

***The Highlands Community Association (HCA)***  
***Architectural Review Committee (ARC)***

***Meeting Minutes***

February 4, 2015

Meeting called to order at 6:20 PM

**1. COMMITTEE MEMBERS**

- a. **ATTENDING:** Joe Gagnier, Rick Seyler, Joe Levenduski, Sonja Benedict, Joey Langton, Terry Petze BOARD REP
- b. **ABSENT:** Carolyn Edwards
- c. **PROPERTY OWNERS:** None

**2. REVIEW OF AGENDA was approved (5-0)**

**3. MEETING MINUTES were approved with no corrections (5-0)**

**4. OLD BUSINESS:**

**a. PREVIOUSLY SUBMITTED APPLICATIONS:**

- i. **1395-1 PROJECT #/DESCRIPTION:** Accessory Building
- ii. **HOMEOWNERS:** Bart & Denise Stewart
- iii. **ADDRESS:** 7418 Rosemead Lane
- iv. **NOTES:** This project was reviewed by Sonja Benedict/and Rick Seyler and was APPROVED (5-0) pending receipt of Building Permit.
- v. **1396-1 PROJECT #/DESCRIPTION:** Satellite Dish
- vi. **HOMEOWNERS:** Terry Petze
- vii. **ADDRESS:** 12001 Sidlaw Hills Lane
- viii. **NOTES:** There was discussion over placement of the dish in the absence of a plat or survey. Preliminary approval was given based on receiving a plat/survey. APPROVED (5-0).
- ix. **1397-1 PROJECT#/DESCRIPTION:** Aluminum Fence
- x. **HOMEOWNERS:** Lynne & Mike Burmeister

- xi. **ADDRESS: 11207 Isadora Drive**
- xii. **NOTES: Assigned to Carolyn Edwards & Joey Langton. The project was ultimately reviewed by Joe Gagnier and Sonja Benedict. APPROVED (5-0).**

**5. NEW BUSINESS:**

- a. **NEW APPLICATIONS:** Box checked at 12 pm.
  - i. **1398-1,2 PROJECT#/DESCRIPTION: Gunite Pool and Pergola**
  - ii. **HOMEOWNERS: Juan & Deborah Romero**
  - iii. **ADDRESS: 11200 Isadora Drive**
  - iv. **NOTES: Assigned to Joe Gagnier & Joey Langton.**
- b. **FINAL INSPECTIONS COMPLETED:**
  - i. **1390-1 PROJECT#/DESCRIPTION: Aluminum Fence w/wire insert.**
  - ii. **ADDRESS: 8215 Macandrew Court**
  - iii. **NOTES: Assigned to Rick Seyler. APPROVED (5-0).**
- c. **NEW FINALS ASSIGNED: None**

**6. OTHER NEW BUSINESS:**

- **Carolyn Edwards has decided to step down from the ARC.**
- **On numerous occasions homeowners make changes to their property, both large and small, without following ARC guidelines. The question is repeatedly asked how violations of the Highlands Architectural Regulations should be handled. Joe Gagnier assigned Joey Langton the task of contacting Martha Yeager, Property Manager, for clarification.**
- **The AR Committee frequently encounters Homeowners who were not given a plat or survey with their Home Purchase packet. When the owner attempts to make changes to the exterior of their property they have no plat/survey to submit for**

**approval. Can the HOA make it a requirement to provide this paperwork?**

**7. OTHER OLD BUSINESS: None**

**8. ADJOURNMENT: 7:18 pm (5-0)**

**NEXT MEETING THURSDAY, FEBRUARY 19** Submitted by Joey Langton