

## Highlands Architectural Review Committee (ARC) Final Minutes March 6, 2019

Attendance: (Meeting called to order @ 6:33 p.m.)

1. Attending: Rich Potter, Rick Seyler, John Unkel, Kim Dembrosky, Cheryl Rivet
  2. Absent: Scott Birmingham
  3. Board Members: None
  4. Homeowners present: None
2. Review of Agenda: Rich moved, Rick seconded to approve Agenda. Approved 5-0
3. Review of Minutes for February 27, 2019 Kim moved to accept, Rich seconded. Approved 3-0-2. Rick Seyler and Rich Potter abstained. They were not at the 27<sup>th</sup> meeting.
4. Membership Nothing
5. Old Business:
1. 1728-1 swing set
    - \*12012 Sidlaw Hills Lane
    - \*Cory Chatham
    - \*Assigned: Cheryl Rivet moved, Kim seconded to approve, Approved 5-0
  2. 1731-1 Accessory Building
    - \*12012 Hadden Hall Dr
    - \* E. Frank & Kimberly Plummer
    - \*Assigned: John Unkel moved, Kim seconded to approve. Going with monolithic slab per regulations. No electricity in building. Approved 5-0
  3. 1732-1 Driveway
    - \*8319 Fedora Dr
    - \*Kathy & Dale Hood
    - \*Assigned: Kim Dembrosky moved, Rich seconded, Approved 5-0
  4. 1733-1 Covered deck
    - \*7512 Dunollie Dr
    - \*Carlton Varnell
    - \*Assigned: Rick. Reassigned to Kim Dembrosky. Kim moved, Rick seconded. Approved 5-0
  3. 1734-1 tree removal
    - \*8600 Braystone Dr
    - \*Rick Alderson
    - \*Assigned: Kim Dembrosky, Kim moved, Rick seconded, approved 5-0
6. New Project Business: (ARC Box checked 3/6/19 @ 1:15 p.m.)
1. 1729-1 extend driveway
    - \*11519 Fair Isle Dr
    - \*Andre & Jeung Desima
    - \*assigned: Rick Seyler. Check the property line marking
  2. 1730-1 tree removal
    - \*11831 Dunnottar Ter
    - \*Willie Crew III
    - \*Assigned: Rich Potter

3. 1734-1 tree removal
  - \*8600 Braystone Dr
  - \*Rick Alderson
  - \*Assigned: Kim Dembrosky-see 5(3) above for action

7. Finals Assigned Previously

1. 1582-1 —Detached garage
  - \* 12112 Glen Kilchurn Dr
  - \* Ronald O'Shields
  - \* Assigned: Rich Potter – more time, awaiting plat
2. 1602-1 patio & firepit
  - \*8537 Brechin Ln
  - \*Jolyn & Will Topping
  - \*Assigned: Rick more time needed
3. 1626-1 sun room
  - \* 12400 Wynnstay Ln
  - \* Vincent Giglio
  - \* Assigned: Cheryl Rivet moved; Rich seconded to approve, approved 5-0
4. 1632-1 swimming pool
  - \*7424 Fowlis Pl
  - \*Lance Sibley
  - \*Assigned: Cheryl pool is built, no final from county, may change enclosure. Homeowner advised if he is changing project he needs to submit a change order for approval. If he is adding any other structures or taking out trees larger than 6" he must provide a new application for that work. Cheryl moved and Kim seconded a motion to approve a three month extension on the project. Approved 5-0.
5. 1643-1 Detached garage
  - \*8437 Fedora Dr
  - \*David Owen
  - \*Assigned: Rich more time needed. Still need county final inspection form.
6. 1649-1 install paved driveway
  - \*8600 Braystone Dr
  - \*Rick & Lori Alderson
  - \*Assigned: Rick reassigned to Kim Dembrosky requesting extension-trees coming down 3/5. Kim moved, Rick seconded to give a three month extension to complete the project. Approved 5-0.
7. 1681-1 Accessory Building
  - \*8319 Fedora Dr
  - \*Dale & Kathy Hood/Louise & Malcolm McKay
  - \*Assigned: Rich Potter moved, Cheryl seconded to approve. Approved 5-0
8. 1689-1 rail fence with mesh
  - \*8118 Braidstone Ter
  - \*Gregory Jones
  - \*Assigned: Cheryl moved, Kim seconded to approve. Approved 5-0
9. 1726-1 driveway paving-project completed prior to application to ARC

\*12412 Duntrune Ct  
\*Kenneth Payton  
\*Assigned: Rich. Rich more time needed, second visit necessary. John will make an additional site visit.

