

**Highlands Architectural Review Committee (ARC)
6:30pm Highlands Country Club Snack Bar
Minutes February 2, 2022**

1. Meeting called to order at 6:30 pm.
 - 1.1. Attendance: X Scott Birmingham X Michelle Clark X Kim Dembrosky
 Jason Dickerson Jessie Jackson X Marlene Rockwell
 X Connie Williams
 - 1.2. Board Members Present: none
 - 1.3. Homeowners Present: none
2. Review of the Agenda:

MOTION by Clark, seconded by Dembrosky to approve as amended. 4-0 So Voted.
Amended to add 9.2 under old business (item continued from January 20, 2022 ARC meeting):

9.2 Update from the Board of Directors regarding ARC’s support to seek a legal opinion regarding the language in the Covenants. Are conditional use permits for in-law suites permitted?

9.2.1 The Board declined the request. Per Sam King from ACS West, “The board has elected to not allow the ARC speak to the lawyer about this since it is not part of the guidelines for review of the ARC committee. The ARC review responsibility is the external modification requests. If an issue arises along these lines, you can notify the board and they will decide what action needs to be taken. Full disclosure will be needed at that time.”
3. Review of the January 20, 2022 Minutes: **MOTION** by Clark, seconded by Birmingham to approve 4-0 So Voted.
4. Membership: Chairman Clark has not appointed a vice chairman yet. At this time no committee member is receiving automatic copies of chairman communications.
5. Old Project Business:
 - 5.1. 2162-1 Bridge & Deck 11802 Glendevon Terr Randall & Karen Hahn
 Assigned to Dembrosky
 MOTION by Dembrosky, seconded by Rockwell to grant the homeowners request for a 60 day extension for a decision on their project application while the homeowner awaits an approval letter from the county for their project within the RPA area. 5-0 So voted.
 - 5.2. 2170-1 Screening 8500 Eastfair Ct Richard Lohiser
 Assigned to Dembrosky
 MOTION by Dembrosky, seconded by Birmingham to approve the screening and grant a variance to allow screening to be 54” tall to properly screen tall HVAC units. 5-0 So voted.
 - 5.3. 2173-1 Solar Panels 8113 Clancy Ct Rhoda Raymond
 Assigned to Rockwell
 More time granted.
 - 5.4. 2174-1 Shed 12512 Capernwray Ct Rhett Riddle
 Assigned to Dembrosky
 MOTION by Dembrosky, seconded by Birmingham to approve the amended shed plan and grant the removal of 1 pine tree if necessary for shed construction. 5-0 So Voted.
 - 5.5. 2175-1 Patio w/ Firepit 12006 Hadden Hall Dr Billy & Mary Lou Willis
 Assigned to Birmingham
 More time granted.
 - 5.6. 2176-1 Screened Porch 8306 Sterling Cove Pl Lawrence Dobie
 MOTION by Clark, seconded by Birmingham to approve without a site visit. 5-0 So voted.
6. New Project Business: ARC lockbox last checked February 1, 2022 @ 2:50pm.
 - 6.1. 2176-1 Screened Porch 8306 Sterling Cove Pl Lawrence Dobie

See 5.7.

- 6.2. 2177-1 Garage-Detached 12419 Duntrune Ct Logan Evan & Sheila Herron
Assigned to Williams
- 6.3. 2178-1,2,3 Exterior Painting, 11802 Glendevon Rd Brian Obertone
Fence, Driveway Maintenance
Assigned to Dembrosky
- 6.4. 2179-1 Screening 8118 Lake Margaret Terr W. Michael Davis
Assigned to Rockwell
- 6.5. 2180-1 Shed 11006 Aldera Pl Don Albrecht & Brenda Stoner
Assigned to Dembrosky
- 6.6. 2181-1 Generator 8224 Fedora Dr Adam & Sandy Buckley
To be assigned with 1979-1 for final.
Assigned to Rockwell
7. Finals Assigned Previously:
- 7.1. 1935-1 Patio w/ Fireplace 8212 Ravenna Terr William & Crystal Norris
Assigned to Clark. **More time granted**
- 7.2. 1957-1,2 Play Equipment , 12112 Whitley Manor Dr Karen Winnell
Deck
Assigned to Clark. **MOTION** by Clark, Seconded by Dembrosky to approve 5-0 So voted
- 7.3. 1965-1,2 Deck, Florida Room 12001 Amara Dr Ricky & Teresa Miller
Assigned to Clark. **MOTION** by Clark, seconded by Birmingham to approve 5-0 So voted
- 7.4. 1966-1 Concrete Walkway 12112 Whitley Manor Dr Karen Winnell
Assigned to Clark. **MOTION** by Clark, seconded by Birmingham to approve 5-0 So Voted
- 7.5. 1967-1 Fence 12001 Amara Dr Ricky & Teresa Miller
Assigned to Clark. **MOTION** by Clark, seconded by Birmingham to approve 5-0 So voted
- 7.6. 1981-1 Patio 8315 Regalia Ct Shannon & Topher Buskirk
Assigned to J. Jackson **MOTION** by Rockwell, seconded by Birmingham to approve 5-0 So voted
- 7.7. 2029-1 Tree Removal 8208 Macandrew Ct Michael Dudley
Assigned to J. Jackson More time granted
- 7.8. 2032-1 Window Change 8430 Kintail Dr Derrek & Katheryn Belanger
Assigned to J. Jackson **MOTION** by Rockwell, seconded by Birmingham to approve 5-0 So Voted.
- 7.9. 2033-1 Fence 11913 Amara Dr Manuel & Tina Olguin
Assigned to J. Jackson **MOTION** by Rockwell, seconded by Birmingham to approve 5-0 so voted
- 7.10. 2050-1 Garage-Detached 8448 Macandrew Terr Theodora & Tonda Fryzlewicz
Assigned to Birmingham More time granted
- 7.11. 2061-1 Driveway Extension 8154 Fedora Dr Mellisa Gray
Assigned to Clark. Homeowner withdrew; will reapply when ready.
- 7.12. 2065-1 Shed 8325 McKibben Dr Theodore & Dana Musselman
Assigned to Dickerson **More time granted**
- 7.13. 2067-1 Dock 8155 Lake Margaret Terr Rod Bitz
Assigned to Clark. **MOTION** by Clark, seconded by Birmingham to approve 5-0 So voted
- 7.14. 2069-1 Screened Porch 8430 Kintail Dr Derrek & Katheryn Belanger
Assigned to Dickerson **More time granted**
- 7.15. 2071-1 Patio 8313 Minerva Terr Sean & Tony Evans
Assigned to Williams **More time granted**
- 7.16. 2072-1 Patio 12813 McKibben Ct Anthony & Suzanne Spears
Assigned to Clark. **MOTION** by Clark, seconded by Birmingham to approve 5-0 so voted

