

**Highlands Architectural Review Committee (ARC)  
Minutes November 19, 2020**

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

1. Attending: Michelle Clark, Heather Sutton, Kim Dembrosky, Jason Dickerson, Cheryl Rivet, Marlene Rockwell
2. Absent: Hans Pfitzer
3. Board Members: None
4. Homeowners present: None

2. Review of Agenda: Cheryl Rivet moved to approve with the addition of project 1956 under 5.5-1. Heather Sutton seconded. Approved 6-0

3. Review of Minutes for November 4, 2020. Kim Dembrosky moved to approve with the corrections submitted. Heather Sutton seconded. Approved 6-0

4. Membership: None

5.5. Old Business:

1. 1956-1 & 2 Homeowner requested a modification to this project. Homeowner wanted to add additional patio space and additional landscaping. This modification does not alter the project overall. Cheryl Rivet moved to approve the modification. Kim Dembrosky seconded. Approved 6-0

2. 1959-, 2, 3, 4 stamped patio(#2), concrete pad for shed(#3), tree planting(#4),  
\*\*Project 1, 5, 6 were previously withdrawn by homeowner\*\*

\*12013 Amara Dr

\*Connie Williams

\*Assigned: Kim Dembrosky- moved to approve #2 and #4. No permits needed. Cheryl Rivet seconded. Approved 6-0 homeowner withdrew shed foundation project #3-will submit at a later date.

3. 1971-1 patio, walkway and firepit

\*7412 Maclachlan Dr

\*Lionel & Leah Blair

\*Assigned: Heather Sutton moved to approve. Marlene Rockwell seconded. Approved 6-0

4. 1972-1&2 deck & fence

\*8131 Fedora Dr

\*Richard Hailstalk III

\*Assigned: Jason Dickerson moved to approve, Michelle Clark seconded with condition the permit is received prior to construction. Approved 6-0

5. 1973-1 fence

\*8319 Sterling Cove PI

\*Jim & Jill Donnelly (buyers)/Paris Crenshaw Jr (seller) Joint application

\*Assigned: Kim Dembrosky moved to approve the project. Homeowner cannot start project until after closing. Marlene Rockwell seconded. Approved 6-0 see 6.1 below

6. New Project Business: (ARC Box checked 11/17/20 @ 6:30 PM)

1. 1973-1 fence

\*8319 Sterling Cove PI

\*Jim & Jill Donnelly (buyers)/Paris Crenshaw Jr (seller) Joint application

\*Assigned: Kim Dembrosky see 5.5 above

2. 1974-1 fence

\*7412 Arabella Dr

\*Beth Simonds

\*Assigned: Michelle Clark (no plot plan provided)

7. Finals Assigned Previously:

1. 1760-1,2,3 patio, hot tub, and accessory building

\*8012 Clancy Pl

\*Latricia Wells

\*Assigned: Hans Pfitzer- waiting on electrical permit More time

2. 1829-1 fence

\*8025 Clancy Pl

\*Crista Galvin & Horace Hall

\*Assigned: Cheryl Rivet moved to approve. Kim Dembrosky seconded.

Approved 6-0

3. 1834-1 pool barrier fence

\*7419 Rosemead Ln

\*Alison Connors

\*Assigned: Cheryl Rivet- final review failed. Homeowner requesting additional consideration to bring fence into compliance. Awaiting response to ARC decision to require the ground to be raised. More time

4. 1836-fence

\*12436 Wynnstay Ln

\*Alec Hagerman

\*Assigned: Hans Pfitzer More time

5. 1898-1 fence

\*12713 Ballater Pl

\*Donna Jenkins

\*Assigned: Michelle Clark moved to approve. Jason Dickerson seconded. Approved 6-0

6. 1909-1 condenser

\*12812 Crathes Ln

\*Brad Miller

\*Assigned: Jason Dickerson More time

7. 1932-1 awning

\*12824 Killycrom Dr

\*Richard Eissler

\*Assigned: Jason Dickerson moved to approve Cheryl Rivet seconded. Approved 6-0

8. New Finals Assigned:

1. 1806-1 2-tier patio

\*7606 Dunollie Dr

\*Jonathan Dossie

- \*Assigned: Heather Sutton
- 2. 1867-1&2 pool with barrier, patio with walkway and firepit
  - \*8412 Capernwray Dr
  - \*Ken & Jackie Capecci
  - \*Assigned: Jason Dickerson (with 1920-1 & 1945-1)
- 3. 1920-1 accessory building
  - \*8412 Capernwray Dr
  - \*Ken & Jackie Capecci
  - \*Assigned: Jason Dickerson
- 4. 1936-1 fence
  - \*8113 Galatea Pl
  - \*Ingo & Susan Hamann
  - \*Assigned: Cheryl Rivet
  
- 5. 1945-1 landscape beds
  - \*8412 Capernwray Dr
  - \*Ken & Jackie Capecci
  - \*Assigned: Jason Dickerson
  - \*

9. Other New Business:

- 1. BOD meeting Dec 3<sup>rd</sup> 6pm @ reserve. The committee discussed problematic issues with ACS West regarding ARC matters. These matters will be taken to the board at the December 3<sup>rd</sup> meeting.

