



ARCHITECTURAL REVIEW COMMITTEE MEETING November 8, 2022

MINUTES

CALL TO ORDER: The Architectural Review Committee meeting was called to order at 2:05pm by Chairman Barbara Rist.

Establish Quorum: With the presence 3 ARC Members, a quorum was established:

Chair	Barbara Rist	Present
Board Liaison	Scott Hente	Present
Committee Member	Sandi Swinford	Absent
Committee Member	Steve D'Amico	Absent
Committee Member	Stuart Furgerson	Present

Representing RowCal is Allie Johnson, Assistant Community Manager.

Introduction of guests: No guests at today's meeting

Review & approve the minutes of October 25, 2022: The Committee approved the minutes of October 25, 2022 (Hente/Rist). Motion carried.

Old Business:

1. 3890 Glen Vista Point – New Construction Change Request

The owners submitted a Change Request on October 28, 2022 (electronic file only). New exterior elevation plan page shows 3 areas, previously approved for stucco, now changed to stone (to match other locations on the home). Revised Plan Page is dated 10/27/22. Following committee review, the motion was made and duly approved to grant APPROVAL for this Change Request (Hente/Furgerson). Motion carried. Owner will be notified. Letter to file.

2. 3322 Hill Circle – New Construction Landscape Package

The owner's landscaper contacted B. Rist requesting a phone meeting to discuss the KCPOA Landscape requirements. Rist provided the Landscape Design Guidelines and suggested he review these requirements prior to setting up a meeting. This package remains "Pending" the resubmittal of a professionally prepared landscape plan.

3. 3915 Star Rise Point – New Construction Project Change Request

On November 4, 2022 the owner submitted a Change Request, with photos and design drawings, showing a metal railing to replace the previously approved glass railing. Following committee review, the motion was made and duly approved to grant APPROVAL for this Change Request (Hente/Furgerson). Motion carried (S. D’Amico submitted approval electronically). Owner will be notified. Letter to file.

4. Top of Foundation Certifications – Received and Verified

- a. 3323 Skywatch Heights
- b. 3340 Skywatch Heights

5. Top of Roof Certifications – Received and Verified

- a. 3890 Glen Vista Point
- b. 3247 Viridian Point

New Business:

1. 3820 Camels View – Landscape Remodel Package Submitted

The complete Landscape Remodel package was received on November 4, 2022. Following committee review, the motion was made and duly approved to grant FINAL APPROVAL for this Landscape Remodel project (Hente/Furgerson). Motion carried. Owner will be notified. Letter to file.

2. RR1: 1210 Almagre Heights – New Construction Package Submitted

The New Construction package was received on November 4, 2022. Following committee review, the motion was made and duly approved to grant FINAL APPROVAL for this New Construction project (Hente/Furgerson). Motion carried. Developer will be notified. Letter to file.

3. RR1: 1258 Almagre Heights – New Construction Package Submitted

The New Construction package was received on November 4, 2022. Following committee review, the motion was made and duly approved to grant FINAL APPROVAL for this New Construction project (Hente/Furgerson). Motion carried. Developer will be notified. Letter to file.

4. 3430 Hill Circle – New Construction Package Submitted for Preliminary Review

The New Construction package was submitted on November 4, 2022 for ARC review and approval. This lot is for sale. Alliance Builders, working as an agent for the buyer, submitted Preliminary plans on behalf of and under the current owner’s name. The intent is to include an approved preliminary plan with the sale of the property. After review, the ARC found that the plans do not conform to the Design Guidelines and Appendix B Covenant requirements for the lot and denied the request.

A letter was sent to the current owner advising of the denial and the reasons why. The letter also advised that they may re-submit once the plans have been revised to meet KCPOA requirements.

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

No actions taken requiring ratification at this meeting.

Other Business:

- 1. September 2022 Design Guidelines** – Comments were offered by 2 homeowners with topics pertaining to Landscaping, Artificial Turf, Tree Requirements, Yard Décor, and Solar Panels. The committee determined that the current wording in the Design Guidelines adequately addressed these topics for now. Uses of Artificial Turf and the process and procedures for managing expanded use may be addressed in the future is Owner support is determined (ARC Survey). Comments were also offered by 2 legacy sub-associations pertaining solely to the statement that sub-association members are subject to paying an Impact Fee to KCPOA. This is not their understanding and they would like that specific wording removed from the Design Guidelines. The ARC will leave the wording as currently written until such time that the Executive Board determines otherwise. The September 2022 Design Guidelines, as written, have been sent to the EB for Final approval.
- 2. ARC Owner Survey** – A single-question survey of homeowners will be sent out after the holidays, near the first of January 2023. The survey seeks homeowner input on expanded use of artificial turf; presently allowed in back yards only. The results of this survey will determine if the ARC should consider/propose guideline changes.
- 3. Neighbor Notification Process** – A draft of the Neighbor Notification Process, and sample notification post card, has been circulated to the committee. The process/procedures and the notification post card itself were discussed and enhanced. B. Rist will create the document laying out the refined process steps (who/what/when), will revise the post card as discussed, and resubmit to all committee members for further discussion.
- 4. 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. 3605 Camel Grove
- 5. Property Maintenance Notifications Accepted**
 - a. 2311 Hill Circle – PMN project completed
 - b. 3805 Alta Mesa Ct. – PMN project completed
- 6. 3685 Hill Circle** – Response to denial of fees refund. The ARC recommends that the matter be taken to the Executive Board for a final decision.

Management Office Report:

No additional report for this meeting

Next Scheduled Meeting: December 13, 2022 at 2:00pm (No meeting on November 22, 2022 due to the Thanksgiving Holiday)

Adjournment: The meeting was adjourned at 3:25pm

Submitted By: Allie Johnson