

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

Meeting Minutes

May 19, 2016

Meeting called to order at 6:17 PM

1. COMMITTEE MEMBERS:

- a. **ATTENDING:** Sonja Benedict, Rick Seyler, Joe Levenduski, Connie Irby and Bart Stewart (Note: Joe L. arrived a little later, so voting changed from four to five votes)
- b. **ABSENT:** None
- c. **GUEST(S):** Home Owner: None

2. REVIEW OF AGENDA: APPROVED 4-0.

3. MEETING MINUTES: Minutes from the April 21, 2016 ARC Meeting – APPROVED 4-0 (Submitted after that meeting). Minutes from the May 4, 2016 ARC Meeting – APPROVED 4-0.

4. OLD BUSINESS:

a. PREVIOUSLY SUBMITTED APPLICATIONS:

- i. **1503-1 – Project Description: Fence**
- ii. **Address: 11501 Fair Isle Terrace**
- iii. **Homeowner: Sandy Smiley**
- iv. **Assigned to: Joe Levenduski. APPROVED 5-0.**
- v. **1504-1 – Project Description: Tree Removal**
- vi. **Address: 8315 Regalia Court**
- vii. **Homeowners: Shannon & Tasha Buskirk**
- viii. **Assigned to: Connie Irby. APPROVED 5-0.**
- ix. **1505-1 – Project Description: Garage**

- x. Address: 12048 Hadden Hall Drive
- xi. Homeowners: Cassie and David Haggerty
- xii. Application portion not received as of this time, just drawing; no vote at this time.
- xiii. Assigned to: Rick Seyler

5. NEW BUSINESS:

a. NEW APPLICATIONS: (Box checked May 19, 2016 at 2:00 p.m.)

- i. 1506-1 – Project Description: 12'x14' Storage shed
- ii. Address: 12606 Erinton Court
- iii. Homeowner: Clifton Wiley
- iv. Assigned to: Joe Levenduski
- v. 1507-1 – Project Description: Detached garage
- vi. Address: 10813 Isadora Drive
- vii. Homeowner: Michael Welton
- viii. Assigned to: Rick Seyler
- ix. 1508-1-2-3 – Project Description: (1) Tree removal, (2) Driveway extension, (3) Fence
- x. Address: 11112 Lyndenwood Drive
- xi. Homeowners: Jeffery & Melissa Butler
- xii. Assigned to: Bart Stewart

b. FINAL INSPECTIONS COMPLETED:

- i. 1429-1 – Project Description: Removal of three trees
- ii. Address: 7800 Grampian Court
- iii. Homeowners: Matthew and Jenel Reynolds
- iv. Assigned to: Joe Levenduski. APPROVED 5-0.
- v. 1451-1 – Project Description: Fence
- vi. Address: 1213 Wynnstay Lane
- vii. Homeowners: D. Cooper and Beverly Meize
- viii. Assigned to: Connie Irby. APPROVED 5-0.
- ix. 1496-1 – Project Description: Replace siding and shutters
- x. Address: 11712 Glendevon Terrace

- xi. Homeowners: David and Bonnie Walker
- xii. Assigned to: Sonja Benedict. APPROVED 5-0.
- xiii. 1484-1 – Project Description: Fix/Replace roof
- xiv. Address: 11820 Glendevon Terrace
- xv. Homeowner: Ed Dentel
- xvi. Assigned to: Sonja Benedict. APPROVED 5-0.
- xvii. 1486-1 – Project Description: Fence
- xviii. Address: 11907 Europa Drive
- xix. Homeowners: Todd and Joan Roush
- xx. Assigned to: Sonja Benedict. APPROVED 5-0.
- xxi. 1400-1-2 Project Description: (1) Detached Garage (2) Tree Removal
- xxii. Address: 11107 Isadora Drive
- xxiii. Homeowners: Joseph Kirby
- xxiv. Assigned to: Sonja Benedict. APPROVED 5-0.

c. **NEW FINALS ASSIGNED:** 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: None.

7. OTHER OLD BUSINESS:

- a. Vote on shed guidelines update tabled until next meeting.
- b. Members present will attempt to review the website, 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. Demonstration requested.

8. ADJOURNMENT: 7:09 PM – APPROVED 5-0.

9. NEXT MEETING: June 1, 2016 (Submitted by Bart Stewart).