- 7.17. 2085-1 Driveway Extension 8131 Galatea Pl James & Amanda Squires
Assigned to Williams **More time granted**
- 7.18. 2097-1 Tree Removal 8300 Shagreen Ct Judith Marlene Rockwell
Assigned to Birmingham
MOTION by Birmingham, seconded by Clark to approve 4-0-1 (Rockwell abstained) So voted
- 7.19. 2098-1 Shed, Tree 12001 Amara Dr Ricky & Teresa Miller
Removal, Walkway
Assigned to Clark. **MOTION** by Clark, seconded by Birmingham to approve 5-0 so voted
- 7.20. 2099-1,2 Tree Removal, 8413 Macandrew Terr Sharon Williams
Fire Place
Assigned to Birmingham **MOTION** by Birmingham, seconded by Clark to approve 5-0 So voted
- 7.21. 2131-1,2 Patio, Steps 8207 Ravenna Terr Larry & Brenda Price
Assigned to Clark. **MOTION** by Clark, seconded by Birmingham to approve 5-0 So voted
- 7.22. 2142-1 Door Change 8424 Capernwray Dr Greg & Cheryl Kashmer
MOTION by Clark, seconded by Birmingham to approve 5-0 So voted
8. Finals to Assign:
- 8.1. 1979-1 Pool 8224 Fedora Dr Adam & Sandy Buckley
To be assigned with 2181-1 for new business.
Assigned: Rockwell
- 8.2. 2020-1 Addition & Deck 12113 Whitley Manor Dr Stephen Beulike & Carol Roper
Assigned to Rockwell
- 8.3. 2022-1 Hot Tub 11724 Burray Rd Peter & Katie Burkhardt
Assigned to Rockwell
- 8.4. 2062-1 Sunroom 8012 Clancy Pl Latricia Wells
Assigned to Michelle
- 8.5. 2084-1 Fence 11918 Europa Dr Steve Worrell
Assigned to Jason
- 8.6. 2086-1 Fence 10700 Sterling Cove Dr Kaitlyn Mejia
Assigned to Michelle
- 8.7. 2087-1 Screened Porch 7813 Grampian Ct Heather Pettis
Assigned to Michelle
- 8.8. 2089-1 Solar Panels 11007 Aldera Pl Lester McNeal & Tanya Lopez
Assigned to Jason
- 8.9. 2142-1 Door Change 8424 Capernwray Dr Greg & Cheryl Kashmer
Homeowner requested final & provided photos. See 7.22.
9. Other Old Business:
- 9.1. ARC Annual Review of Regulations
- 9.1.1. A1. Sheds
- 9.1.2. A2. Additions, Enclosures, Shed Roofs, Sunrooms, Florida Rooms, and Screened Porches
- 9.1.3. A7. Deck, Deck Extensions, and Docks
- 9.1.4. A15. Gazebos and Pavilions
- 9.1.5. A21. & A25 Screening
- 9.1.6. A29. Walls, Retaining Walls & Driveway Piers
Discussed recommended changes. No action taken.
- 9.2 Update from the Board of Directors regarding ARC's support to seek a legal opinion regarding the language in the Covenants. Are conditional use permits for in-law suites permitted?

9.2.1 The Board declined the request. Per Sam King from ACS West, “The board has elected to not allow the ARC speak to the lawyer about this since it is not part of the guidelines for review of the ARC committee. The ARC review responsibility is the external modification requests. If an issue arises along these lines, you can notify the board and they will decide what action needs to be taken. Full disclosure will be needed at that time.”

COMMITTEE DISCUSSION: The committee was adamant that decisions by ARC must be in accordance with the Covenants & Restrictions. The committee requires an answer to the question in order to perform its duties and meet deadlines for project review. If second dwellings are allowed in the Highlands, then ARC has confirmation they are harmonious with the Covenants and Restrictions. If second dwellings are not allowed under the existing Covenants and Restrictions, then ARC must follow the Covenants and Restrictions. ARC must ensure that their project approvals are in harmony with the Covenants and Restrictions.

MOTION by Clark, seconded by Dembrosky to send the following question to the board of directors along with research conducted by ARC on this topic:

According to the Declaration of Covenants and Restrictions, is a second dwelling permitted in the Highlands?

- 10.** Other New Business: none
- 11.** Member Voice: none
- 12.** Adjournment: 8:59 pm
- 13.** Next Meeting: February 17, 2022 at 6:30pm Highlands Country Club Snack Bar, lower level 8136 Highlands Glen Dr.

Minutes respectfully submitted by Kim Dembrosky