

# Highlands Architectural Review Committee (ARC)

## 6:30pm Highlands Country Club Snack Bar

### Minutes March 31, 2022

#### 1. Meeting called to order at 6:35 pm.

1.1. Attendance:  Scott Birmingham  Kim Dembrosky  Connie Williams  
 Jessie Jackson  Marlene Rockwell

1.2 Board Members Present: Shawn Gitlin

1.3 Homeowners Present: Richard May (2215-1), Phillip & Joy Flatt, Sean & Tonya Evans (2071-1)

2. **Review of the Agenda:** Birmingham **MOTIONED** to approve, seconded by Rockwell with the following updates:  
5.3 add project #2218-1&2. 7.3 to be corrected to read Tonya. 3-0 So voted.

3. **Review of the March 9, 2022 Minutes:** Motion by Birmingham, seconded by Dembrosky to approve as submitted  
3-0

4. **Membership:** Temporary appointments: Dembrosky (2/21/22-4/22/22), Rockwell (2/22/22-4/23/22) & Birmingham (2/22/22-4/23/22)

#### 5. Old Project Business:

5.1 2177-1 Garage-Detached 12419 Duntrune Ct Logan Evan & Sheila Herron  
Assigned to Williams. Application has been incomplete-more time had been requested.  
Homeowner provided county information to support set back requirements and  
variance request with new plot plan. *Application now complete. 60 day determination  
clock started 3/29/22 with receipt of this material.* More time granted.

5.2 2184-1 Fence 8424 Kintail Dr Mike Kelo  
Assigned to Dembrosky. **MOTION** by Dembroky, seconded by Birmingham to approve  
with a variance allowing the fence 6' forward of the rear plane of the home on both sides. Note: approved fence  
follows treeline on left side until end of neighbors driveway then extends to property line.3-0 So voted

5.3 2185-1 Patio 8401 Fedora Dr Tremayne & N'Jeri Johnson  
Assigned to Williams. Application incomplete. Homeowner is notified and will provide  
additional requested information. 60 day determination clock has not yet started due to  
incomplete application. More time granted

5.4 2186-1 Generator 7400 Maclachlan Dr Carolyn Shuart & Brian Stith  
Assigned to Rockwell-awaiting landscape plan 3/27/22:Homeowner requested a 60 day  
extension on project decision so they can meet with a landscaper. If extension is granted  
by ARC, a decision will be required at the 6/1/22 ARC meeting. Application rec'd  
2/11/22 **MOTION** by Dembrosky, seconded by Birmingham to grant a 60 day extension  
for a determination decision. 3- 0 So voted.

5.5 2189-1 Landscaping 8024 Lake Margaret Pl Kevin & Patty Baker  
Assigned to Rockwell-awaiting trash screening materials **MOTION** by Rockwell,  
seconded by Birmingham to approve with condition that the rain barrel screening is sufficiently large enough to eclipse  
the height and breadth of the item at time of installation. Deciduous shrubbery (plants that lose their foliage) cannot be  
used for a screen. 3-0 So voted

5.6 2194-1 Tree Removal 12013 Amara Dr Connie Williams  
Assigned to Dembrosky **MOTION** by Rockwell, seconded by Birmingham 3-0 So voted.

5.7 2198-1&2 Swimming pool/fence 12406 Maclachlan Ct Kelley Bogue & David Campbell  
Assigned to Williams Application incomplete at this time. 60 day determination clock  
will not start until ARC receives a completed application. More time granted

- 5.8 2199-1 Patio/Walkway 8419 Capernwray Dr Deatrice Delk  
Assigned to Birmingham **MOTION** by Birmingham, seconded by Rockwell to approve 3-0  
So voted
- 5.9 2200-1 Driveway extension 11230 Isadora Dr Dewey & Evalani Faniel  
Assigned to Birmingham. **MOTION** by Birmingham, seconded by Dembrosky to approve  
3-0 So voted
- 5.10 2202-1 shed 8160 Fedora Dr Dale & LeRoy Mason  
Assigned to Dembrosky **MOTION** by Dembrosky, seconded by Birmingham to approve  
3-0 So voted
- 5.11 2204-1 generator 8013 Clancy Pl Ray Snow  
Assigned to Dembrosky **MOTION** by Dembrosky, seconded by Birmingham to approve  
with condition-Screening must be shrubs that are sufficiently large enough to eclipse the height and breadth of the item  
at time of installation. Deciduous shrubbery (plants that lose their foliage) cannot be used for a screen. 3-0 So voted
- 5.12 2205-1&2 fence extension & Shutter/door color change  
11825 Dunnottar Ter Kim & Chris Dembrosky  
Assigned to Williams. More time granted
- 5.13 2218-1&2 walkway, replace much with stone  
8160 Fedora Dr Dale & LeRoy Mason  
Assigned to Dembrosky. **MOTION** by Dembrosky, seconded by Birmingham to approve  
3-0 So voted

