



**ARCHITECTURAL REVIEW COMMITTEE MEETING
June 28, 2022**

MINUTES

CALL TO ORDER: The Architectural Review Committee meeting was called to order at 2:00 PM by Chairman Barbara Rist.

Establish Quorum: With the presence of four ARC Members, a 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, Assistant Community Manager.

Introduction of guests: No guests

Review & approve the minutes of June 14, 2022: The Committee approved the minutes of May 24, 2022 (Hente/Van Vurst). Motion carried.

Old Business:

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

The property will continue to be monitored. The Covenant Committee is scheduled to meet with both owner and builder to discuss the ongoing Top of Foundation issue. Diane briefly outlined the Hearing process and what other actions the HOA could take depending on the outcome of the hearing.

2. 3308 Skywatch Heights – Developer’s Construction Package Submitted for Final Approval

The Final construction package was submitted on June 10, 2022. The Committee reviewed the package and noted that this lot has special soil testing and drainage requirements. Barbara stated that they received an engineering report and that based on the report she feels that the results satisfy the soils requirement but that there is no practical solution on how to handle the drainage. Barbara drafted a letter to Toll Brothers requesting that they submit the soil test results as well as a drainage plan specific to each lot when they submit the construction application. The committee

agreed to withhold final approval until the ARC has been provided with a letter stating that Toll Brothers agrees to abide by the drainage plan to funnel all water to the front of the property.

New Business:

1. Officially introduced new Assistant Community Manager, Allie Johnson. Discussed communication flow and which email addresses to use.
2. **3730 Camels Grove-Landscape Package Approval**
Owners requested that ARC approve the landscape plans at the same time as the construction plans because of retaining walls being installed that affect both construction as well as landscaping. Motion was made and seconded (Hente/Van Vurst). Motioned carried.
3. **3675 Camels View-Driveway Revision**
Owners requested to revise their driveway due to some drainage issues that were discovered during construction. A revised driveway plan was submitted on 6/28/22. Motion was made and seconded (Hente/Swinford). Motion carried.

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. 3387 Skywatch Heights – Developer’s Construction Package submitted for Final Approval

The complete Construction package was received on June 13, 2022. Following committee review, on June 17 - 18, 2022 the motion was made and duly approved electronically to grant FINAL APPROVAL to this project (Rist/Van Vurst). Toll Brothers/Eric Isaacson notified in writing. Letter to file.

2. 3615 Moonrise Point - Landscape Remodel Package submitted for Final Approval

The complete Landscape Remodel package was received on June 13, 2022. Following committee review, on June 17, 2022 the motion was made and duly approved electronically to grant FINAL APPROVAL to this project (Van Vurst/Rist). Owners notified in writing. Letter to file.

3. 3925 Elisa Court –Landscape Remodel Package submitted for Final Approval

The complete Landscape Remodel package was received on June 17, 2022. Following committee review, on June 18, 2022 the committee noted that plant materials were required in the open fields of rock and mulch. The owner was notified, letter in file, and responded with a re-submission showing that additions of plant materials and moss rocks. Following a second review, the motion was made and duly approved electronically to grant FINAL APPROVAL to the revised plans for this project (Van Vurst/Hente). Owners notified in writing. Letter to file.

Other Business:

- Barbara requested that for the time being all PMNs still go through the ARC for notification purposes and that they be added to a project tracker that will be sent out to all ARC members on a regular basis.
- 3353 Hill Circle – Driveway- research to see if they were previously approved by the ARC for driveway revisions and if Impact fees were paid.
- Barbara updated the Builder Regulation form to include a spot for the builder to initial/acknowledge each page.
- Committee was informed that Red Rocks 1 properties do not need a Top of Roof certificate.
- Committee requested a periodic sales report for RR1 and RR4 to include Sale Closing dates and new owner information.
- Management instructed to give back the preliminary plans for properties when Toll Brothers delivers Final RBD stamped plans.
- Barbara presented an idea to create a brief summary handout of the landscape design guidelines for RR1 that Toll Brothers can give to buyers.

Diane reported the following Property Maintenance Notifications were received by the office, with acknowledgment sent to owners:

1. Property Maintenance Notifications Accepted

- a. 3050 Shadybrook Lane – Tree Replacement
- b. 3840 Camels View – Replace small bushes
- c. 3935 Elisa Court – Exterior Paint
- d. 3570 Hill Circle – Landscape replace mulch
- e. 3610 Camels View – Replace trees

Adjournment: The meeting adjourned at 3:27 PM.

Next scheduled meeting: July 12, 2022

Respectfully submitted by Allie Johnson