



KCPOA Architectural Review Committee Meeting
Agenda

Zoom:

<https://us02web.zoom.us/j/83024519723?pwd=bThHaU9PMjRkYTNTQW00aXpVTWxVZz09>

Date & Time: August 23, 2022 at 2:00pm MT

Location: KCPOA Management Office and via Zoom link

Committee Members: Barbara Rist, Chairman; Sandi Swinford, EB Liaison; Scott Hente, Member; Fred Van Vurst, Member

Management Team: Diane Hampson, Community Manager; Allie Johnson, Assistant Community Manager

Call to Order:

Quorum:

Guests: Joann Albright, 3625 Moonrise Point

Approval of Minutes: ARC meeting minutes for August 9, 2022

Old Business:

1. 3306 Hill Circle – New Construction/TOF Certification

Cut-down of the foundation has been completed. New TOF certification received on August 15, 2022 showing the foundation to now be in compliance. Stop Work Order lifted and all construction may continue on this project. Owner and Builder notified. Letter to file.

2. 3925 Elisa Court – Landscape Project, In-Progress

The landscape project received Final Approval on June 22, 2022, following a request for additional plant materials in large fields of rock and mulch. The project initially began before ARC approval so it has been underway since early-June. Late July, the project appeared to be near completion however all work stopped prior to finishing. There has been no activity for several weeks. On August 16, 2022, the ARC requested that a letter be sent to the owner inquiring about the status of the project and requiring that the project be fully completed as soon as possible.

3. 3247 Viridian Point – New Construction, In-Progress

This project received Final Approval on June 14, 2022 and work commenced. On August 18, 2022, a TOF letter was submitted for the completed foundation. The letter specified only the “top of forms” and the “top of finished floor”, leaving the actual “top of foundation” figure unaccounted for. On the same day, the ARC requested that a letter be sent to the Owner and Builder requiring a new TOF certification showing the actual

measurement of the top of the concrete foundation walls.

4. 3844 Camelrock View – New Construction, In-Progress

The New Construction project is nearing completion and a final landscape plan has not yet been submitted for review and approval.

Correction to Previous Minutes: the ARC requested a notification letter be sent to the owner on July 6 and July 26, 2022, requesting the Landscape Plan. This was noted in earlier meeting minutes but it was discovered that those letters were not sent.

August 11, 2022: the requested notification was sent and the owner immediately responded with their timeline to have the Final Landscape Plan submitted within 3 weeks of that date. Letter and response to file.

5. 3322 Hill Circle – New Construction, In-Progress

Construction of the residence has been completed and a new owner has taken occupancy. Landscaping has not begun and the ARC has not received a Landscape Package for review at this time. At the August 9, 2022 ARC meeting, the ARC requested that a notification letter be sent to the new owner, explaining the timeline for submitting and completing the New Construction Landscape Project.

New Business:

3605 Camel Grove – Remodel, Solar Panels

This remodel application was submitted on May 15, 2022 and was incorrectly processed as a Property Maintenance Notification and a PMN Acceptance letter was sent. The ARC did not review or approve this project as required. The ARC became aware of the pending project on August 18, 2022 and B. Rist so notified the owner. The management office sent formal notice to the owner on August 19, 2022, advising and requesting modification to the placement of the large solar panel array or written verification that the panels must be located as shown. Because this project was mistakenly approved, the ARC will quickly process the owner's response.

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

1. 5040 Lyda Lane – Landscape Remodel, submitted for Approval

The Landscape Remodel application was received on August 17, 2022, requesting approval for a small landscape renovation project. Following committee review, on August 18, 2022 the motion was made and duly approved to grant APPROVAL to this project (Rist/Van Vurst). Owners notified in writing. Letter to file.

2. 4135 Reserve Point – New Construction, submitted for Final Approval

This New Construction project, located in The Greens, was submitted for final approval on August 11, 2022. Following committee review, on August 12, 2022 the motion was made and duly approved to grant APPROVAL to this project (Rist/Van Vurst). Owners notified in writing. Letter to file.

1. **Completed Projects - The following projects have been completed and inspected by the ARC. The files have been closed and homeowners notified to come pick up any construction or landscape plans. The notification advised the homeowners that any items left in the office after one week from the notification will be destroyed.**
 - a.

2. **Completed Inspections -**
 - a.

3. **Property Maintenance Notifications Accepted**
 - a.

4. **Management Office Report -**
 - a.

Next Scheduled Meeting: September 13, 2022

Adjournment