8. New Finals Assigned:

1. 1652-1 Tree removal
  - \*8324 Kintail Dr
  - \* Richard Burbank
  - \*Assigned: Scott Birmingham
2. 1653-1 tree removal
  - \*7513 Maclachland dr
  - \*Christopher Carter
  - \*Assigned: Kim-homeowner cancelled project. Will resubmit when ready.
3. 1654-1 tree removal
  - \*8318 Shagreen Ct
  - \*Scott & Jennifer Miller
  - \*Assigned: Kim Dembrosky
4. 1655-1 tree house
  - \*8318 Shagreen Ct
  - \* Scott & Jennifer Miller
  - \*Assigned: Kim Dembrosky
5. 1657-1 screened porch old deck, build new deck
  - \*12706 Dunrobin Ct
  - \* Christopher & Gail Jackson
  - \*Assigned: John Unkel
6. 1660-1 shed
  - \*10712 Macandrew Ln
  - \*Mitchell & Lolita McCormick
  - \*Assigned: Rick Seyler
7. 1661-1 fence
  - \*8018 Clancy Pl
  - \*Pamela Cline & Edward Gaskill
  - \*Assigned: Rich Potter
8. 1662-1 2 Car Detached Garage
  - \*7801 Duntrune Dr
  - \*Spencer Reeves
  - \*Assigned: Rick Seyler
9. 1664-1 playset
  - \*11918 Europa Dr
  - \*Steve Worrell
  - \*Assigned: Scott Birmingham
10. 1665-1 Deck
  - \*8401 Fedora Dr
  - \*Tremayne & N'Jeri Johnson
  - \*Assigned: Cheryl Rivet

11. 1666-1 inground pool
  - \*12707 Ballater PI
  - \*Kevin Andrews
  - \*Assigned: Kim Dembrosky
12. 1705-1 generator
  - \*7513 Maclachlan dr
  - \*Christopher Carter
  - \*Assigned: Kim Dembrosky
9. Other New Business:
  1. Mr. Camporini is appealing the ARC approval with conditions for his project to the Board of Directors.
10. Old Business:
  1. Appendix C and mailbox post standard for address numbers.(update Rich/Rick)-see attached – Rick moved, Rich seconded to approve change. Approved 5-0
  2. ARC and ACS West notifications/letters of “approval to proceed” and compliance. (ARC letter approved 1/24/19). Denial Letter change *Architectual change*, to **property improvement**. On the Final Approval Letter, change *Architectual modification request* to **property improvement application**. Change the *final inspection* to **final review**. Rich moved, Kim seconded to approve new letter changes. Approved 5-0.
  3. Nick Fessick publisher. Life at the Highlands Magazine-Nick is working with a homeowner on the story. Anyone want to work on it from the ARC side? Homeowner has responded to Mr. Fessick and Rich Potter will represent the committee and work with Mr. Fessick on 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? Each member will review the proposed changes from intro through Appendix A by the next meeting.
  5. ACS west process for updating website-MT. Martha was contacted about a Google sheet and she was very positive about this manner of following changes from the ARC to the website. Kim will try to have a sample by next meeting.
  6. ARC items before the BOD
    - a. Proposed changes to Administrative Resolution #6-passed BOD 1/23/19-edit copy on website
    - b. updated ARC description voted 11/8/18 not yet on website. BOD 11/14/18
    - c. 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.
    - d. Revision of A26 to further clarify language.-sent to ACS West & Matt Cullather 2/11/19
    - e. Amend application #4- sent to BOD 2/12/19
11. Member Voice: None
12. Adjournment: Cheryl moved, Rich seconded to adjourn the meeting. Approved 5-0  
Adjourned: 7:56 pm.

13. Next Meeting: March 21, 2019 at 6:30 p.m.

Respectively Submitted, Cheryl Rivet

See Attachment: