Tree Removal,
Pave Driveway, Siding / Trim / Shutters | 8637 Finstown Ln | LeQuan & Nelda Hylton | Birmingham |
| 8.7. | 2106-1 | Grading & Sod | 12700 Dunrobin Ct | Robert Chapman | Dembrosky |
| | Homeowner Requested Final. | | | | |
| 9. | Other Old Business: | | | | |
| 9.1. | 1893-1 | Pool | 11418 Braidstone Ln | Karen Verdisco | Dembrosky |
| | The pool appears to have been dug in an unexpected location (not directly behind the house as shown on plot plan). Assigned to Kim for revisit. ARC to request ACS West issue a cease and desist. | | | | |
| 9.2. | ACS West | | | | |
| 9.2.1. | Failed finals & project completed without ARC approval - Going forward ACS West will issue violations for these so they can be tracked and followed up on by ACS West. | | | | |

9.2.2. Inspections for home sales - ACS West completes these from the road. Per Sam King @ ACS West, they do not have permission to come onto anyone's property.

10. Other New Business:

10.1. The Board of Directors meet for the annual meeting 11/16/21.

10.2. Review proposed 2022 meeting calendar (attached).
Michelle motioned to approve. Scott 2nd 6/0

10.3. ARC annual review for updates to the regulations. Items to consider:

10.3.1. Application. Permit language still present.

Needs to be removed per previous approval from the Board of Directors.

10.3.2. Review of Covenants. Need to ensure items from the Covenants are in the ARC regulations. Horse barns, for example, are known to be missing.

Going on ARC's to-do list.

10.3.3. Question: A1.4 does the brick/stone/stucco for the base need to be the same all the way around?
Could a homeowner use stone on the front and brick on the sides and back?

The committee felt so long as the brick/stucco matches the home, it's acceptable.

10.3.4. A7 Decks. Lack language for railings (15% open area, no mixed styles).

Going on ARC's to-do list.

10.3.5. Question: Can driveways have mixed materials? For example, from the street but aggregate stone at the garage. A10.3 Driveways or driveway extensions *leading to detached garages* must be finished with the same driveway surface material as the existing driveway, unless specifically outlined in the ARC approval to proceed letter.

The committee felt driveways needed to be consistent in style & color.

10.3.6. A15. Gazebos and Pavilions. Need to add language for roof.

Going on the to-do list.

10.3.7. Question: A29.1 specifies retaining walls visible from *front* street. A29.2 specifies retaining walls not visible from *the* street. How does ARC feel about visibility from side streets? Such as corner lots?

Michelle will create proposed language for edit.

11. Member Voice: None

12. Adjournment: Chairman motioned to adjourn at 7:52 p.m.

13. Next Meeting: November 18, 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.

Proposed ARC 2022 Meeting CALENDAR

www.wiki-calendar.com

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	JULY	AUGUST
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

HOLIDAYS AND OBSERVANCES:

Jan 1 - New Year's Day
Jan 17 - Martin Luther King Jr. Day
Feb 14 - Valentine's Day
Feb 21 - Presidents' Day
Mar 17 - St. Patrick's Day
Apr 17 - Easter Sunday
Apr 18 - Easter Monday
Apr 18 - Tax Day
May 5 - Cinco de Mayo

May 8 - Mother's Day
May 30 - Memorial Day
Jun 14 - Flag Day
Jun 19 - Father's Day
Jun 19 - Juneteenth
Jun 20 - 'Juneteenth' day off
Jul 4 - Independence Day
Sep 5 - Labor Day
Oct 10 - Columbus Day

Oct 31 - Halloween
Nov 8 - Election Day
Nov 11 - Veterans Day
Nov 24 - Thanksgiving Day
Nov 25 - Black Friday
Dec 24 - Christmas Eve
Dec 25 - Christmas Day
Dec 26 - 'Christmas Day' day off
Dec 31 - New Year's Eve