



**ARCHITECTURAL REVIEW COMMITTEE MEETING**  
**September 27, 2022**

**MINUTES**

**CALL TO ORDER:** The Architectural Review Committee meeting was called to order at 2:04 PM by Chairman Barbara Rist.

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

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

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

**Introduction of guests:** Stephen D'Amico, ARC Member candidate

**Review & approve the minutes of September 13, 2022:** The Committee approved the minutes of September 13, 2022 (Swinford/Hente). Motion carried.

**Old Business:**

**1. 1274 Almagre Heights – New Construction Landscape Package**

The ARC received the revised landscape package on September 16, 2022, after reviewing the committee found several items that are not approvable as submitted. Items found not to be approvable are as follows

- a. Courtyard wall located at the “greeting patio” due to property setbacks.
- b. The “conversation patio” in the rear yard is only approvable if it is Flat, on-grade construction.
- c. The “entertainment wall” is too tall and cannot be within the property setbacks. It also must have little visual impact on neighboring properties.
- d. The outdoor kitchen patio is approvable, however, the placement of the kitchen island, fixed BBQ, ect...must be located within property setback lines.

- e. The 9' steel post with string lights cannot be approved due to the location of the posts and the impact on the neighbors. The lights cannot shine onto adjacent properties.
- f. There was no mention of planting for the side yards.

**2. 3440 Hill Circle – Remodel Project**

The ARC had not given Final Approval before the owners began construction. During construction, the owners found that there were foundation issues and reached out to the ARC for guidance. A motion was made and seconded (Hente/Swinford) to approve the original request and inform the owners that they will need to submit a change request to modify their project to correct the issues found. The motion carried.

**3. RR4 – Preserve – Landscape Plans for Subdivision**

The ARC received the revised atypical landscape plans for RR4 on September 20, 2022. After reviewing the ARC decided to request another revision pushing the native planting that comes out to the front of the property on the “wings” back and replace with other approved front yard plantings.

**4. 1290 Almagre Heights – New Construction/TOF**

Received a good TOF but the ARC has not received the color palette choices yet. A letter was sent to Toll Brothers requesting color palette choice.

**New Business:**

**1. 4115 Reserve Point**

The ARC now has an email giving approval from The Greens but there is no Impact Fee or application from the owner. A letter was sent to the owner requesting the Impact Fee and application. It was decided to let the construction continue while waiting for the requested items.

**2. 3451 Skywatch Heights – New Construction**

The ARC received the application for new construction. A motion was made and seconded (Hente/Swinford) to approve the project. The motion carried.

**3. 3845 Camels View – Landscape Remodel Package**

The ARC received the request on September 22, 2022. A motion was made and seconded (Swinford/Hente) to approve the project. The motion carried.

**4. 3360 Hill Circle – Failed Landscape**

A letter was sent to the property owner on September 16, 2022, informing them that their project failed inspection because they did not build to the plans submitted. The ARC has not received a response from the owner yet. It was decided to turn the matter over to the Covenant Committee for follow-up as this is now a covenant violation issue.

## **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. 3276 Skywatch Heights – New Construction submitted for Final Approval**  
The New Construction package was submitted on September 14, 2022. Following committee review, on September 15, 2022, the motion was made and duly approved to grant FINAL APPROVAL to this project (Rist/Van Vurst). Developer notified in writing. Letter to file.
- 2. 3844 Camelrock View – New Construction Landscape Package**  
The Landscape package was submitted on September 14, 2022. Following committee review, on September 15, 2022 the motion was made and duly approved (3 affirmative and 1 negative vote) to grant APPROVAL to this project (Rist/Swinford). Owner notified in writing. Letter to file.
- 3. 5031 Lyda Lane – Landscape Remodel Project**  
The Landscape Remodel package was submitted on September 20, 2022. Following committee review, on September 21, 2022, the motion was made and duly approved to grant APPROVAL to this project (Rist/Hente). Owner notified in writing. Letter to file.
- 4. 3025 Valleybrook – Remodel adding Solar Panels**  
The requested documentation was received on September 16, 2022, confirming location requirement for solar panels. Following committee review, on September 17, 2022, the motion was made and duly approved to grant APPROVAL to this project (Rist/Swinford). Owner notified in writing. 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. 3905 Hill Circle
  - b. 3925 Elisa Court
  - c. 2330 Hill Circle
- 2. Inspections Performed**  
No Inspections were performed.

All projects, except as noted, were 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. 2311 Hill Circle – Flagstones
- b. 2410 Hill Circle – Window Shutters
- c. 1980 Inwood Circle – Driveway repair/replace

### **4. Management Updates**

- a. Fred Van Vurst has resigned from the committee. Diane asked him to send in a formal written resignation. He has already turned in his Resource Manual and other committee member documents.
- b. A new column will be added to the PSR for the date that the request was received/submitted. This is to help organize the PSR
- c. Several of the RR1 properties that have begun construction are missing the color palette choices. A letter has been sent to Toll Brothers requesting the missing information.
- d. 3685 Hill Circle is under contract. The office anticipates that the construction materials stored on the property will be removed shortly after closing.
- e. 3161 Sunnybrook has started the re-seeding process.
- f. Barbara Rist is on the agenda for the next Infrastructure Committee meeting to discuss with them creating a joint task force to research possible modifications to the ARC Impact Fees.
- g. Barbara is working with Erik Isaacson, at Toll Brothers, to create a more efficient way to transfer information to the ARC and trigger the periodic inspections and other actions needed during the construction process.

**Adjournment:** The meeting adjourned at 3:40 PM

Next scheduled meeting: October 11, 2022

Respectfully submitted by Allie Johnson