**6. New Project Business: ARC lockbox last checked March 30, 2022 @ 10:20 am.**

- 6.1 2066-1 Modification to generator screening with more extensive landscaping.  
12612 Capernwray Ter Berrimond & Kathleen Scott  
**MOTION** to approve with conditions and without a site visit made by Birmingham,  
seconded by Dembrosky. Condition: shrubs that are sufficiently large enough to eclipse the height and breadth of the  
item at time of installation. Deciduous shrubbery (plants that lose their foliage) cannot be used for a screen. 3-0 So  
voted
- 6.2 2206-1&2 firepit, awning 8113 Galatea Pl Susanne & Ingo Hamann  
**MOTION** to approve without a site visit made by Birmingham, seconded by Rockwell 3-0  
so voted.
- 6.3 2207-1 tree removal 7507 Maclachlan Dr Richard & Connie McAnulty  
**MOTION** to approve without a site visit by Rockwell, seconded by Birmingham 3-0 So  
voted.
- 6.4 2208-1 fence 12236 Hadden Hall Dr Bryan and Lorin Krzywicki  
Assigned to Birmingham. **MOTION** by Dembrosky, seconded by Birmingham for a single  
member site visit. 3-0 So voted
- 6.5 2209-1&2 Landscaping w/retaining wall, inground basketball hoop  
12700 Crathes Ln Travis & Sara Moseley  
Assigned to Dembrosky
- 6.6 2210-1 gutters 8101 Sidlaw Hills Ter Rosa & Tommy Huggins  
Assigned to Dembrosky *\*non-compliant structure-ARC spreadsheet indicates failed final  
review\**
- 6.7 2211-1,2,3 Deck extension, hot tub, privacy trees  
7937 Dunnottar Ct Phillip and Deborah Allen  
Assigned to Dembrosky

- 6.8 2212-1 Patio w/retaining wall 12600 Erinton Ct Minesh Gajjar  
Assigned to Birmingham
- 6.9 2213-1 Patio 8119 Fedora Dr Michael & Terry Graves  
Assigned to Williams
- 6.10 2214-1 Paint door/shutters 8031 Clancy Pl Michael & Jean Marretti  
**MOTION** by Birmingham, seconded by Dembrosky to approve without a site visit. 3-0 So voted
- 6.11 2215-1 Generator 12600 Capernwray Ter Richard and Carrie May  
**MOTION** by Rockwell, seconded by Birmingham to approve without a site visit 3-0 So voted
- 6.12 2216-1 fence 12830 Crathes Ln Don Baruch & Candace Edwards  
**MOTION:** to deny by Dembrosky, seconded by Birmingham 3-0 So voted. New build that closes in August. ARC cannot consider before closing.
- 6.13 2217-1 Sunroom 8037 Clancy Pl James Peters & Mark Fleisher  
**MOTION** by Rockwell, seconded by Birmingham to approve without a site visit. 3-0 So Voted.
- 6.14 2218-1&2 walkway, replace much with stone 8160 Fedora Dr Dale & LeRoy Mason  
See 5.13
- 6.15 2219-1 tree removal 12006 Amara Dr Steve & Georgette Lee  
**MOTION** by Birmingham, seconded by Rockwell to approve without a site visit 3-0 So voted.
- 6.16 2220-1 shed 7543 Dunollie Dr Craig & Iris Gowdy  
Assigned to Williams

**7. Finals Assigned Previously:**

- 7.1 2029-1 Tree Removal 8208 Macandrew Ct Michael Dudley  
Assigned to Jackson. More time granted.
- 7.2 2062-1 Sunroom 8012 Clancy Pl Latricia Wells  
reassigned to Birmingham. **MOTION** by Birmingham, seconded by Dembrosky to grant a 60 day extension 3-0 So Voted
- 7.3 2071-1 Patio 8313 Minerva Terr Sean & Tonya EvansAssigned 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. 2/17/22 Scott motioned to fail the final inspection; 2<sup>nd</sup> Marlene. 6-0 motion passed.-homeowner will attend 3/31 meeting to appeal. Homeowner did not remove brick wall at home. Homeowner wanted to make sure ARC would not require a wall as part of his future screened in porch that will utilize the patio as the floor to the room. Based on what was described (footers) ARC did not anticipate the need for a brick wall in that area. Homeowner to address screening and will research the color change of the existing patio to match the color of the new patio. They will provide an update for the ARC 4/21 meeting.
- 7.4 2118-1 Tree planting 8036 Lake Margaret Pl Phillip & Joy Flatt  
Assigned: Birmingham **MOTION** by Birmingham, seconded by Dembrosky to approve 3-0 So voted
- 7.5 2139-1 fence 8312 Calypso Ln Robert Colbert  
Assigned: Rockwell More time granted

7.6 2141-1&2 Shed & Dock 12855 Killycrom Dr Jeff Marlin  
Assigned: Rockwell more time granted.

**8. Finals to Assign:**

8.1 2065-1 shed 8325 McKibben Dr Theodore & Dana Musselman  
Assigned: Dembrosky

8.2 2168-1 front door change 8113 Galatea Pl Ingo & Susanne Hamann  
Assigned: Birmingham

8.3 2193-1 flagpole 12124 Glen Kilchurn Dr Herald Birchfield  
Assigned: Rockwell

**9. Other Old Business:**

9.1 Board of Directors Decision: *According to the Declaration of Covenants and Restrictions, is a 2<sup>nd</sup> dwelling permitted in the Highlands?* The Board was unable to discuss the matter during their last meeting. ACS West failed to properly prepare Board members to address the issue. No update

9.2 Joint BOD & ARC. Joint Special meeting posted 4/13/22 at 6pm at the reserve. ARC members please submit concerns/topics for discussion to Kim in advance so she can create an outline to have a more organized meeting with little duplicating. All members can speak on issues this request is just for organizational purposed. All discussion, including member voice, will be restricted to the topics of the special meeting.

**10. Other New Business:**

10.1 Add the following language to A21.1, for consistency with screening language with A3.1: Deciduous shrubbery (plants that lose their foliage) cannot be used for a screen. -more time requested

10.2 ACS West sending incorrect letter to homeowner-Should have been a denial yet mentions a violation.

10.3 New members to recommend to BOD? No interest at this time.

10.4 Roof pitch illustration and boards explained

11. Member Voice: none

12. Adjournment: 8:25 Motion by Dembrosky, seconded by Birmingham

13. Next Meeting: April 21, 2022 at 6:30pm Highlands Country Club Snack Bar, lower level 8136 Highlands Glen Dr.

Respectfully submitted,  
Kim Dembrosky