

**Highlands Architectural Review Committee (ARC)**  
**6:30 pm Highlands Country Club Snack Bar**  
**Minutes January 5, 2022**

1. Meeting called to order at 6:32 pm
  - 1.1. Attendance:     X  Scott Birmingham     X  Michelle Clark     X  Kim Dembrosky  
                            \_\_\_  Jason Dickerson     \_\_\_  Jessie Jackson     X  Marlene Rockwell  
                            X  Connie Williams
  - 1.1. Board Members Present: none
  - 1.2. Homeowners Present: Tony Watkins (2167-1), Edwin Ezell (2171-1), Mark & Shannon Lodge (2150-1)
  
2. Review of the Agenda: **MOTION** made by Clark, seconded by Birmingham to add item # 6.9 to new project business section on the agenda: #2171-1 Swimming pool 11002 Aldera Ct Edwin & Keesha Ezell. 5-0 So voted
  
3. Review of December 8, 2021 Minutes: **MOTION** by Clark, seconded by Birmingham to approve as submitted. 5-0 So Voted
  
4. Membership:
  - 4.1. Chairperson election: **MOTION** by Dembrosky, seconded by Birmingham to elect Michelle Clark as chairman of the ARC Committee. 4-0-1 (Clark Abstained) So Voted  
 Vice chairman will be appointed by the Chairman.
  - 4.2. Secretary election:  
**MOTION** by Clark, Seconded by Rockwell to elect Kim Dembrosky as secretary. 5-0 So voted.
  
5. Old Project Business:
  - 5.1. 2004-1,2      Shed, Pool                      8154 Galatea Pl                      Luis & Elisa Sanchez  
 Homeowner requested a 3 month extension. Needs additional time for concrete around the pool & fence.  
**MOTION** by Dembrosky seconded by Birmingham to grant a 3 month extension. 5-0 So voted.
  - 5.2. 2095-1      Pool                                      11007 Thetis Place Ct      Terrence & Shaneeca Williams      Dembrosky  
**MOTION** by Dembrosky, seconded by Rockwell, to approve the swimming pool project and grant approval for the removal of 5 trees in the project area. 5-0 So voted.
  - 5.3. 2121-1      Staircase                              8137 Lake Margaret Terr      Paul & Robin Langerhans              Dembrosky  
 Homeowner withdrew the modification request.
  - 5.4. 2127-1      Dock                                      8137 Lake Margaret Terr      Paul & Robin Langerhans              Dembrosky  
 Homeowner withdrew the modification request.
  - 5.5. 2149-1      House Addition                      11112 Regalia Dr                      Vincent & Beverly Valerio              Dembrosky  
 Application withdrawn by homeowner; will resubmit new application with new plans.
  - 5.6. 2150-1      Patio                                      8369 Capernwray Dr              Mark & Shannon Lodge                      Williams  
**MOTION** by Clark, seconded by Williams to approve the patio project and grant a variance to allow retaining wall height to exceed regulations in the rear so the patio addition can be level with the existing patio. 3-2 (Dembrosky, Birmingham opposed) So voted.
  - 5.7. 2155-1      Deck                                      8243 Cromarty Ct                      Greg & Sally Witzky                      Williams  
**MOTION** by Williams, Seconded by Clark to approve. 5-0 So Voted
  - 5.8. 2156-1      Sunroom                              8237 Macandrew Pl                      Brian G Burijon                              Dickerson  
 More time granted
  - 5.9. 2157-1      Shed                                      12848 Killycrom Dr                      Doug & Michele Bowmer                      Williams  
**MOTION** by Williams, seconded by Clark to approve. 5-0 So voted
  - 5.10. 2158-1      Patio, retaining wall W/ driveway ext8353 Capernwray Dr      Richard & Lesley Ecker      Clark  
**MOTION** by Clark, seconded by Birmingham to approve with the condition that the extension of the driveway must be asphalt to match existing driveway material.5-0 So voted