10. Old Business: None

11. Member Voice: None

12. Adjournment: Cheryl Rived moved to adjourn, Michelle Clark seconded. Approved

6-0. Meeting was adjourned 7:42 p.m.

13. Next Meeting: Dec 10, 2020 at 6:30 p.m. @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highlands Glen Dr.

## **Highlands Architectural Review Committee (ARC) Minutes November 4, 2020**

Attendance: Meeting called to order @ 6:41 p.m.

1. Attending: Michelle Clark, Kim Dembrosky, Heather Sutton, Hans Pfitzer, Marlene Rockwell Cheryl Rivet (6:47), Jason Dickerson (7:03)

2. Absent: None

3. Board Members: None

4. Homeowners present: None

2. Review of Agenda: Hans Pfitzer moved to approve, Michelle seconded. Approved 5-0

3. Review of Minutes for October 22, 2020. Kim Dembrosky moved to approve with corrections, Hans Pfitzer seconded. Approved 5-0

4. Membership: The Board approved Marlene Rockwell's membership on the ARC Committee.

5.5. Old Business:

1. 1959-1,2,3,4,5,6 deck(#1), stamped patio(#2), concrete pad for shed(#3), tree planting(#4), driveway extension(#5), stone front of home around door(#6).

\*12013 Amara Dr

\*Connie Williams

\*Assigned: Kim Dembrosky-homeowner withdrew deck(#1), driveway extension(#5) and stone around the front door(#6). More time needed to obtain more information.

2. 1964-1,2,3 deck, shed, flag pole

\*11913 Amara Dr

\*Manuel & Tina Olguin

\*Assigned:- Hans Pfitzer moved to approve the shed and flag pole with the condition that any permits needed are received prior to construction. Kim seconded. Approved 6-0. Homeowner withdrew deck application.

3. 1965-1&2 2<sup>nd</sup> level deck, sunroom and concrete patio with storage shed.

\*12001 Amara Dr

\*Ricky & Teresa Miller

\*Assigned: Cheryl Rivet moved to approve with the condition the siding on shed portion has the same siding as the house and a variance for a barn door underneath the deck to the shed be granted. Permits are required.

Kim Dembrosky seconded. Approved 5-1

4. 1967-1 fence

\*12001 Amara Dr

\*Ricky Miller

\*Assigned (with 1965-1&2): Cheryl Rivet. Original fence installed without ARC approval. Homeowner has submitted a new modification requesting a variance to come forward of the rear plane of the home 20 feet on the driveway side. The fence will not be visible due to topography of the lot.

Approved 7-0

5. 1968-1 pool with barrier fence & tree removal

\*8307 Kalliope Ct

\*Lloyd Sossei

\*Assigned: Michelle Clark moved to approve the pool with the condition of proper screening of the pool equipment and permits received prior to construction. Up to four trees to be removed. Cheryl Rivet seconded. Approved 7-0

6. New Project Business: (ARC Box checked 11/2/20 @ 7:30 PM)

1. 1970-1 replace doors
  - \*8206 Glamis Ct
  - \*Raymond & Wanda Blake
  - \*Assigned: No site visit necessary, all color and photos with application. Cheryl Rivet moved to approve, Jason Dickerson seconded. Approved 7-0
2. 1971-1 patio, walkway and firepit
  - \*7412 Maclachlan Dr
  - \*Lionel & Leah Blair
  - \*Assigned: Heather Sutton
3. 1972-1&2 deck & fence
  - \*8131 Fedora Dr
  - \*Richard Hailstalk III
  - \*Assigned: Jason Dickerson

7. Finals Assigned Previously:

1. 1760-1,2,3 patio, hot tub and accessory building
  - \*8012 Clancy Pl
  - \*Latricia Wells
  - \*Assigned: Hans Pfitzer-waiting on electrical permit(failed final county inspection) Hans Pfitzer moved to approve without final permits, Cheryl Rivet seconded. Motion failed 3-4. Kim Dembrosky moved to allow more time, Hans Pfitzer seconded. Approved 7-0
2. 1767-1 inground pool
  - \*12012 Amara Dr
  - \*James Phelps
  - \*Assigned: Hans Pfitzer moved to approve, Kim Dembrosky seconded. Approved 7-0
3. 1830-1&2 screened in porch with decks
  - \*11907 Europa Dr
  - \*Todd & Joan Roush
  - \*Assigned: \*\*homeowner requested final review\*\* Hans Pfitzer. Reassigned Heather Sutton. Hans Pfitzer moved to fail project. Homeowner made modification to project without ARC approval and modification are not acceptable. Heather Sutton seconded. Failure approved 7-0
4. 1834-1 pool barrier fence
  - \*7419 Rosemead Ln
  - \*Alison Connors
  - \*Assigned: Cheryl Rivet-final review failed. Homeowner requesting additional consideration to bring fence into compliance. Awaiting response

to ARC decision to require the ground to be raised. More time, Email will be sent to homeowner.

