

Highlands Architectural Review Committee (ARC)  
Minutes- October 26, 2017 (amended)

1. Attendance: (Meeting called to order: 6:30 p.m.)
  - a. Attending: Rick Seyler, Kim Dembrosky, Cheryl Rivet
  - b. Absent: Bart Stewart
  - c. Board Member: none
  - d. Homeowners present: Scott Birmingham, Michael Logan, Jason Cade, Rick Potter, John Unkel
2. Review of Agenda:
3. Review of Minutes for October 11, 2017: Kim Dembrosky moved to accept the minutes with the following amendment: section 10(b) pool guidelines-agenda item was not discussed; Cheryl Rivet seconded— 3-0 So Voted
4. Membership: Rick Seyler discussed the ARC's role, responsibilities, procedures and inspections for new interested members.

MOTION: Motion made by Kim Dembrosky, seconded by Cheryl Rivet to suspend our agenda order for the purpose of allowing a homeowner who was present at the meeting to present his project to the committee. 3-0 So Voted  
Project #1610-1-Driveway modification.  
11451 Glendevon Rd  
Michael Logan  
Assigned: Kim Dembrosky

5. Old Business:
  - a. 1601-1 accessory bldg.
    - i. 12600 Crathes Lane
    - ii. Robert & Dawn Butterworth
    - iii. Assigned: Bart Stewart. Rick Seyler moved to approve with conditions: homeowner to comply with 8/12 minimum roof pitch and need electrical permit, Cheryl Rivet seconded. 3-0 So Voted
  - b. 1604-1 –tree removal
    - i. 7813 Duntrune Dr
    - ii. Emmett & Cynthia Smith
    - iii. Assigned: Bart Stewart. Motion by Rick Seyler, Seconded by Cheryl Rivet to approve. 3-0 So Voted.
  - c. 1605-1-2 –trampoline and landscaping
    - i. 7418 Rosemead Ln
    - ii. Bart & Denise Stewart
    - iii. Assigned: Kim Dembrosky moved; Cheryl Rivet seconded to approve 3-0 So Voted.
  - d. 1606-1 –deck/patio combination
    - i. 11918 Europa Dr
    - ii. Steve Worrell
    - iii. Assigned: Rick Seyler moved; Kim Dembrosky seconded to approve with conditions-final patio details to be submitted prior to commencement of project. 3-0 So Voted.
  - e. 1607-1 --fence
    - i. 7600 Oban Dr
    - ii. Jason Cade

- iii. Assigned: Rick Seyler moved; Cheryl Rivet seconded to approve 3-0 So Voted
  - f. 1608-1 –fence
    - i. 7425 Crathes Terr
    - ii. Jeffrey Coons
    - iii. Assigned: Rick Seyler moved; Cheryl Rivet seconded to approve via e-ballot; passed 4-0
  - g. 1473-1 generator
    - i. 11612 Europa Dr
    - ii. Keisha Dabney
    - iii. Assigned: Kim Dembrosky. Screening is now complete (Previously approved with exception for proper screening). Kim Dembrosky moved, seconded by Cheryl Rivet to approve 3-0 So Moved
- 6. New Project Business: ARC box checked 7:00 a.m. 10/26 /17
  - a. 1606-1 –deck/patio combination
    - i. 11918 Europa Dr
    - ii. Steve Worrell
    - iii. Assigned: Rick Seyler-Action under old business Section 5(d)
  - b. 1607-1 --fence
    - i. 7600 Oban Dr
    - ii. Jason Cabe
    - iii. Assigned: Rick Seyler-Action under old business Section 5(e)
  - c. 1608-1 –fence
    - i. 7425 Crathes Terr
    - ii. Jeffrey Coons
    - iii. Assigned: Rick Seyler-Action under old business Section 5(f)
  - d. 1609-1 –rework driveway
    - i. 11825 Dunnottar Terr
    - ii. Kim & Chris Dembrosky
    - iii. Assigned: Cheryl Rivet
  - e. 1610-1 rework driveway
    - i. 11451 Glendevon Rd
    - ii. Michael Logan
    - iii. Assigned: Kim Dembrosky
- 7. Finals Assigned Previously:
  - a. 1440-1 –deck cleanup/painting
    - i. 11321 Glendevon Rd
    - ii. Michael & Shannon Jobs
    - iii. Assigned: Bart Stewart. Rick Seyler moved; Cheryl Rivet seconded to approve 3-0 So Voted
  - b. 1448-1 –replacement fence
    - i. 8500 Covina Ct
    - ii. Paul & Anne Palisano
    - iii. Assigned: Bart Stewart-More time requested
  - c. 1462-1 – room addition
    - i. 8502 Glendevon Circle

