

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

**Meeting Minutes**

**February 18, 2016**

**Meeting called to order at 6:36 PM**

**1. COMMITTEE MEMBERS:**

- a. **ATTENDING:** Sonja Benedict, Joe Levenduski, Rick Seyler and Terry Petze (HOA Representative)
- b. **ABSENT:** Connie Irby and Bart Stewart
- c. **GUESTS:** Home Owner: None

**2. REVIEW OF AGENDA: APPROVED 3-0**

**3. MEETING MINUTES: February 3, 2016\_Amended (Amended to reflect change in venue: Old Clubhouse under construction – Meeting moved to Office of Fitness Center), APPROVED 3-0**

**4. OLD BUSINESS:**

- a. **PREVIOUSLY SUBMITTED APPLICATIONS: NONE**
  - i. **No New Applications were assigned at the previous ARC meeting held on February 3, 2016.**

**5. NEW BUSINESS:**

- a. **NEW APPLICATIONS: (Box checked Feb. 18, 2016 at 2:45 pm)**
  - i. **1478-1 – PROJECT#/DESCRIPTION: Installation of Wood Fence in Rear Yard**
  - ii. **Address: 7401 Crathes Terrace**
  - iii. **Homeowners: Elliot & Donna DeJarnette**
  - iv. **NOTES: Assigned to Sonja Benedict**

**b. FINAL INSPECTIONS COMPLETED :**

**i. No Final Inspections were assigned at the previous ARC meeting held on February 3, 2016.**

**c. NEW FINALS ASSIGNED: NONE; Due to office door being locked, unable to check and assign projects due.**

**6. OTHER NEW BUSINESS: NONE.**

**7. OTHER OLD BUSINESS: Builder acknowledged violation of required closure around outdoor HVAC units for new homes and has begun installing closure around units of previously built new homes. Project 1476-6, PROJECT#/DESCRIPTION: (6) Retaining Wall; committee awaiting completion of documentation for retaining wall.**

**8. ADJOURNMENT: 6:55 pm - APPROVED 3-0.**

**9. NEXT MEETING: March 2, 2016 (Submitted by Joe Levenduski).**