

**Highlands Architectural Review Committee (ARC)  
6:30 pm Highlands Country Club Snack Bar  
Minutes December 8, 2021**

1. Meeting called to order at 6:33
  - 1.1. Attendance:      x   Scott Birmingham      AB   Michelle Clark              x   Kim Dembrosky  
                            x   Jason Dickerson          AB   Jessie Jackson              x   Marlene Rockwell  
                            x   Connie Williams
  - 1.1. Board Members Present: none
  - 1.2. Homeowners Present:  
       Vincent Valerio (2149-1) w/ builder George Vergara (2149-1), Mark & Shannon Lodge (2150-1)
2. Review of the Agenda:  
 Motion to approve by Dembrosky, seconded by Birmingham. 5-0
3. Review of November 18, 2021 Minutes: Motion by Dembrosky, seconded by Birmingham to approve as amended 5-
4. Membership: First meeting in January is our reorganization meeting. Election of chairman, appointment of vice chairman by chairman and election of secretary will be on January 5, 2022 agenda.
5. Old Project Business:
  - 5.1. 2095-1            Pool    11007 Thetis Place Ct    Terrence & Shaneeca Williams  
       Approved 8/20/21. Modification request received 11/21/21.  
       Assigned: Dembrosky
  - 5.2. 2121-1 & 2127-1    Staircase & Dock        8137 Lake Margaret Terr        Paul & Robin Langerhans  
       Approved 9/16/21 & 10/21/21. Modification request received 12/4/21.  
       Assigned: Dembrosky
  - 5.3. 2146-1            Play Equipment                    12000 Ravenna Dr        Jermaine & LaWanda Dunn        Dickerson  
       Dickerson moved to approve with conditions that the playset be moved behind the home (10 ft to right) so not to be visible from the road. Seconded by Connie 5-0
  - 5.4. 2149-1            House Addition                    11112 Regalia Dr        Vincent & Beverly Valerio        Dembrosky  
       Homeowner and builder were present at the meeting.  
       Dembrosky motioned for more time, Connie seconded to give the homeowner the opportunity to explore options to relocate the addition behind the home and allow ARC members, who were not on the original site visit, the opportunity to schedule a site visit. Vote:3-2 (Dickerson, Rockwell dissenting)  
       Homeowner and builder contend the design meets the regulations with two sides of the mudroom portion of the addition sharing 2 walls. Builder stated addition could not be moved to behind the home due to the roof line existing on the home. Builder stated windows have already been ordered. County permits are already being sought. ARC members who were on the site visit expressed concern at the size of the addition visible from the roadway, separate entrance(committee members were not favorable), 2nd story roofline same as attached garage (house has 3 story roofline), addition wider than garage, ease of conversion to 2 family (against covenants and zoning) and if enough of the addition was sharing a wall with the residence to meet the guidelines.
  - 5.5. 2150-1            Patio Extension w/                8369 Capernwray Dr        Mark & Shannon Lodge            Williams  
                          Pergola & Fireplace  
       Homeowners were present at the meeting. More time granted. Discussion of the project included retaining wall height not to exceed 4', addition of large planter bed(s) allowing for reduced wall height and required screening, visibility from road and golf course, roof pitch, no metal roof allowed (per regulations), consistency of color/style of railing and columns/posts with the front of the home, design of access door, use of retaining wall block and stacked stone materials, Screening required to soften and minimize wall visibility with height consideration around the fireplace wall.
  - 5.6. 2151-1            Fence    8400 Rollingmist Ln        Michael & Tanya Hall            Dembrosky

Motion by Dembrosky, seconded by Williams to approve and grant a variance to allow the fence to come forward of the rear plane of the home, on the left side, far enough to enclose the double basement doors as submitted in the modified application. 5-0

