

Architectural Review Committee MEETING MINUTES

Meeting Date: February 04, 2026

Aspen/Vail Conference Room: Eastridge Recreation Center
9568 S University Blvd – Highlands Ranch, CO 80126



HIGHLANDS
RANCH
COMMUNITY ASSOCIATION

I. CALL TO ORDER

The meeting was **called to order** at **5:33 p.m.** by W. **Bryant** (WB)

☒ Roll call was taken by WB and a quorum was established.

Member Name	Present	Absent	Excused	Notes
Jeff Buttermore (JB)	✓			
Patricia Callies (PC)	✓			
Russell Clark (RC)	✓			
Patrick Gallagher (PG)	✓			Arrived at §III
Kate Landauer (KL)	✓			
Joe Levin (JL)	✓			
Chris Robinson (CR)			✓	
Jeff Rohr (JR)	✓			
Open				
	7	0	1	

Also in attendance:

Woody **Bryant** (WB), HRCA: Director of Community Improvement Services
Caleb **Cameron** (CC), HRCA: CIS Specialist
Thomas **Thompson**, Homeowner (re: §IV.A) via: ZOOM
James **Herbert**, Homeowner (re: §IV.B)

II. REVIEW OF MINUTES

A. The **January 21, 2026 Meeting Minutes** were reviewed.

a. **DISCUSSION:**

i. Nothing of consequence.

b. **ACTION:**

i. A Motion to **APPROVE THE MINUTES AS PRESENTED** was made and seconded.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	1

Notes: Abstention was due to member being excused from January 21st Meeting.

ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. No Tribunals or Rulings have been held or issued, respectively, since the last ARC Meeting.

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Eastridge Rec Center: Admin Wing

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IV. RESIDENTIAL APPOINTMENTS

A. 9489 Chesapeake St – Driveway Expansion.

a. ACTION:

i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.

ii. APPROVAL CONDITION(S):

- a. No Adverse Drainage Impacts. The driveway expansion shall not result in adverse drainage or runoff impacts to the adjacent property. Any drainage impacts identified in the future shall be corrected by the homeowner at their expense.

VOTE TALLY		
Concur	Dissent	Abstain
7	0	0

Notes: None.

iii. Motion **PASSES**.

B. 4734 Fenwood Dr – Commercial Vehicle.

a. ACTION:

i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.

ii. **APPROVAL CONDITION(S):** *NOTE: Not applicable, motion to Approve with Conditions failed Committee vote. Reference 1b.ii. Action, below.*

- a. Vehicle Appearance. Any future changes to the vehicle's graphics, paint scheme, or attached equipment that increases its commercial appearance shall require additional ARC review and approval.

VOTE TALLY		
Concur	Dissent	Abstain
2	5	0

Notes: None.

iii. Motion **FAILS**.

iv. A new motion to **DENY** was made and seconded.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	1

Notes: Abstaining member has a commercial vehicle that they park off their property.

v. Motion **PASSES**.

V. NEW BUSINESS

A. 112 Fairchild – Deck Expansion, Retaining Wall, Landscaping, and Driveway Replacement.

a. ACTION:

i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.

ii. APPROVAL CONDITION(S):

- a. Material Compatibility – Deck Enclosure. All wall materials, finishes, textures, and colors used for the deck enclosure shall match the existing residence.
- b. Window Compatibility. Windows installed within the deck enclosure shall match the existing home's windows in appearance, including frame style and glass reflectivity.
- c. Retaining Wall Finish. All poured-in-place concrete retaining walls shall include a brick-pattern texture on the exposed face.
- d. Retaining Wall Color. The brick-pattern retaining walls shall be painted to match the final approved exterior color of the residence, following ARC approval of the home's paint color submittal.

VOTE TALLY		
Concur	Dissent	Abstain
7	0	0

Notes: None.

iii. Motion **PASSES**.

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B. 1181 English Sparrow Tr – Privacy Screen & Trellis.

a. ACTION:

i. A Motion to **APPROVE WITH CONDITIONS**, was made and seconded.

ii. APPROVAL CONDITION(S):

- Freestanding Requirement.** The interior screening structure shall remain fully freestanding and shall not be attached to, supported by, or stabilized by the existing property-line fence in any manner. The existing bracing to the property line fence must be removed.
- Increased Height Screening.** The lattice elements added interior screening structure must be removed or reduced in height to not extend above the structure.
- Maintenance Access.** The area between the interior structure and the existing fence shall be always maintained in a clean and accessible condition.
- No Expansion.** No additional height, panels, screening materials, artificial landscaping, or attachments shall be added to the structure without further ARC approval.
- Color.** The outside surface of the structure (that side facing the existing property line fence) shall be painted or stained a color that matches the existing property line fence.

VOTE TALLY		
Concur	Dissent	Abstain
7	0	0

Notes: None.

iii. Motion **PASSES**.

C. 9973 Blackbird Place – Variance Request: Multiple Wall-Mounted Flag Display.

a. ACTION:

i. A Motion to **APPROVE VARIANCE WITH CONDITIONS** was made and seconded.

ii. APPROVAL CONDITION(S):

- Maximum Number of Flags.** No more than six (6) wall-mounted flags may be displayed at any one time.
- Location Limitation.** All flags shall remain mounted on the rear elevation of the residence as shown in the application materials.
- No Expansion.** No additional flag brackets or mounting locations may be added without further ARC approval.
- Maintenance.** Flags, brackets, and mounting hardware shall be maintained in good condition. Torn, faded, or damaged flags shall be promptly replaced or removed.

VOTE TALLY		
Concur	Dissent	Abstain
6	1	0

Notes: Dissenting member felt there was no hardship presented and that the Committee should uphold the RIGs.

iii. Motion **PASSES**.

VI. STAFF COMMENTARY / COMMITTEE DISCUSSION

- The Committee discussed safety and security concerns. It was suggested that the "Name Tents" for the members should be eliminated.
- Approval of Commercial Vehicles was a continued discussion from the previous meeting.
- Staff noted that they would review both items with Senior Management and report back to the Committee at the next regularly scheduled meeting.

VII. ADJOURNMENT

- With no further business, the regular meeting **adjourned** at **7:34 p.m.**

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VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the February 18, 2026 Meeting.

a. **DISCUSSION:**

- i. Nothing of consequence.

b. **ACTION:**

- i. A Motion to **APPROVE AS PRESENTED** was made and seconded.

VOTE TALLY		
Concur	Dissent	Abstain
5	0	0

Notes: None.

- ii. Motion **PASSES**.