



**ARCHITECTURAL REVIEW COMMITTEE MEETING
May 24, 2022**

MINUTES

CALL TO ORDER: The Architectural Review Committee meeting was called to order at 1:32 PM by Chairman Barbara Rist.

Establish Quorum: With the presence of four ARC Members, quorum was established:

Chair	Barbara Rist	Present
Board Liaison	Sandi Swinford	Present
Committee Member	Scott Hente	Present
Committee Member	Mark Stritzel	Present
Committee Member	Fred Van Vurst	Present

Representing RowCal was Diane Hampson, KCPOA Community Manager, and Sheridan Rohde, Assistant Community Manager.

Introduction of guests: Representing 1830 Coyote Point Drive, Howard Kunstle. Representing 3915 Hill Circle, Charles Ochs. Representing 3905 Hill Circle, Brandon Straub, and representing RR1 and RR4, Eric Isaacson.

Review & approve the minutes of May 10, 2022: The Committee approved the minutes of May 10, 2022 (Hente/Van Vurst). Motion carried.

Old Business:

1. 3306 Hill Circle – New Construction/TOF Certification

The second TOF certification that was received on May 4, 2022, indicated that the foundation still exceeded the maximum allowable elevation by 2 to 4 feet. Builder contested the accuracy of the Benchmarks in the Design Records was inaccurate in the last meeting. The ARC contracted JR Engineering on May 18, 2022, to resurvey the lot. Construction is still suspended at this time. JR Engineering to complete work on May 26, 2022

2. 3905 Hill Circle – Remodel: current Status: Preliminary Approval

Mr. Charles Ochs, owner of 3915 Hill Circle, and Mr. Howard Kunstle, owner of 1830 Coyote Point Drive, contacted the ARC and requested the opportunity to voice their concerns regarding this remodel project. A request was made to Mr. Straub to share his plans with Ochs and Kunstle. This does not fall under ARC authority.

Next Steps: ARC to get a consultation from David Firmin at Altitude Law. Charles Ochs

and Howard Kunstle to be notified when 3905 Hill Circle is back on the agenda. Straub to submit RBD Plans as instructed previously to gain Final Approval for this project.

New Business:

1. RR4 – Model Plans “Vine”, “Burwell”, “Braddock” and “Winfield” – Submitted for Approval

All four sets of plans were submitted on May 12, 2022, for review and approval. Plan reviews showed one item missing from each set: the “Rear Enhanced Elevation” which will be utilized on any model placed on a lot that requires an enhanced rear elevation (backing onto Hill Circle and Grand Market Point). The management office sent a “Request for Additional Information” letter to Toll Brothers (Erik Isaacson) on May 19, 2022. Letter in the file. Isaacson asked the ARC what they would like to see regarding this; however, the verbiage in Appendix B is broad, so the committee made suggestions and then asked to see what Isaacson proposes.

Next Steps:

Isaacson to bring new drawings regarding the ‘Rear Enhanced Elevations’ to the committee for review.

The ARC expects to grant Approval to these plans once the additional information is received.

2. 3161 Sunnybrook Lane – Request for Tear Down

New owners have taken possession of this address and are currently working with an architect for a New Construction on this lot. They have asked if they can tear down the existing structure now, before submitting their application for new construction. The ARC has reviewed the request and determined that this can be allowed, as a unique and separate project application, if the owner agrees to certain requirements, including but not limited to submission of a Demolition plan for ARC approval, payment of a \$1000 Impact Fee, filing for a Wrecking Permit and providing proof of same, and completing adequate filling and grading of the lot.

a. The architect and owners have been advised in writing of all requirements and the request is Pending their response.

b. A “Demolition and Tear Down” process will be developed for future requests of this nature. A draft of the process is underway and, following full ARC endorsement, will be submitted to the Executive Board for approval and inclusion in the KCPOA Design Guidelines.

Ratification of Consent for Actions taken by the ARC between Formal Meetings:

A motion was made to approve the ratification of the following projects (Hente/Stritzel). Motion carried.

1. 3360 Hill Circle – Landscape Remodel submitted for Approval

The Landscape Remodel package was received on May 13, 2022. This project includes the replacement of sod, rock, mulch, and plantings in the front and rear areas of the property. Following committee review on May 18, 2022, the motion was made and duly approved to grant APPROVAL to this project (Swinford/Rist). Owners notified in writing. Letter to file.

2. 2511 Chilson Lane – Remodel Package Change submitted for Final Approval

A request for a change to a previously approved Remodel package was submitted on May 16, 2022. The request is to change the color of the concrete at the time the driveway is re-poured. An application, description, and color sample were submitted. Following committee review, on May 18, 2022, the motion was made and duly approved to grant APPROVAL of the color change (Hente/Swinford). Owners notified in writing. Letter to file.

Other Business:

1. Property Maintenance Notifications Accepted

- i. 3665 Camels View** – Stucco repair
- ii. 3257 Viridian Point** – Driveway repair
- iii. 3945 Hill Circle** – Stucco repair
- iv. 3550 Hill Circle** – Awning
- v. 3605 Camel Grove** – Solar Panels

2. Management Office Report

3015 Starrise Point—These owners had new construction in place, but management office did not have TOF and TOR. Management office contacted the owner and received TOF and TOR; ARC reviewed and approved.

3. 3388 Skywatch Heights

Plans were received by the ARC regarding this project. It was noted there was what appeared to be a stoop in these plans, off the rear of the property and extending into the setbacks. The ARC discussed whether this was approvable in this circumstance as it stated, ‘the number of risers to be determined.’ Request for additional information will be sent out. Tabled until further discussion with Isaacson.

This will be Mark Stritzel’s last meeting on the ARC. He will consult on an as needed basis.

Next Scheduled Meeting: June 14, 2022

Adjournment: The meeting adjourned at 3:40 PM.

Respectfully submitted by Sheridan Rohde