

**Highlands Architectural Review Committee (ARC)  
Draft Minutes February 11, 2020  
Rescheduled from February 5, 2020**

Attendance: (Meeting called to order @6:32 p.m.

Attending: Kim Dembrosky, Jason Dickerson, Has Pfitzer (6:35) and Cheryl Rivet

Absent: Rich Potter

Board Members: None

Homeowners present: None

2. Review of Agenda: Cheryl moved to accept, Jason seconded. Approved 3-0

3. Review of Minutes for January 23, 2020, Kim moved to approved as amended, Jason seconded . Approved 3-0

4. Membership: The committee still needs two additional members.

5. Old Business:

1. 1818-1 fence

\*12837 Killycrom Dr

\*Jeffrey Point

\*Assigned-Kim Dembrosky moved to approve, Cheryl seconded.

Approved 3-0

2. 1819-1 fence extension/modification

\*11806 Fedora Pl

\*Jason Pentecost

\*Assigned:Cheryl Rivet moved to approve. Jason seconded.

Approved 4-0

3. 1820-1 retaining wall

\*8333 Capernwray Dr

\*John Berube

\*Assigned: Rich Potter. Kim moved to approve with a variance of materials as the project was inconspicuous. Jason seconded.

Approved 4-0

4. 1821-1 fence

\*7400 Maclachlan Dr

\*Carolyn Stuart

\*Assigned:Hans Pfitzer moved to approve, Jason seconded.

Approved 4-0

5. 1822-1 tree removal

\*8520 Glendevon Dr

\*Ryan Hughes

\*Assigned: Jason Dickerson moved to approve, Cheryl seconded.

Approved 4-0

6. 1823-1 patio

\*8331 Sterling Cove Pl

\*Stanley & DiAnne Kneipp

\*Assigned: Kim Dembrosky moved to approve. Jason seconded.

Approved 4-0

7. 1825-1 awning
  - \*8331 Sterling Cove Pl
  - \*Stanley & DiAnne Kneipp
  - \*Assigned: Kim Dembrosky moved to approve, Jason seconded, Approved 4-0
  
8. 1826-1 replace porch railings
  - \*8500 Covina Ct
  - \*Paul J Palisano
  - \*Assigned: Kim moved to approve as nothing was changing on the porch except the materials used. No site visit necessary. Jason seconded. Approved 4-0
  
6. New Project Business: (ARC Box checked 2/5/20 @ 8 a.m.)
  1. 1823-1 patio
    - \*8331 Sterling Cove Pl
    - \*Stanley & Dianne Kneipp
    - \*Assigned: Kim Dembrosky -see 5.6 above
  2. 1824-1 hardscape, pool, spa, fireplace
    - \*12001 Hadden Hall Dr
    - \*Susan and Rae Johnson
    - \*Assigned: Cheryl Rivet
  3. 1825-1 awning
    - \*8331 Sterling Cove Pl
    - \*Stanley & DiAnne Kneipp
    - \*Assigned: Kim Dembrosky-see 5.7 above
  4. 1826-1 replace porch railings
    - \*8500 Covina Ct
    - \*Paul J Palisano
    - \*Assigned: Kim moved to approve as nothing was changing on the porch except the materials used. No site visit necessary. Jason seconded. Approved 4-0
  
7. Finals Assigned Previously:
  1. 1682 1&2 sunroom & deck
    - \*8331 Sterling Cove Pl
    - \*Stanley & DiAnne Kneipp
    - \*Assigned: Kim Dembrosky More time needed
  - 2 1700-1 Tree removal
    - \*12412 Wynnstay Lane
    - \*Sidney & Beverly Cook
    - \*Assigned: Kim Dembrosky moved to approve, Cheryl seconded. Approved 4-0
  3. 1717-1 solar collection system
    - \*12600 Erinton Ct
    - \*Minesh Gajjar
    - \*Assigned: Rich Potter More time needed

4. 1733-1 covered deck
  - \*7512 Dunollie Dr
  - \*Carlton Varnell
  - \*Assigned: Rich Potter More time needed
5. 1738 1,2,3 pavillion,shed & patio
  - \*7419 Dunollie Dr
  - \*Shurland Murren
  - \*Assigned: Cheryl Rivet More time needed
6. 1741-1 tree removal
  - \*8213 Fair Isle Ter
  - \*Marin & Jean Anderson
  - \*Assigned: Hans Pfitzer moved to approve, Kim seconded.

