

Highlands Architectural Review Committee (ARC)

6:30pm Highlands Country Club Snack Bar

Minutes February 17, 2022

1. Meeting called to order at 6:30pm.
 - 1.1. Attendance: Scott Birmingham Michelle Clark Kim Dembrosky
 Jason Dickerson Jessie Jackson Marlene Rockwell
 Connie Williams (in @ 6:33pm)
 - 1.2. Board Members Present: Bill Donegan and Shawn Gitlin
 - 1.3. Homeowners Present: Charles Clark
2. Review of the Agenda: Michelle motioned to approve; 2nd Marlene. 5-0 motion passed.
3. Review of the February 2, 2022 Minutes: Kim motioned to approve; 2nd Scott. 5-0 motion passed.
4. Membership: Scott Birmingham, Kim Dembrosky, & Marlene Rockwell resigned effective close of meeting. Vice Chairman and Secretary seats are open. Board member, Shawn Gitlin, expressed he knows of someone interested to join. This person was unable to attend tonight's meeting. Additional resignations were made during tonight's meeting; see section 11 for member voice below.
5. Old Project Business:
 - 5.1. 2162-1 Bridge & Deck 11802 Glendevon Terr Randall & Karen Hahn
Assigned to Kim. Project undertaken without ARC approval. Kim motioned to approve as a final; 2nd Marlene. 6-0 motion passed.
 - 5.2. 2173-1 Solar Panels 8113 Clancy Ct Rhoda Raymond
Assigned to Marlene. Kim motioned to approve the 9.16% decrease configuration received 2/17/2022; 2nd Marlene. 6-0 motion passed.
 - 5.3. 2175-1 Patio w/ Firepit 12006 Hadden Hall Dr Billy & Mary Lou Willis
Assigned to Scott. Scott motioned to approve; 2nd Michelle. 6-0 motion passed.
 - 5.4. 2136-1 Pool 11107 Regalia Dr Mark & Sandra Koch
Modification requested. Homeowner wishes to remove existing fence & install a 54" wrought iron black fence. Kim motioned to approve; 2nd Scott. 5-0 motion passed.
 - 5.5. 2177-1 Garage-Detached 12419 Duntrune Ct Logan Evan & Sheila Herron
Assigned to Connie. More time granted.
 - 5.6. 2178-1,2,3 Exterior Painting, Fence, Driveway Maintenance 11802 Glendevon Rd Brian Obertone
Assigned to Kim. More time granted on 2178-1 for the exterior painting. Project needs reassignment. Kim motioned to approve projects 2178-2,3 for the fence and driveway; 2nd Jason. 6-0 motion passed.
 - 5.7. 2179-1 Screening 8118 Lake Margaret Terr W. Michael Davis
Assigned to Marlene. Marlene motioned to approve; 2nd Jason. 6-0 motion passed.
 - 5.8. 2180-1 Shed w/ Drain Field 11006 Aldera Pl Don Albrecht & Brenda Stoner
Assigned to Kim. Received modification to relocate leach line; added to existing project. Homeowner withdrew shed. Kim motioned to approve the leach line; 2nd Scott. 6-0 motion passed.
 - 5.9. 2181-1 Generator 8224 Fedora Dr Adam & Sandy Buckley
To be assigned with 1979-1 for final.
Assigned to Marlene. More time granted. Project needs reassignment.
6. New Project Business: ARC lockbox last checked February 16, 2022 @ 2:30pm. No new business was discussed or assigned during the meeting.

6.1.	2182-1	House Addition	11112 Regalia Dr	Vincent & Beverly Valerio
6.2.	2183-1	Patio to Driveway Extension	12618 Capernwray Terr	Samuel Robertson
6.3.	2184-1	Fence	8424 Kintail Dr	Mike Kelo
6.4.	2185-1	Patio	8401 Fedora Dr	Tremayne & N'Jeri Johnson
6.5.	2186-1	Generator	7400 Maclachlan Dr	Carolyn Shuart & Brian Stith
6.6.	2187-1	Screening	12413 Duntrune Ct	Ronnie & Cindy Robinson
6.7.	2188-1	Hot Tub	8137 Lake Margaret Terr	Paul & Robin Langerhans
6.8.	2189-1	Landscaping	8024 Lake Margaret Pl	Kevin & Patty Baker
6.9.	2190-1	Shed	8400 Kalliope Pl	Dan & Amanda Gaddis
6.10.	2191-1	Screening	8419 Kintail Dr	Ken & Mary LeKavich
6.11.	2192-1,2	Fence, Storm Door	8037 Clancy Pl	James Peters & Marck Fleisher
6.12.	2193-1	Flagpole	12124 Glen Kilchurn Dr	Herald Birchfield
6.13.	2194-1	Tree Removal	12013 Amara Dr	Connie Williams
7.	Finals Assigned Previously:			
7.1.	1935-1	Patio w/ Fireplace	8212 Ravenna Terr	William & Crystal Norris
		Assigned to Clark. Michelle motioned to approve; 2 nd Jason. 6-0 motion passed.		
7.2.	1979-1	Pool	8224 Fedora Dr	Adam & Sandy Buckley
		Assigned to Rockwell. Marlene motioned to approve; 2 nd Scott. 6-0 motion passed.		
7.3.	2020-1	Addition & Deck	12113 Whitley Manor Dr	Stephen Beulike & Carol Roper
		Assigned to Rockwell. Marlene motioned to approve; 2 nd Connie. 6-0 motion passed.		
7.4.	2022-1	Hot Tub	11724 Burray Rd	Peter & Katie Burkhardt
		Assigned to Rockwell. Marlene motioned to approve a 3 month extension; 2 nd Jason. 6-0 motion passed.		
7.5.	2029-1	Tree Removal	8208 Macandrew Ct	Michael Dudley
		Assigned to J. Jackson. More time granted. ARC member has been absent since November. Project needs reassignment. ARC needs the folder returned.		
7.6.	2050-1	Garage-Detached	8448 Macandrew Terr	Theodora & Tonda Fryzlewicz
		Assigned to Birmingham. Scott motioned to approve a 3 month extension; 2 nd Kim. 6-0 motion passed.		
7.7.	2062-1	Sunroom	8012 Clancy Pl	Latricia Wells
		Assigned to Michelle. More time granted. Project needs reassignment.		
7.8.	2065-1	Shed	8325 McKibben Dr	Theodore & Dana Musselman
		Assigned to Dickerson. Jason motioned to approve a 3 month extension; 2 nd Kim. 6-0 motion passed.		
7.9.	2069-1	Screened Porch	8430 Kintail Dr	Derrek & Katheryn Belanger
		Assigned to Dickerson. Jason motioned to approve; 2 nd Scott. 6-0 motion passed.		
7.10.	2071-1	Patio	8313 Minerva Terr	Sean & Tony Evans
		Assigned to Williams. The completed project does not match what ARC approved. The new patio section does not match the color or materials of existing. Homeowner did not address the sitting wall. Screening for the fireplace is insufficient. Scott motioned to fail the final inspection; 2 nd Marlene. 6-0 motion passed.		
7.11.	2084-1	Fence	11918 Europa Dr	Steve Worrell
		Assigned to Jason. Jason motioned to approve; 2 nd Michelle. 6-0 motion passed.		
7.12.	2085-1	Driveway Extension	8131 Galatea Pl	James & Amanda Squires
		Assigned to Williams. Project withdrawn by homeowner.		

- 7.13.** 2086-1 Fence 10700 Sterling Cove Dr Kaitlyn Mejia
Assigned to Michelle. Michelle motioned to approve; 2nd Scott. 6-0 motion passed.
- 7.14.** 2087-1 Screened Porch 7813 Grampian Ct Heather Pettis
Assigned to Michelle. Project not started. Kim motioned to cancel; 2nd Jason. 6-0 motion passed.
- 7.15.** 2089-1 Solar Panels 11007 Aldera Pl Lester McNeal & Tanya Lopez
Assigned to Jason. More time granted. Project needs reassignment.
- 8.** Finals to Assign: Chairman declined to pull projects due for final inspection.
- 9.** Other Old Business:
- 9.1.** ARC Annual Review of Regulations: On hold for current meeting; more pressing items for committee discussion.
- 9.2.** Board of Directors Decision: *According to the Declaration of Covenants and Restrictions, is a 2nd dwelling permitted in the Highlands?* The Board was unable to discuss during their meeting. ACS West failed to properly prepare Board members to address the issue.
- 10.** Other New Business:
- 10.1.** ARC Discussion: Feb 15th Board of Directors Meeting. Multiple ARC members attended the meeting and were insulted by statements made by Board members. The ARC members who attended have resigned from the committee.
- 11.** Member Voice:
- 11.1.** Several grievances were expressed to the Board members present at today's ARC meeting.
- 11.1.1.** After confirming with the resigned members they are still resigning, Michelle Clark also resigned as Chairman and membership effective end of day 2/18/22 to allow time to notify homeowners of current approvals. The committee is left with such low membership, Michelle cannot continue.
- 11.1.2.** Jason Dickerson also voiced his resignation.
- 11.1.3.** Remaining present ARC member, Connie, expressed she would stay.
- 11.1.4.** Kim offered to stay on the committee an additional 60 days to allow the Board time to improve on current grievances and address longstanding issues of performance with ACS West. However, the offer is contingent on other ARC members choosing to stay with her. The committee cannot operate with such low membership. Chairman asked members again if they would be willing to also stay if only for 60 days; no takers.
- 12.** Adjournment: Called at 8:29pm by Chairman.
- 13.** Next Meeting: March 2, 2022 at 6:30pm Highlands Country Club Snack Bar, lower level 8136 Highlands Glen Dr.

Minutes respectfully submitted by Michelle Clark.