- 5.11. 2159-1 Pool 8300 Minerva Terr Avery & Sametrain Miller Dembrosky  
**MOTION** by Dembrosky, seconded by Clark to approve with the following 4 conditions 1) pool water does not extend past the right side of the home from street view 2) Screening along the entire rear property lines must be installed since the lot was clear cut and screening is required on the pool project property 3) Pool equipment screening must be submitted - prior to installation 4) 48" 2- rail aluminum fence or a 54" 3-rail aluminum fence has been approved. A variance was also granted to allow the fence on the right side of the home to come forward of the rear plane of the home and begin at the end of the driveway. 5-0 So voted
- 5.12. 2160-1 Deck 8212 Fedora Dr Jeffrey Lodato Rockwell  
**MOTION** by Rockwell, seconded by Clark to approve with the condition screening is installed.5-0 So voted.
- 5.13. 2161-1 Screened Porch 12507 Capernwray Ct Brian & Teresa Glauser Birmingham  
**MOTION** by Birmingham, seconded by Clark to approve. 5-0 So voted.
- 5.14. 2162-1 Bridge & Deck 11802 Glendevon Terr Randall & Karen Hahn Dembrosky  
 More time granted. Homeowner seeking approval letter from appropriate bodies for project location in the RPA area as required in the regulations.

6. New Project Business: ARC Drop Box Last Checked January 4, 2022 @ 3:15 pm.

- 6.1. 2163-1 Patio 8160 Fedora Dr Dale & LeRoy Mason  
 Assigned to Connie.
- 6.2. 2164-1 Screening 8226 MacAndrew Ct Norman Ray  
**MOTION** by Dembrosky, seconded by Birmingham to allow a single person site visit. 5-0 So voted.  
 Assigned: Rockwell
- 6.3. 2165-1 Fence 11406 Black Isle Way Richard Houska  
**MOTION** by Clark, seconded by Birmingham to allow a single person site visit 5-0 So voted.  
 Assigned: Rockwell
- 6.4. 2166-1,2 Shed, Garage-Detached 12018 Amara Dr Shen & Lynwood Ricks  
 Shed installed without ARC approval. **MOTION** by Rockwell, seconded by Birmingham to deny due to incomplete application. Application was missing required details. 5-0 So voted
- 6.5. 2167-1 Generator 10625 Macandrew Ln Tony Watkins  
**MOTION** by Clark, seconded by Birmingham to waive the site visit and approve with the condition that an acceptable plot plan is submitted to ARC prior to generator installation.
- 6.6. 2168-1 Door Change 8113 Galatea Pl Ingo & Susan Hamann  
 Assigned: Birmingham
- 6.7. 2169-1 Generator 11411 Glendevon Rd Andrew McEnhimer  
**MOTION** by Clark, seconded by Birmingham to approve without a site visit 5-0 so voted
- 6.8. 2170-1 Screening 8500 Eastfair Ct Richard Lohiser  
**MOTION** by Clark, seconded by Williams to allow a single person site visit. 5-0 So voted  
 Assigned: Dembrosky
- 6.9. 2171-1 Pool 11002 Aldera Ct Edwin & Keesha Ezell  
 Assigned: Rockwell

7. Finals Assigned Previously:

- 7.1. 1981-1 Patio 8315 Regalia Ct Shannon & Topher Buskirk J. Jackson  
 More time granted.
- 7.2. 2023-1 Tree Removal 12606 Capernwray Terr Ricardo Peters Dickerson  
 Assigned with 2104-1. More time granted.
- 7.3. 2029-1 Tree Removal 8208 Macandrew Ct Michael Dudley J. Jackson  
 More time granted.
- 7.4. 2032-1 Window Change 8430 Kintail Dr Derrek & Katheryn Belanger J. Jackson  
 More time granted.
- 7.5. 2033-1 Fence 11913 Amara Dr Manuel & Tina Olguin J. Jackson  
 More time granted.

- 7.6. 2045-1,2 Pool, Fence 8118 Galatea Pl Angela N Sharp Clark  
Homeowner requested a 3mo extension. **MOTION** by Clark, seconded by Dembrosky to grant a 3 month extension. 5-0 So voted
- 7.7. 2048-1,2 Exterior Painting, Storm Door 11012 Aldera Pl Kawaan Carter Sr Clark  
Homeowner withdrew 2048-1. **MOTION** by Clark, seconded by Birmingham to approve 2048-2. 5-0 So voted.
- 7.8. 2053-1 Shed 8160 Fedora Dr Dale & LeRoy Mason Williams  
Homeowner withdrew the application.
- 7.9. 2060-1 Screened Porch & Deck 12006 Dunnottar Dr Millard & Debra Fountain Birmingham  
**MOTION** by Birmingham, seconded by Clark to approve. 5-0 So voted
- 7.10. 2063-1 Fence 7513 Dunollie Dr Kristine Byers Clark  
**MOTION** by Clark, seconded by Dembrosky to approve. 5-0 So voted
- 7.11. 2068-1 Fence 8412 Shagreen Ct David & Beth Pierce Clark  
**MOTION** by Clark, seconded by Williams to approve. 5-0 So voted.
- 7.12. 2078-1 Fence 7424 Arabella Dr Adam & Erica Beem Clark  
**MOTION** by Clark, seconded by Williams to approve. 5-0 So voted.
- 7.13. 2082-1 Fence 11931 Dunvegan Ct Steve & Karen Roberts Clark  
**MOTION** by Clark, seconded by Williams to approve. 5-0 So voted
- 7.14. 2104-1 Generator 12606 Capernwray Terr Ricardo Peters Dickerson  
Assigned with 2023-1. More time granted.
- 7.15. 2132-1 Screening 8154 Galatea Pl Luis & Elisa Sanchez Rockwell  
**MOTION** by Rockwell, seconded by Clark to approve. 5-0 So voted
- 7.16. 2148-1 Tree Removal 11351 Glendevon Rd James Barrett Birmingham  
**MOTION** by Birmingham, seconded by Clark. 5-0 So voted

8. New Finals to Assign:

- 8.1. 1893-1 Pool 11418 Braidstone Ln Karen Verdisco  
Assigned to Rockwell.
- 8.2. 1934-1 Pool 8219 Fair Isle Terr Jonathan Blum & Amanda Lilley  
Assigned to Rockwell.
- 8.3. 2044-1 Pool 8219 Aldera Ln Steve & Kerry Bunting  
Assigned with 2064-1 & 2080-1 to Dembrosky.
- 8.4. 2057-1 Fence 11813 Fedora Pl Thomas Bonacquisti  
Assigned to Clark.
- 8.5. 2058-1 Pergola 8424 Macandrew Terr Detrick Nichols  
Assigned to Birmingham.
- 8.6. 2061-1 Driveway Extension 8154 Fedora Dr Mellisa Gray  
Assigned to Clark.
- 8.7. 2064-1 Fence 8219 Aldera Ln Kerry Bunting  
Assigned with 2044-1 & 2080-1 to Dembrosky.
- 8.8. 2065-1 Shed 8325 McKibben Dr Theodore & Dana Musselman  
Assigned to Dickerson.
- 8.9. 2066-1 Generator 12612 Capernwray Terr Berrimond & Kathleen Scott  
Assigned to Clark.
- 8.10. 2080-1 Play Equipment 8219 Aldera Ln Kerry Bunting  
Assigned with 2044-1 & 2064-1 to Dembrosky.
- 8.11. 2111-1 Patio 12401 MacLachlan Ct Derek & Kelly Overstreet  
Assigned to Williams.

9. Other Old Business: -The committee did not discuss Old business items at the meeting.

- 9.1. Annual review of Architectural Regulations & Guidelines.

- 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
  - 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: **MOTION** by Dembrosky, seconded by Birmingham for the committee to support a prior request for Board of Directors to consult the attorney for an opinion. Based on the language in the covenants, are conditional use permits for in-law suites allowed in the Highlands? 5-0 So voted

11. Member Voice: none

12. Adjournment: 8:07 pm called by chairman.

13. Next Meeting: January 20, 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.