



**ARCHITECTURAL REVIEW COMMITTEE MEETING  
June 14, 2022**

**MINUTES**

**CALL TO ORDER:** The Architectural Review Committee meeting was called to order at 1:30 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	Fred Van Vurst	Present

Representing RowCal was Diane Hampson, KCPOA Community Manager, and Allie Johnson, Administrative Assistant.

**Introduction of guests:** Representing 3247 Veridian Point and 2553 Lyons View Point, Kent Lersch

**Approval of Prior Meeting Minutes:** The Committee approved the meeting minutes of May 24, 2022 (Hente/Van Vurst). Motion carried.

**Old Business:**

**1. 3306 Hill Circle – New Construction/TOF Certification – Status Update**

The second TOF certification, submitted by the builder and dated April 26, 2022, indicated that the foundation exceeded the maximum allowable elevation by 2.9 feet at its highest measurement points. Based on continued claims by the builder that the topo numbers used to determine the maximum TOF height for the lot were inaccurate, JR Engineering was brought out to verify the original survey figures and provide a new Lot Survey report.

a) Report received on June 2, 2022. Confirmed that the numbers used to determine maximum TOF were accurate and remain unchanged.

b) This information and a Notice to Correct were submitted to the property owner. Stop Work Order remains in effect. Letter in file.

c) Barbara met with the owner on June 13, 2022, to explain the violation as well as to give options for next steps. The owner requested a hearing

with the Covenant Committee, meeting scheduled for June 29, 2022. The ARC forwarded the information about this to the Covenant Committee.

**2. 3161 Sunnybrook Lane – Tear Down Request**

New owners have formally requested approval to tear down the existing structure at this address, before submitting their application for new construction. The owner has agreed to specified 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 Demolition package was submitted and reviewed. Motion made and carried to grant approval (Hente/Swinford). The approval letter will include a reminder that previously specified requirements must be met before work may commence on the property. Once demo work begins, the owners will have 12 months to begin New Construction on the lot. If construction does not begin by that date the owners will be required to over-seed the lot to promote natural vegetation growth.

**3. 2553 Lyons View Point – New Construction Landscape**

A partial New Landscape Package was submitted on May 26, 2022. Review by the ARC determined that some items were missing per KCPOA Design Guidelines, Section 9.6 and the submitted “Design Plan” was illegible.

- a) The owner has been advised to resubmit the package with all required elements and to also note the specific and unique requirements detailed in the Appendix B lot covenants which must be adhered to. Letter in file.
- b) Kent Lersch stated that he will provide the missing/requested items.

**4. 3818 Glen Vista Point – Revised Site Plan**

A revised site plan was requested, with new topography and TOF elevation figures, to ensure compliance with the Design Guidelines and that the Final Approval remains valid. The owner provided a Draft of the revised plan on May 27, 2022, requesting time to review the numbers before submitting the Final plan. The FINAL revised site plan was submitted on June 13, 2022 and reviewed by B. Rist for compliance.

- a) The ARC still needs a full-size hard copy of the Final revised Site Plan. Stop Work notice is now rescinded based upon receipt of the Final Site Plan and work can recommence. Letter requesting the hard copy will be sent to the owner.

**New Business:**

**1. 3247 Viridian Point – New Construction**

The complete Final New Construction package was received on June 7, 2022. RBD stamped plans and the updated project schedule were included. The ARC will review the samples (still to be board-mounted) at today’s meeting.

- a) Motion made and carried to grant Final approval to the new construction package (Swinford/Hente). The estimated completion date is February 2023.

**2. RR4 – The Preserve – Model Home Submitted for Approval: “Wolcott”**

The Model Design package was submitted on June 10, 2022 and reviewed by the ARC. Motion made and carried (Hente/Swinford) to approve the plans as submitted.

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

**A motion was made to ratify the following projects (Hente/ Van Vurst). Motion carried.**

**1. RR4 – The Preserve – Model Homes Submitted for Approval: “Winfield”; “Braddock”; “Burwell”; “Vine”; “Pinon”**

The Model Design packages were reviewed at ARC working sessions on May 1 and June 8, 2022. Upon receipt of “Enhance Elevation Pages” for each of the models, and following final committee review, the motion was made and duly approved to grant FINAL APPROVAL to these Models (Rist/Swinford). Toll Brothers/Eric Isaacson notified in writing. Letter to file.

**2. 3483 Skywatch Heights – Developer’s Construction Package submitted for Final Approval**

The complete Construction package was received on May 17, 2022. Following committee review, on June 8, 2022, the motion was made and duly approved to grant FINAL APPROVAL to this project (Swinford/Rist). Toll Brothers/Eric Isaacson notified in writing. Letter to file.

**3. 3730 Camel Grove – New Construction Package submitted for Final Approval**

The complete Final New Construction package was received on June 2, 2022. Following committee review, on June 8, 2022, the motion was made and duly approved to grant FINAL APPROVAL to this project (Swinford/Van Vurst). Owners notified in writing. Letter to file. Email to be sent to owners requesting that they pick up the color board and place it on the property.

**4. 3455 Hill Circle - Landscape Remodel Package submitted for Final Approval**

The complete Landscape Remodel package was received on May 31, 2022. Following committee review, on June 8, 2022, the motion was made and duly approved to grant FINAL APPROVAL to this project (Van Vurst/Rist). Owners notified in writing. Letter to file.

**5. 3905 Greenside –Landscape Remodel Package submitted for Final Approval**

The complete Landscape Remodel package was received on June 2, 2022. Following committee review, on June 8, 2022, the motion was made and duly approved to grant FINAL APPROVAL to this project (Rist/Van Vurst). Owners notified in writing. Letter to file.

**6. 3905 Hill Circle – Remodel Project submitted for Final Approval**

A request to replace existing roof materials with new tile and color was received on June 6, 2022. The site has an additional remodel project under ARC review, adding a room addition to the residential structure. With the roof change to the existing home, the same roof tile will be used on the room addition. Following committee review, on June 8, 2022, the motion was made and duly approved to grant FINAL APPROVAL to this replacement request (Hente/Swinford). Owners notified in writing. Letter to file.

**7. 3388 Skywatch Heights – Developer’s Construction Package submitted for Final Approval**

The complete Construction package was received on May 17, 2022. Following committee review, on May 26-27, 2022, the motion was made and duly approved to grant FINAL APPROVAL to this project (Swinford/Van Vurst). Toll Brothers/Eric Isaacson notified in writing. Letter to file.

**Other Business:**

**Management Office Report:**

- a. Current construction projects are being monitored
- b. The ARC met to discuss samples of Construction Area Signs submitted by Toll Brothers. The ARC agreed that the signs looked good and should be posted. There was a question about target audience and phrasing on one of the signs, Barbara will reach out to Erik Isaacson on this issue.

**Adjournment:** The meeting adjourned at 2:30 PM.

Respectfully submitted by Allie Johnson