

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

***Meeting Minutes***

**May 4, 2016**

**Meeting called to order at 6:40 PM**

**1. COMMITTEE MEMBERS:**

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

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

**3. MEETING MINUTES:** Meeting Minutes from the April 21, 2016 ARC meeting was not published by the time of this meeting. The April 21, 2016 ARC meeting minutes should be available by the May 19, 2016 meeting to review and vote.

**4. OLD BUSINESS:**

**a. PREVIOUSLY SUBMITTED APPLICATIONS:**

- i. **1499-1 –Project Description:** Shed
- ii. **Address:** 7501 MacLachlan Drive
- iii. **Homeowner:** John Cason
- iv. **Assigned:** Rick Seyler. **APPROVED 3-0;** with following conditions:

- 1. **Copy of Permit** if required which depends on square footage
- 2. **Confirm Location**—updated Plot Plat
- 3. **Complete description of shed** to include roof pitch, footer and foundation, etc.

- v. 1500-1 – Project Description: Deck
- vi. Address: 11913 Europa Drive
- vii. Homeowners: : Jeff and Brooke Collins
- viii. Assigned: Sonja Benedict. APPROVED 3-0
- ix. 1501-1-2 – Project Description: Detached Garage and Tree Removal
- x. Address: 8312 Kalliope Court
- xi. Homeowners: Adam Michael Jernigan
- xii. Assigned: Sonja Benedict. APPROVED 3-0
- xiii. 1502-1 Project Description: Playset
- xiv. Address: 8300 Macandrew Terrace
- xv. Homeowners: David Muth
- xvi. Assigned: Connie Irby. APPROVED 3-0.

**5. NEW BUSINESS:**

- a. **NEW APPLICATIONS:** (Box checked May 2, 2016 at 12:00 p.m. and again on May 4, 2016 at 6:20 p.m.)
  - i. 1503-1 – Project Description: Fence
  - ii. Address: 11501 Fair Isle Terrace
  - iii. Homeowner: Sandy Smiley
  - iv. Assigned to: Joe Levenduski
  - v. 1504-1 – Project Description: Tree Removal
  - vi. Address: 8315 Regalia Court
  - vii. Homeowners: Shannon & Tasha Buskirk
  - viii. Assigned to: Connie Irby
  - ix. 1505-1 Project Description: Garage; Application portion not received as of this time, just drawing.
  - x. Address: 12048 Hadden Hall Drive
  - xi. Homeowners: Cassie and David Haggerty
  - xii. Assigned to: Rick Seyler and will follow up with Home Owner

**b. FINAL INSPECTIONS COMPLETED:**

- i. 1441-1 – Project Description: Satellite TV Dish and tree removal**
- ii. Address: 7913 Erinton Drive**
- iii. Homeowners: Don and Tabitha VanDeMar**
- iv. Assigned: Rick Seyler. APPROVED: 3-0**

**c. NEW FINALS ASSIGNED:**

- i. None. If a project is completed and the homeowner requests a final inspection before the next meeting, volunteers will be requested to inspect**

**6. OTHER NEW BUSINESS:**

- a. A vote was to occur on shed footer and foundation guidelines. However the recommended revise change in the verbiage was not ready for a vote. Committee members Rick Seyler and Joe Levenduski volunteered to continue in developing the revised change to present and vote on in a future ARC meeting.**
- b. Members present reviewed the website, [www.smartwebs.net](http://www.smartwebs.net). This site offers a service to the Home Owners as an electronic method to submit projects and monitor the progress. This website could possibly offer the ARC Committee members an opportunity to work virtually in reviewing project, following up with Home Owners and vote on said projects without the formal twice a month meetings. Present members discussed and suggested that a demonstration be scheduled to fully understand the site's capability. Members recommended to add to next meeting's agenda as to the scheduling of the demonstration.**

**7. OTHER OLD BUSINESS: None.**

**8. ADJOURNMENT: 7:35 pm - APPROVED 3-0.**

**9. NEXT MEETING: May 19, 2016 (Submitted by Joe Levenduski).**