

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

***Meeting Minutes***

June 1, 2016

Meeting called to order at 6:21 PM

**1. COMMITTEE MEMBERS:**

- a. **ATTENDING:** Sonja Benedict, Rick Seyler, Joe Levenduski and Bart Stewart
- b. **ABSENT:** Connie Irby
- c. **GUEST(S):** Home Owner: None; ACS West, Inc.: Martha Yeager

**2. REVIEW OF AGENDA: APPROVED 4-0.**

**3. MEETING MINUTES:** Minutes from the May 19, 2016 ARC Meeting (Updated) – APPROVED 4-0.

**4. OLD BUSINESS:**

**a. PREVIOUSLY SUBMITTED APPLICATIONS:**

- i. **1505-1** – Project Description: Garage
- ii. **Address:** 12048 Hadden Hall Drive
- iii. **Homeowners:** Cassie and David Haggerty
- iv. **Application** portion not received as of this time, just drawing. Email sent: Document in notes closing for failure to provide application and supporting data. **CANCELLED 4-0.**
- v. **1506-1** – Project Description: 12'x14' Storage shed
- vi. **Address:** 12606 Erinton Court
- vii. **Homeowner:** Clifton Wiley
- viii. **Assigned to:** Joe Levenduski. **APPROVED 4-0.**
- ix. **1507-1-2** – Project Description: (1) Detached garage, (2) Driveway extension
- x. **Address:** 10813 Isadora Drive

- xi. Homeowner: Michael Welton
- xii. Assigned to: Rick Seyler. APPROVED 4-0.
- xiii. 1508-1-2-3 – Project Description: (1) Tree removal, (2) Driveway extension, (3) Fence
- xiv. Address: 11112 Lyndenwood Drive
- xv. Homeowners: Jeffery & Melissa Butler
- xvi. Assigned to: Bart Stewart. APPROVED 4-0.

**5. NEW BUSINESS:**

**a. NEW APPLICATIONS: (Box checked June 1, 2016 at 5:45 PM)**

- i. 1509-1 – Project Description: Fence
- ii. Address: 8301 Kalliope Court
- iii. Homeowner: James “Jim” Simconis
- iv. Assigned to: Sonja Benedict
- v. 1510-1 – Project Description: Driveway extension
- vi. Address: 12307 Wynnstay Lane
- vii. Homeowners: Douglas and Terri Gretta
- viii. Assigned to: Joe Levenduski
- ix. 1511-1 – Project Description: replace existing deck
- x. Address: 12249 Hadden Hall Drive
- xi. Homeowners: Charlie and Cathy Martens
- xii. Assigned to: Bart Stewart
- xiii. 1512-1 – Project Description: Patio
- xiv. Address: 8401 Europa Court
- xv. Homeowners: Eulanda and Anthony Whiteside
- xvi. Assigned to: Rick Seyler

**b. FINAL INSPECTIONS COMPLETED:**

- i. 1444-1-2 – Project Description: (1) Move pergola, (2) Screened porch addition
- ii. Address: 11106 Isadora Drive
- iii. Homeowners: Paul and Jenny Hyland
- iv. Completed by: Sonja Benedict. APPROVED 4-0.
- v. 1445-1 – Project Description: Generator with screening
- vi. Address: 8106 Sidlaw Hills Terrace
- vii. Homeowner: Willie Wilson
- viii. Completed by: Rick Seyler. APPROVED 4-0.

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:** An ARC member will attend future HOA meetings. These meetings generally occur on the 2<sup>nd</sup> Wednesday of every odd month. Next meeting is July 13, 2016 (6:30 PM) in the old clubhouse.

7. **OTHER OLD BUSINESS:**

- a. Recommended shed guideline update will be modified, though only slightly. Expected update to include a statement that explains that the monolithic slab foundation and foundation with footers (with detailed graphics) are only illustrative examples; exact support measurements are project dependent.
- b. Martha Yeager led a discussion, with demonstration, on capabilities associated with the website, [www.smartwebs.net](http://www.smartwebs.net). Website capabilities include ARC members uploading material electronically, efficiently pushing status updates to ARC members and specific homeowners. Impact on future ARC meetings is unknown at this time, though members present voted (APPROVED 4-0) to utilize the software on a trial basis to determine its suitability. Martha is going to follow-up on security concerns raised, as well as the possibility to incorporate ARC member availability for scheduling coordinated site visits.

8. **ADJOURNMENT:** 7:52 PM – APPROVED 4-0.

9. **NEXT MEETING:** June 16, 2016 (Submitted by Bart Stewart).