

HIGHLANDS ARCHITECTURAL REVIEW COMMITTEE (ARC)

8400 Highland Glen Clubhouse

MINUTES: July 16, 2024 6:00PM

1. Meeting called to order at 6:00 pm
2. In attendance: Jim Hale, Hans Pfitzer, Cheryl Erbach
3. Board member present: Jim Hale
4. Homeowner(s) present: Dave Diamond

Approval of ARC meeting minutes for May 2, 2024

Motion: Jim Hale

Second by: Hans Pfitzer

Vote: 3-0

New Business:

Reviewed open project list. Eleven new projects in the queue; two projects are pending

Discussed Smartwebs project categories – Emergency, early and rush. Committee members cannot see the category submitted until project application is opened to view. Consider eliminating these categories, make all routine and add process for homeowners to contact ARC for urgent projects.

Projects submitted by builders cannot be approved by the ARC Committee and must go through the developer for approval.

Prior to the next HOA Board meeting, ARC Committee to submit to the Highlands HOA Board any updates to ARC guidelines

Old Business:

No update to front facing garage guidelines.

Discussed reaching out to homeowners who have expressed an interest in joining the ARC Committee

Approved projects still in pending completion status: Discussed sending homeowners communication to either: close out completed projects; request more time to complete project; or close if project will not be pursued.

Voice: Dave Diamond asked questions regarding ARC procedures

Adjourned: 7:05 pm

Next ARC Committee scheduled for October 8, 2024