Approved 4-0

7. 1791-1 shed
    - \*11813 Fedora Pl
    - \*Thomas P. Bonacquisti
    - \*Assigned: Rich Potter Reassigned to Cheryl Rivet
12. New Finals Assigned:
1. 1727-1 hardscaping, firepit, hot tub, landscaping, generator pad
    - \*12813 Abernathy Ln
    - \*Jeff & Pam Hahn
    - \*Assigned: Kim Dembrosky
  2. 1742-1 tree removal and tree planting
    - \*8519 Brechin Ln
    - \*Michael Beavers
    - \*Assigned: Jason Dickerson
  3. 1745-1 landscape rock in culvert area
    - \*8218 Macandrew Pl
    - \*Kyle Evan Doughty
    - \*Assigned: Jason Dickerson
  4. 1747-1 fence
    - \*12409 Wynnstay Ct
    - \*Joseph & Constance Short
    - \*Assigned: Cheryl Rivet
  5. 1748-1 fence
    - \*8607 Finstown Ln
    - \*Louis Barnum & Krysten Koski
    - \*Assigned: Kim Dembrosky
  6. 1751-1&2 Landscaping and paver patio
    - \*8243 Fedora Dr
    - \*Jason & Kimberly Kozeniesky
    - \*Assigned: Hans Pfitzer
  7. 1754-1 swingset
    - \*8431 Fedora Dr
    - \*Danielle Frazier
    - \*Assigned: Kim Dembrosky

8. 1755-1 driveway extension
  - \*12700 Dunrobin Ct
  - \*Robert Chapman
  - \*Assigned: Hans Pfitzer
9. 1756-1 playset
  - \*12001 Ravenna Dr
  - \*John & Jody Parker
  - \*Assigned: Cheryl Rivet
10. 1776-1 fence
  - \*8227 MacAndrew Ct
  - \*Jason Dickerson
  - \*Assigned: Cheryl Rivet

9. Other New Business:

1. 1/27/20 BOD approved regulations.
2. ARC membership must not exceed 7 due to limits in declarations. We can use “associate” members who can help with site visits but are unable to be an a voting ARC member. It was also discussed for very simple projects such as tree removal, change of color etc. it would speed up the process to only have one ARC member on the site visit as long as there was no association between the ARC member doing the site visit and the homeowner.
3. prospective owner review of fence application-no ARC approval can be provided until homeowner closes on home. Does the committee have any concerns at this time?

10. Old Business:

1. Final edits being incorporated into the new regulations for publication.
2. A discussion was had with Mr. Emerson regarding builders installing non-compliant sheds on properties before closing. In addition, the chairman shared with Mr. Emerson that new homeowners were not receiving the latest disclosure package material since they are not requesting it from ACS West. Mr. Emerson asked for the drafting of a letter to be submitted to him for review that addresses these issues. He has no problem distributing it to all builders to remind them of process and procedures. Need to coordinate with Martha and Matt. Perhaps best timing is when new regulations have been approved.

11. Member Voice: None

12. Adjournment: Hans moved to adjourn, Cheryl seconded. Approved 4-0.

Meeting adjourned at 7:37

13. Next Meeting: February 20, 2020 at 6:30 p.m. @ Castleberry Room at the Reserve, 8136 Highland Glen Dr.

Respectively Submitted,

*Cheryl Rivet*