

Architectural Review Committee MEETING MINUTES

Meeting Date: June 17, 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 **5:30 p.m.** by J. Wessling

☒ Roll call was taken and a quorum was established.

Member Name	Present	Absent	Excused	Notes
Jeff Buttermore	✓			
Patricia Callies			✓	
Patrick Gallagher		✓		
Kate Landauer	✓			Arrived @ §III
Joe Levin	✓			
Booker Lightman	✓			
Al Pelkowski	✓			
Chris Robinson	✓			
Jeff Rohr			✓	
	6	1	2	

Also in attendance:

Woody **Bryant**, HRCA: Director of Community Improvement Services

Jayma **Wessling**, HRCA: Residential Improvement Coordinator

Caleb **Cameron**, HRCA: CIS Specialist

II. REVIEW OF MINUTES

A. The **June 03, 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	0

Notes: None.

ii. Motion **PASSES**.

III. REVIEW OF TRIBUNAL HEARINGS

A. Four Tribunal Hearing Rulings (two regarding ARC denials [commercial vehicle, appeal denied | front elevation decorative arbor | memorandum of understanding: design revision], two regarding

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Eastridge Rec Center: Admin Wing



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non-ARC related matters) and One Tribunal Advisory Opinion (definition of "home" or "house" as used in the RIGs) were issued in June.

IV. RESIDENTIAL APPOINTMENTS

- A. None this Meeting.

V. NEW BUSINESS

- A. **1963 Chesapeake Lane:** *Open Fence Along Side of Front Yard.*

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.
- ii. **APPROVAL CONDITION(S):**
 - a. The fence shall be constructed as an approved open fence/split-rail style consistent with either Figure 3 or Figure 4 of the Residential Improvement Guidelines and shall be stained/finished Highlands Ranch Fence Brown.
 - b. The fence shall be installed entirely on the applicant's property, outside the public right-of-way, and shall not extend to the curb, street, sidewalk, or any other public right-of-way area. The homeowner is responsible for verifying the property/right-of-way line before installation.
 - c. The fence shall maintain required fire hydrant clearance and shall terminate a minimum of 3 feet from the nearest outside edge of the hydrant, or farther if required by South Metro Fire Rescue, Douglas County, or another authority having jurisdiction

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- iii. Motion **PASSES.**

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- B. **3258 Oak Leaf Place:** *Basement Stairwell Cover & Side-Yard Patio/Hardscape.*

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.
- ii. **APPROVAL CONDITION(S):**
 - a. Approval is specific to the supplemental design information provided in the applicant's June 16, 2026 email. Option B for the basement cover and the path/walkway as detailed on drawing L1.0 and L1.1 are approved as presented. All other options within that email and the original submittal are explicitly denied.
 - b. The roof, fascia, trim, gutters, downspouts, siding, and all other visible exterior materials (including windows) shall match or closely complement the existing home.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- iii. Motion **PASSES.**

-
- C. **3478 Oak Leaf Place:** *Garage Door Replacement / Driveway Surface Finish.*

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.
- ii. **APPROVAL CONDITION(S):**
 - a. Approval is limited to the installed Lincoln L3000 insulated garage doors with vertical small windows in Sherwin-Williams Tricorn Black.
 - b. The black driveway finish is not approved. Within thirty (30) days (by not later than July 17, 2026), the homeowner shall correct the driveway to a natural concrete-compatible light gray color, such as Sherwin-Williams Stamped Concrete SW 7655 or another HRCA staff-approved equivalent.

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- c. The corrected driveway finish shall be designed for exterior driveway/concrete use and shall dry to a flat, satin, or matte appearance. Glossy, black, charcoal, highly reflective, or visually dominant dark finishes are not approved.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- iii. Motion **PASSES**.

D. **9722 Adelaide Ct:** *Storage Shed.*

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.
- ii. **APPROVAL CONDITION(S):**

- a. Approval is limited to one 10' x 16' wooden storage shed in the rear yard, generally in the location shown in the submitted materials. The two existing sheds shall be removed before the new shed is installed, and only one accessory building/storage shed may remain on the property.
- b. The shed shall be installed a minimum of two feet from any property line or fence and in the most unobtrusive location possible. If the shed includes a permanent foundation, concrete pad, or similar permanent improvement, it shall be located outside the eight-foot utility easement unless all required easement-holder approvals are obtained.
- c. The shed shall be constructed of wood or another ARC-approved material. Resin, metal, or plastic composite sheds are not approved. Shed wall, trim, and roofing colors shall match or closely complement the main residence, including the existing tan/brown concrete roof tiles.
- d. The shed shall be screened by the existing fence and/or vegetation consistent with RIGs §2.2. Any utilities shall be underground, and any change to the shed size, location, material, color, roof, foundation/slab, or visible exterior appearance shall be resubmitted to HRCA before installation.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- iii. Motion **PASSES**.

E. **9960 S Sylvester Rd:** *Walkway Replacement / Concrete Flatwork.*

a. **ACTION:**

- i. A Motion to **APPROVE WITH CONDITIONS** was made and seconded.
- ii. **APPROVAL CONDITION(S):**

- a. Approval is limited to the concrete walkway/flatwork areas shown on the submitted plan. The left-side garage/front approach area is approved as submitted.
- b. The right-side concrete work is approved only in front of the side-yard fence/gate as shown on the submitted plan. No concrete paving, walkway replacement, or hardscape conversion behind the side-yard fence/gate is approved without revised HRCA approval.
- c. All new concrete paving/flatwork shall maintain a minimum 2-foot offset from all property lines. The homeowner and/or contractor shall field-verify the property-line location before installation, including near the top of the stair/side-yard approach and fence/gate area.
- d. The concrete walkway shall use a light sand texture or similar natural concrete-compatible finish and shall be graded to keep runoff on the applicant's property. Any retaining curb, step, or transition shall be limited to what is necessary for the approved walkway and shall not create a new wall, raised patio, or expanded hardscape area without further HRCA approval.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- iii. Motion **PASSES**.

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F. **10078 Clyde Circle:** *Garage Door and Front Door Paint.*

a. **ACTION:**

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

ii. **APPROVAL CONDITION(S):**

- a. The front pedestrian door may be painted Sherwin-Williams Pure White SW 7005, and the trim may be painted Sherwin-Williams Peppercorn SW 7674 as submitted.
- b. The garage door shall not be painted Sherwin-Williams Pure White SW 7005 and shall instead be painted Gray Huskie / Benjamin Moore 1473, mixed in Sherwin-Williams, to match the base color of the home.
- c. All exterior paint shall be flat or low luster, such as satin. Any change to the approved base color, trim color, front door color, garage door color, sheen, or exterior paint scheme shall be resubmitted to HRCA before application.

VOTE TALLY		
Concur	Dissent	Abstain
6	0	0

Notes: None.

- iii. Motion **PASSES**.

VI. STAFF COMMENTARY / COMMITTEE DISCUSSION

- A. The advisory opinion, as to the definition of "home" or "house" within the RIGs and covenant enforcement procedures, is that these terms mean "...the dwelling located on the homeowner's own residential site." This definition will be added to the RIGs in the next "supplemental/clarification update."

VII. ADJOURNMENT

- A. With no further business, the regular meeting **adjourned at 6:41 p.m.**

VIII. APPROVAL OF THESE MEETING MINUTES

- A. These minutes were reviewed by the Architectural Review Committee at the July 01, 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
4	0	3

Notes: The three members that abstained were not present at the June 17, 2026 meeting.

- ii. Motion **PASSES**.