5. 1932-1 awning
  - \*12824 Killycrom Dr
  - \*Richard Eissler
  - \*Assigned: Jason Dickerson More time

8. New Finals Assigned:

1. 1829-1 fence
  - \*8025 Clancy Pl
  - \*Crista Galvin & Horace Hall
  - \*Assigned: Cheryl Rivet
2. 1836-fence
  - \*12436 Wynnstay Ln
  - \*Alec Hagerman
  - \*Assigned: Hans Pfitzer
3. 1898-1 fence
  - \*12713 Ballater Pl
  - \*Donna Jenkins
  - \*Assigned Michelle Clark
4. 1909-1 condenser
  - \*12812 Crathes Ln
  - \*Brad Miller
  - \*Assigned: Jason Dickerson

9. Other New Business:

1. Chairman qualifications-1 year minimum service. The committee may suspend this rule if needed
2. Policy resolution #6 incorrectly states up to 9 members. This option was presented by ARC to the BOD but the attorney said it was not possible to exceed membership beyond 7 members as stated in the covenants. ACS West has been notified of the error and ask to be corrected to reflect 7 maximum members.
3. Discussion: certain circumstances one member may perform a site visit. The committee agreed to go on a case by case to determine if the site visit would require one or two members, or if no site visit is required. An ARC member cannot be assigned to a one person site visit for family, friends or neighbors.
4. ARC members serving beyond their expired term. Policy resolution #6. The committee can enact the rule for members to stay an extra twelve months if there is no replacement. The member serving this additional period cannot hold an office on the committee.

10. Old Business:

1. Streamlining ARC process. Han Pfitzer moved to eliminate the requirement of final county permits for final site visits citing the fact that the final permit was between the homeowner and the county. Cheryl Rivet seconded. The motion was denied 3-4.

2. Discussion for reviewing regulation changes. See attached.

11. Member Voice: None

12. Adjournment: Hans Pfitzer moved to adjourn, Jason Dickerson seconded. Approved 7-0. Meeting was adjourned at 8:15 p.m.

13. Next Meeting: November 19, 2020 at 6:30 p.m. @ the snack bar in the lower level of the Highlands Clubhouse 8136 Highlands Glen Dr.

yes = accepted  
no = not accepted

Re: regulation-review changes

From: Heather Sutton (arc.heathersutton@gmail.com)

To: ckdd198arc@yahoo.com

Cc: jmdick82@gmail.com; mrockwell1122@gmail.com; pfitzerh@gmail.com; cherylrivet@aol.com; clark.michellen@gmail.com

Date: Wednesday, November 4, 2020, 03:29 PM EST

Good afternoon,

Here are my few comments for consideration. Most are minor and are not a necessity to finalize the updates if it delays things:

• Application

- yes • 3rd sentence- must be signed on page B-25 *yes*
- yes • Last sentence in paragraph above #1- can we specify the "website" (e.g., Highlands Community Association website) *yes*
- NO • #3 should deck be added or is this an "addition to a home"? *NO*
- yes • #4A- change "Homeowners Association" to "Community Association" to match Guidelines?
- NO • #4B- should we note that the "Highlands Covenants" are also located on the Highlands Community Association website

• A.11

- NO • A.11.6- should an exception for convex/arches in fences also be noted from the 4' limit?
- yes • A.11.8- can we add "are" : No mixed style fences are allowed on an individual lot.
- A.11.11- grammatical edits:
- Fences in the Lake Margaret Age restricted neighborhood (e.g., Lake Margaret place, Lake Margaret Terrace, Clancey Place, Clancey Court and Lake Margaret Drive) are subject to additional restrictions, regulations and fees. Refer to the Grounds maintenance specifications for the Lake Margaret HOA and the Lake Margaret Grounds Maintenance *cost per house* documents for additional restrictions and fees *information* related to fence installation and upkeep. One gate, a minimum of 60" wide, must be installed. **(Should the gate be specified here if nothing else is?)**

• A.26

- NO • A26.5- I just noticed that it originally stated that shed >36sqft must comply with A1. Does this mean if it's less than 36 sqft it does not count as a shed and not subject to ARC review? Section A1 does not list a minimum, but only a maximum of 400sqft for the building to qualify as a garage. A20.2 does note that "Forts, tree houses, play houses, and other enclosed play buildings with an exterior height not exceeding six feet (6') and with a total floor area not exceeding 36 square feet shall be considered to be play equipment. Structures exceeding these limits shall be considered Accessory Buildings and subject to the requirements of Section A1 of this document."

• A.34

- yes • Last sentence of the introductory paragraph has "applicable" listed twice- suggest to remove last "if applicable."

Thanks,  
Heather

On Tue, Nov 3, 2020 at 10:07 PM Kim Dembrosky <ckdd198arc@yahoo.com> wrote:

All,

Please review the regulation changes from our 10/22/20 meeting to ensure I accurately captured all of them before I forward them to the board. We did not make any changes to A17 as we scraped the proposed changes.