- 5.7.** 2152-1,2 Generator, Shed 12706 Killycrom Dr Lamont & Jacklyn Barnes Dembrosky  
 Motion by Dembrosky, seconded by Scott to approve the generator and shed with conditions and grant 2 variances 1)allow the installation of solid panel screening to match the existing screening in style and layout(staggered) to be extend to the rear plane of the home to screen generator and the currently unscreened gas meter. 2) double doors of the shed may be forward facing with the condition the doors must be painted white. 5-0
- 5.8.** 2153-1 Screening 8401 Kintail Dr Frank and Bobbie Penn (Buyer) Birmingham  
 Motion by Birmingham, seconded by Dembrosky to approve as submitted. 5-0.
- 6.** New Project Business: ARC Drop Box Last Checked December 8, 2021 @ 8:30 am.
- 6.1.** 2155-1 Deck 8243 Cromarty Ct Greg & Sally Witzky Assigned: Williams
- 6.2.** 2156-1 Sunroom 8237 Macandrew Pl Brian G Burijon Assigned: Dickerson
- 6.3.** 2157-1 Shed 12848 Killycrom Dr Doug & Michele Bowmer Assigned: Williams
- 6.4.** 2158-1 Patio 8353 Capernwray Dr Richard & Lesley Ecker Assigned Michelle  
 A modification was submitted that included a wall near the driveway that was not included in the file for the meeting.
- 6.5.** 2159-1 Pool 8300 Minerva Terr Avery & Sametrain Miller Assigned: Dembrosky
- 6.6.** 2160-1 Deck 8212 Fedora Dr Jeffrey Lodato Assigned: Marlene
- 6.7.** 2161-1 Screened Porch 12507 Capernwray Ct Brian & Teresa Glauser Assigned: Birmingham
- 6.8.** 2162-1 Bridge & Deck 11802 Glendevon Terr Randall & Karen Hahn Assigned: Dembrosky  
 \*Project completed w/o ARC approval.
- 7.** Finals Assigned Previously:
- 7.1.** 1981-1 Patio 8315 Regalia Ct Shannon & Topher Buskirk J. Jackson  
 More time granted
- 7.2.** 2029-1 Tree Removal 8208 Macandrew Ct Michael Dudley J. Jackson  
 More time granted
- 7.3.** 2032-1 Window Change 8430 Kintail Dr Derrek & Katheryn Belanger J. Jackson  
 More time granted
- 7.4.** 2033-1 Fence 11913 Amara Dr Manuel & Tina Olguin J. Jackson  
 More time granted
- 7.5.** 2042-1 Fence 8119 Fedora Dr Brian & Desirae Feldhauser Williams  
 Homeowner cancelled-moved and project not undertaken
- 7.6.** 2045-1,2 Pool, Fence 8118 Galatea Pl Angela N Sharp Clark  
 More time granted
- 7.7.** 2046-1,2 Pool, Patio 8107 Fedora Dr Sean Tuck Williams  
 Motion by Williams, seconded by Dembrosky to grant 3 month extension 5-0
- 7.8.** 2048-1 Exterior Painting 11012 Aldera Pl Kawaan Carter Sr Clark  
 More time granted
- 7.9.** 2052-1 Retaining Wall 8001 Erinton Dr Casey & Arlene Green Birmingham  
 Motion by Scott, seconded by Dembrosky to approve 5-0
- 7.10.** 2053-1 Shed 8160 Fedora Dr Dale & LeRoy Mason Williams  
 More time granted
- 7.11.** 2133-1 Screening 7418 Fowlis Pl Linette Camp  
 \*Homeowner requested final; photos provided.  
 Motion by Rockwell, seconded by Dembrosky to approve based on photo provided. 5-0
- 8.** New Finals to Assign:
- 8.1.** 2060-1 Screened Porch & Deck 12006 Dunnottar Dr Millard & Debra Fountain Assigned: Birmingham  
 \*Homeowner requested final