- ii. Scott Birmingham
  - iii. Assigned: Bart Stewart-more time requested
- d. 1463-1 accessory building
  - i. 11242 Isadora Dr
  - ii. Mark Luczkowski
  - iii. Assigned: Rick Seyler –more time requested
- e. 1464-1 -2 –bonus room addition & raised brick patio
  - i. 8012 Lammermoor Ct
  - ii. Barry & Melissa Brockwell
  - iii. Assigned: Cheryl Rivet moved; Kim Dembrosky seconded to approve. 3-0 So Voted
- f. 1470-1 –accessory bldg
  - i. 11248 Isadora Dr
  - ii. Antonio Starke
  - iii. Assigned: reassigned to Rick Seyler; waiting on electrical work-more time requested
- g. 1476 -1-6 –1 bonus room, -2cement driveway, -3 play structure, -4 basketball hoop, -5concrete stairs & pathway, -6 retaining wall
  - i. 7813 Grampian Ct
  - ii. John & Heather Pettis
  - iii. Assigned: Bart Stewart—only partially completed; expect completion in 1 month-more time requested
- h. 1492-1-2 –1) In-ground pool; 2) Fence
  - i. 8318 Kalipso Lane
  - ii. Thomas Brovillard
  - iii. Assigned: reassigned to Bart Stewart-more time requested
- i. 1535-1-2-3 –Stone retaining wall, remove 2 trees, patio replacement
  - i. 8307 Shagreen Ct
  - ii. Lynn Herman
  - iii. Assigned: Rick Seyler moved; Cheryl Rivet seconded to approve with exception: Need county permit. 3-0 So voted.
- j. 1593-1 –Patio with fire pit and walkway
  - i. 8200 Baniff Dr
  - ii. Trent Griffin
  - iii. Assigned: Cheryl Rivet moved; Kim Dembrosky seconded to approve 3-0 So Voted.
- k. 1598-1 –patio with walkway and firepit
  - i. 8213 Fedora Dr
  - ii. Heather Sutton & Steven Presley
  - iii. Assigned: Rick Seyler moved; Cheryl Rivet seconded to approve 3-0 So Voted
- l. 1602-1 –patio, sitting wall, fire pit, walkway

- i. 8537 Brechin Lane
  - ii. Jo Lyn & Will Topping
  - iii. Assigned: Kim Dembrosky (work initiated before application)-more time awaiting plat plan
- m. 1603-1 fence
  - i. 8130 Braidstone Terr
  - ii. Gretchen Bunch
  - iii. Assigned: Cheryl Rivet (work initiated before application) Cheryl Rivet moved; Rick Seyler seconded to approve 3-0 So. Voted

8. New Finals Assigned:

- a. 1535-1-2-3 –Stone retaining wall, remove 2 trees, patio replacement
  - i. 8307 Shagreen Ct
  - ii. Lynn Herman
  - iii. Assigned: Rick Seyler-action under Section 7(i)
- b. 1598-1 –patio with walkway and firepit
  - i. 8213 Fedora Dr
  - ii. Heather Sutton & Steven Presley
  - iii. Assigned: Rick Seyler-Action taken under Section 7(k)

9. Other New Business:

- a. Resolution 6 regarding ARC governance-It has been discovered that Administrative Resolution #6- Charter that defines how the Architectural Review Committee is established, governed and dissolved has not been followed in recent years regarding appointment of members. Martha Yeager, ACS West has been instructed to seek a legal opinion on the issue.
- b. An ARC member asked if ARC received any communication from the HOA requesting ARC to develop solar panel guidelines. ARC has received no such request from the HOA. It was pointed out that the HOA board minutes from 3/29/17 section titled Member voice #3 states that the HOA BOD would request such from the ARC. ARC will add it to our next agenda

10. Other Old Business:

- a. Guideline revisions- have the revisions been posted? Members have not had an opportunity to review if all revisions have been posted. More time requested.

11. Adjournment: 7:57 p.m.

12. Next meeting: November 8, 2017 at 6:30 p.m.