

**Highlands Architectural Review Committee (ARC)
Final Minutes February 27, 2019**

Attendance: (Meeting called to order @ 6:30 p.m)

1. Attending: Kim Dembrosky, Scott Birmingham, John Unkel and Cheryl Rivet
 2. Absent: Rick Seyler and Rich Potter
 3. Board Members: None
 4. Homeowners present: None
2. Review of Agenda: Two new projects added, 1731 and 1732 received after agenda was created. Agenda Approved
3. Review of Minutes for February 6, 2019 Scott moved and John seconded to approve the minutes of 2-6-2019 without corrections
4. Membership Nothing to report
5. Old Business:
1. 1724-1 extend screen porch & other modifications
 - *7406 Rosemead Ln
 - *David Kling
 - *Assigned: Rich, Scott moved and Cheryl seconded to approve. Approved 4-0
 2. 1725-1 regrade ditch, add decorative rock
 - *11412 Black Isle Way
 - *Melanie & Becky Bach Miss Utility marked power, no conditions
 - *Assigned: Scott moved Cheryl seconded to approve. Approved 4-0
 3. 1727-1 backyard hardscape, deck extension, hot tub, generator pad
 - *12813 Abernathy Ln
 - *Jeff & Pam Hahn
 - *Assigned: Kim moved, Scott seconded to approve. Approved 4-0
6. New Project Business: (ARC Box checked 2/27/19 @ 10:45 a.m.)
1. 1728-1 swing set
 - *12012 Sidlaw Hills Lane
 - *Cory Chatham
 - *Assigned: Cheryl
 2. 1729-1 extend driveway
 - *11519 Fair Isle Dr
 - *Andre & Jeung Desima
 - *assigned: INCOMPLETE MISSING PLAT, more time needed
 3. 1730-1 tree removal
 - *11831 Dunnottar Ter
 - *Willie Crew III
 - *Assigned: INCOMPLETE MISSING PLAT, more time needed
 4. 1731-1 Accessory Building
 - *12012 Hadden Hall Dr
 - * E. Frank & Kimberly Plummer
 - *Assigned: John, foundations info incomplete, John will address at site
 5. 1732-1 Driveway change of surface
 - 8319 Fedora Drive

Kathy Hood
Assigned: Kim

6.1733-1 Deck Construction
7512 Dunollie Dr
Carlton Varnell
Assigned: Rick

7. Finals Assigned Previously

1. 1582-1 —Detached garage
 - * 12112 Glen Kilchurn Dr
 - * Ronald O'Shields
 - * Assigned: Rich Potter more time needed
2. 1626-1 sun room
 - * 12400 Wynnstay Ln.
 - * Vincent Giglio
 - * Assigned: Cheryl Rivet missing permit, more time needed
3. 1630-1 siding color change
 - *8518 Eastfair Ct
 - *David & Jennifer Underwood
 - *Assigned: John moved, Cheryl seconded to approve. Approved 4-0
4. 1631-1 tree removal
 - *8600 Braystone Dr
 - *Rick & Lori Alderson
 - *Assigned: Kim moved, Scott seconded to approve. Approved 4-0
5. 1632-1 swimming pool
 - *7424 Fowlis Pl
 - *Lance Sibley
 - *Assigned: Cheryl-need site visit paperwork, provide at next meeting
6. 1634-1 plant trees
 - *7925 Dunnottar Ct
 - *Bill Warren
 - *Assigned: John moved, Cheryl seconded to approve. Approved 4-0
7. 1641-1 Landscaping
 - *8313 Minerva Ter
 - *Sean & Tonya Evans
 - *Assigned: Kim-homeowner is requesting an extension. Weather has interfered with their progress. Kim moved, Scott seconded the motion to extend project time for three months. Approved 4-0
8. 1643-1 Detached garage
 - *8437 Fedora Dr
 - *David Owen
 - *Assigned: Rich more time needed
9. 1644-1 Replace deck
 - *8300 Shagreen Ct
 - *Philip & Bridgette Harrison
 - *Assigned: Scott moved, Kim seconded to approve. Approved 4-0
10. 1649-1 install paved driveway

- *8600 Braystone Dr
- *Rick & Lori Alderson
- *Assigned: Rick more time needed
- 11. 1681-1 Accessory Building
 - *8319 Fedora Dr
 - *Dale & Kathy Hood/Louise & Malcolm McKay
 - *Assigned: Rich Potter-more time needed
- 12. 1710-1 tree removal
 - *7507 Maclachlan Dr
 - *Richard & Connie McAnulty
 - Assigned: Kim moved, Cheryl seconded to approve. Approved 4-0
- 13. 1721-1 fence
 - *8722 Braystone Dr
 - *Villa Gonzalez
 - *Assigned: Kim moved, Scott seconded to approve. Approved 4-0
- 14. 1726-1 driveway paving-project completed prior to application to ARC
 - *12412 Duntrune Ct
 - *Kenneth Payton
 - *Assigned: Rich & John more time needed

8. New Finals Assigned:

1. 1602-1 patio
 - *8537 Brechin Ln
 - *Jolyn & Will Topping
 - *Assigned: Rick
2. 1689-1 rail fence with mesh
 - *8118 Braidstone Ter
 - *Gregory Jones
 - *Assigned: Cheryl

9. Other New Business:

1. Motion to amend a previously adopted motion to further amend the "approval to proceed" letter sent to homeowners to include the definition of approval with/without conditions as stated in the guidelines on page 3 of the august 2018 regulations. (requires 2/3 affirmative vote to pass)
2. Contact with homeowners

10. Old Business:

1. Appendix C and mailbox post standard for address numbers.(update Rich/Rick)-see attached Will discuss at next meeting when Rick is present
2. ARC and ACS West notifications/letters of "approval to proceed" and compliance. (ARC letter approved 1/24/19). Will discuss at next meeting when Rick is present.
3. Nick Fessick publisher. Life at the Highlands Magazine. Story to include a possible homeowner property highlight who has used the ARC process and ARC

discussion-emails sent to homeowners to contact Nick directly. Kim provided Mr. Fessick with four homes that would be a good fit for the article.

4. Comprehensive review of regulations-Rick-target August 2019 publishing. Rick issued proposed changes. Any volunteers to check through minutes to be sure all changes are included? Martha has most up to date copy that should include all changes voted by BOD. Will discuss at next meeting when Rick is present

5. ACS west process for updating website. The ARC committee is concerned about the time lag between Board approval of changes to the regulations and those changes getting posted on the website. Scott Birmingham suggested we set up a Google Doc to follow each amendment through the process. The committee agreed this would be a good solution.

6. ARC items before the BOD

a. Topping project-Matt Cullather contacted and plat should be forthcoming. PLAT RECEIVED-schedule final review

b. Proposed changes to Administrative Resolution #6-passed BOD 1/23/19-website not updated yet

c. updated ARC description voted 11/8/18 not yet on website. BOD 11/14/18

d. mailbox paint specifications revisions are not posted online in regulations appendix c or the Highlands mailbox and stand design specifications also posted online-on hold for BOD approval until numbers are confirmed.

e. Revision of A26 to further clarify language.-sent to ACS West & Matt Cullather 2/11/19. Will be voted on at next Board meeting.

f. Amend application #4- sent to BOD 2/12/19. Will be voted on at next Board meeting.

11. Member Voice: None

12. Adjournment: Cheryl moved, John seconded to adjourn, approved 4-0
Meeting was adjourned 7:29 pm

13. Next Meeting: March 6, 2019 at 6:30 p.m.

Respectively Submitted,

Cheryl Rivet