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|-------------|---|-----------|-----------------------|----------------------|---------------------|
| <b>8.2.</b> | 2104-1<br>*Homeowner requested final              | Generator | 12606 Capernwray Terr | Ricardo Peters       | Assigned: Dickerson |
| <b>8.3.</b> | 2132-1<br>*Homeowner requested final              | Screening | 8154 Galatea Pl       | Luis & Elisa Sanchez | Assigned: Rockwell  |
| <b>8.4.</b> | 2133-1<br>*Homeowner requested final;<br>see 7.11 | Screening | 7418 Fowlis Pl        | Linette Camp         |                     |
- 9.** Other Old Business: No discussion at the meeting due to time constraints.
- 9.1.** Annual review of Architectural Regulations & Guidelines.-No discussion at meeting
- 9.1.1.** Discussion of language for:
- 9.1.1.1.** A7. Decks - railings
- 9.1.1.2.** A15. Gazebos and Pavilions - roofs, walls, gables
- 9.1.2.** On the To-Do List-No discussion at meeting
- 9.1.2.1.** A1. Sheds & A2. Additions - materials to be *same* as house
- 9.1.2.2.** A21. HVAC/Trash & A25. Generators - screening cannot be mixed styles
- 9.1.2.3.** A29. Walls, Retaining Walls & Driveway Piers - materials need to be consistent
- 9.1.2.4.** Review of Covenants to ensure the ARC Regulations match and are inclusive.
- 10.** Other New Business: none
- 11.** Member Voice: none
- 12.** Adjournment: Motion by Dembrosky, seconded by Dickerson to adjourn at 9:19 pm. 5-0
- 13.** Next Meeting: January 5, 2021 at 6:30 pm @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highland Glen Dr.

Minutes respectfully submitted by Kim Dembrosky

# Proposed edits in blue/purple

## **A7. Deck, Deck Extensions, and Docks**

Detailed drawings, product data, detailed plans, and land surveyor plot plan marked with project location by homeowner must accompany the Application for ARC approval.

A7.1 All new decks, extensions, and modifications are subject to approval of the ARC with major focus on compatibility with the existing deck, house, and visibility from the street, golf course or lake. Decks must be installed with 4"x 4" or 6" x 6" post supports or brick columns on a concrete pad/foundation and located behind the rear plane of the house.

A7.2 Decks may remain unfinished, however staining and painting is acceptable.

A7.3 Decks facing the golf course, lake or major streets must be on brick piers and framed with lattice between the piers. All decks with ground clearance of 6' or less shall have appropriate screening around the perimeter. Exceptions are homes with rear basement door/windows.

A7.4 Decks that are to be totally enclosed must meet the requirements of Additions, Section A2.

A7.5 Deck railings are to meet the requirements of Fences???, Section A11, for materials and 15% open area. Decks cannot have rails taller than 42." The railings for the deck and any stairways must be a consistent style and color; no mixed style railings are permitted.

A7.6 Docks: All lake front homes must submit a full set of drawings, plans, land surveyor plot plans and any specifications for dock installation on the lake prior to construction. Additional approval will be necessary for alterations of landscaping and trees/shrubbery within 50 -100 feet from the water edge as required by national and local wetland agencies, including the Office of Water Quality (OWQ), Corps of Engineers (COE), and Department of Environmental Quality (DEQ). Docks can be no larger than 150 square feet (including any walkways), may not extend more than 15 feet from shoreline, and cannot have rails taller than 42."

## Proposed edits in blue

### **A15. Gazebos and Pavilions**

Detailed drawings, product data, detailed plans, land surveyor plot plan marked with project location by homeowner must accompany the Application for ARC approval.

A15.1 A gazebo or pavilion shall be considered a permanent structure and shall be permanently anchored to a suitable foundation.

A15.2 Size/design must complement the aesthetics of the home and are subject to ARC approval.

A15.3 Gazebos and pavilions cannot be located in the front of a home; they may be placed in side yards or backyard locations only.

A15.4 Roof shingles shall match the color and type of the house. No metal roofs will be permitted.