



ARCHITECTURAL REVIEW COMMITTEE MEETING August 23, 2022

MINUTES

CALL TO ORDER: The Architectural Review Committee meeting was called to order at 2:05 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	Absent

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

Introduction of guests: Joann Albright, 3625 Moonrise Point; Scott Sufak, 3635 Moonrise Point; John Pudaite, 3050 Rockbrook Lane

Review & approve the minutes of August 9, 2022: The Committee approved the minutes of August 9, 2022 (Hente /Swinford). Motion carried.

Old Business:

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

A correct TOF has been provided and the foundation is now within compliance. The stop work order has been lifted and construction has resumed.

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. The owners did respond that

there was a delay in getting materials and that his project should be completed shortly.

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. The builder has responded that he will get a corrected TOF to the committee.

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 the builder finalized the sale to the new owner, who has now taken occupancy. The owner will be responsible for landscaping the property. 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. The letter has been sent to the owners with a copy to the file.

New Business:

1. Joann Albright attended the meeting as a representative of the three homes that border the RR1 development. Her recollection of discussions in the early planning stages of RR1 with Toll Brothers and the IC was that a landscape buffer along the backyards of RR1 lots 1-4 would be planted prior to the start of construction. The ARC was not involved in those discussions and could not comment on the timing of the planting. Joann also brought to the attention of the committee that there is some concern about the security of the site and that KCPOA may be allowing construction work outside of the posted work hours. The ARC will refer this concern to the Security Committee.

2. 3050 Rockbrook Lane - Remodel of Deck and Window

John Pudaite attended the meeting to clarify and answer any questions the committee had. He explained the details of his plans and addressed the questions about the footprint of the deck and window in question. During the discussion it was noted that the deck plans show treated wood used as the deck surface, Scott Hente advised Mr. Pudaite to check with the local fire department on the fire code for deck surfaces to verify that a treated lumber deck would be in compliance with current fire codes. A motion was made and seconded (Rist/Hente) to approve his request. The motion carried and a letter was sent.

3. 3635 Moonrise Point – Revised Landscape

Scott Sufak attended the meeting to explain the three changes made to his landscape plans. Changes included bigger trees, corrections to errors made to the driveway during pouring, and adding rock instead of mulch in a small section next to the house where the mechanical equipment is located. Driveway errors included impurities in the concrete that caused discoloration as well as pouring concrete in a small area that was previously planned to have plants. The proposed correction to the driveway color is to stain it and to leave the concrete as it was poured. A motion was made and seconded (Hente/Swinford) to approve all three changes. The motion carried and a letter was sent.

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

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

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

3. 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, from the solar company, that placing the panels elsewhere would add significant cost or inefficiencies. The owner provided this letter. The ARC reviewed and approved the request. Owners were notified. Letter to file.

Other Business:

- 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. 2321 Hill Circle
 - b. 2571 Lyons View Pt.
 - c. 3605 Camel Grove
 - d. 3615 Moonrise Point

- 2. Completed Inspections**
 - a. 3322 Hill Circle – New Construction: Structure Inspection Only
Project(s) found to be compliant with the submitted plans and design guidelines.

- 3. Property Maintenance Notifications Accepted**

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

 - a. 3050 Rockbrook Lane – Exterior Paint

- 4. Management Report**
 - a. 3161 Sunnybrook Lane – Demolition Project
The demolition project is scheduled to start next week.
 - b. 3719 Camelrock View – at a site visit it was noted that the home is completed, and the house was inspected. The landscaping has been completed and is ready for inspection.
 - c. 3844 Camelrock View – The office has received the Certificate of Occupancy and is ready for inspection.
 - d. 3890 Glen Vista – A letter has been sent requesting the TOF certification.
 - e. Discussion and agreement to modify ARC documentation to include information on the requirements and permit process for any cuts and disturbances to the street, curb, and/or gutter. IC refers to these areas as “Right of Ways” (ROW). The Design Guidelines will be so amended.

Adjournment: The meeting adjourned at 3:22PM.

Next scheduled meeting: September 6, 2022

Respectfully submitted by Allie Johnson