



KCPOA Architectural Review Committee Meeting  
Agenda

<https://us02web.zoom.us/j/81658775292?pwd=SE5oejhmYnZmNE5cWZRZGs3UIVsQT09>

**Date & Time:** December 13, 2022 at 2:00pm

**Location:** KCPOA Management Office and via Zoom link

**Committee Members:** Barbara Rist, Chairman; Scott Hente, EB Liaison; Sandi Swinford, Member; Steve D’Amico, Member; Stuart Furgerson, Member

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

**Call to Order:**

**Quorum:**

**Guests:** Nicola Myers-Murty, ARC member candidate

**Approval of Minutes:** Review and approve minutes from the November 8, 2022 meeting

**Old Business:**

**1. 3430 Hill Circle – New Construction Package, Resubmittal for Preliminary Review**

The new owner submitted a revised New Construction package, on December 1, 2022, for ARC review and approval. The review identified several items needing clarification:

- a. Additional information required to determine max. TOF and confirm plan notes
- b. Driveway width may need to be reduced to 14’ at street
- c. Rear yard fencing: need specifications and design
- d. Correction on site plan or construction plan: side porch location

Letter sent on December 5, 2022 requesting all the above. The ARC will complete the Preliminary review upon receipt of this information.

**2. 3685 Hill Circle – New Construction Package, Submitted for Preliminary Review**

The current owner, Galiant Homes, submitted a New Construction package for ARC review and approval, on November 11, 2022, using the same plans originally intended for building on this lot and submitted by the prior owner. The ARC noted that these plans had previously been granted Preliminary Approval, on August 18, 2021, under another architectural committee. The original file was consulted for prior review notes and decisions. The file indicated the following variance approvals:

- a. Garage roof eave encroaching into front setback 24 to 30”
- b. Roof eave encroaching into side setback 15 to 20”
- c. Window well encroaching into setback

On the advice of counsel, the ARC “grandfathered” these variance approvals to the new owner of the property and plans.

Further review of the New Construction package led to a “Request for Additional Information” (Letter to file). The owner/builder responded and requested a Variance for the existing foundation which exceeds the maximum allowable foundation height. The ARC reviewed all plans and documents and did not find sufficient evidence to justify the request. The Variance was denied on December 7, 2022. The owner/builder must correct the foundation height before any further work can be approved on the property (Letter to file). The ARC will reconsider the matter if the owner/builder can prove the need for a higher foundation.

**3. Top of Foundation Certifications – Received and Verified**

- a. 3440 Hill Circle
- b. 3324 Skywatch Heights

**4. Top of Roof Certifications – Received and Verified**

- a. None this period

**New Business:**

**1. 3710 Camels View – New Construction Package, Submitted for Preliminary Review**

The New Construction package was submitted on November 16, 2022. The package included a Variance Request for 2 wall elements on the property. Following ARC review, the owner was sent a letter requesting “additional information and modifications” to the plans as submitted. The owner was also advised that the Variance Request was approved for posting on one of the wall elements (due to a geographical issue) but denied for the second wall element (placed in the front setback) (Letter to file). The ARC will conduct a second preliminary review once the information and modifications have been submitted. The Variance Posting will occur during that period.

**2. RR4- Preserve: Request for Garage Door Options**

The ARC previously approved all models and elevations for build in this community. On November 28, 2022, the developer submitted a request for approval of a “Garage Door Option” which could be offered to buyers on all models. The ARC determined that the submitted garage door style would not look appropriate on every approved model and requested new elevation drawings showing the models and elevations, with the garage door option pictured. The committee will review the request for specific models/elevations and make a determination.

**3. 3730 Camel Grove – New Construction, Revised Landscape Plan**

The owner submitted a Revised Landscape Plan for this project on December 6, 2022. The original Landscape Plan was approved on June 28, 2022. Requesting new approval.

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

**1. 3845 Camels View – Remodel: Driveway Staining**

The Remodel request was submitted on November 22, 2022. Following committee review, on November 28, 2022, the motion was made and duly approved to grant APPROVAL to the project (Hente/D’Amico). The owner was notified in writing and further advised that the driveway stain cannot extend onto the curb or gutter. Letter to file.

- 2. 3322 Hill Circle – New Construction: Landscape**  
The New Construction Landscape package was submitted on November 16, 2022. Following committee review, on November 28, 2022, the motion was made and duly approved to grant APPROVAL to the project (Swinford/Hente). The owner was notified in writing. Letter to file.
- 3. 1274 Almagre Heights – New Construction Landscape (Revised)**  
The revised New Construction Landscape package was submitted on November 17, 2022. Following committee review, on November 28, 2022, the motion was made and duly approved to grant APPROVAL to the project (Swinford/Hente). The developer was notified in writing. Letter to file.
- 4. 3415 Signature Golf Point – Remodel: Deck Extension**  
The Remodel request was submitted on November 18, 2022. Following committee review, on November 29, 2022, the motion was made and duly approved to grant APPROVAL to the project (Rist/D’Amico). The owner was notified in writing. Letter to file.
- 5. 3268 Virga Loop (RR4) – New Construction**  
The New Construction package was submitted on November 13, 2022. Following committee review, on November 16, 2022, the motion was made and duly approved to grant FINAL APPROVAL to the project (Rist/D’Amico). The developer was notified in writing. Letter to file.
- 6. 3260 Virga Loop (RR4) – New Construction**  
The New Construction package was submitted on November 13, 2022. Following committee review, on November 16, 2022, the motion was made and duly approved to grant FINAL APPROVAL to the project (Rist/D’Amico). The developer was notified in writing. Letter to file.
- 7. 3228 Virga Loop (RR4) – New Construction**  
The New Construction package was submitted on November 13, 2022. Following committee review, on November 16, 2022, the motion was made and duly approved to grant FINAL APPROVAL to the project (Rist/D’Amico). The developer was notified in writing. Letter to file.
- 8. 3251 Virga Loop (RR4) – New Construction**  
The New Construction package was submitted on November 13, 2022. Following committee review, on November 16, 2022, the motion was made and duly approved to grant FINAL APPROVAL to the project (Rist/D’Amico). The developer was notified in writing. Letter to file.

#### **Other Business:**

- 1. 3818 Glen Vista Point – New Construction: Change Request Needed**  
November 7, 2022, Owner notified the ARC and management office of intended construction changes from the originally approved design. B. Rist advised that the ARC would need to formally approve these changes and requested that new elevation drawings be submitted, along with a written description, for committee review.

A second request for this information was sent to the owner on December 8, 2022. Letter to file.

## **2. KCPOA DESIGN GUIDELINES, September 2022**

Formally approved by the Executive Board on December 8, 2022 and “Final Version” posted to the KCPOA Website. Discuss status of new ARC intro pages and quick links.

## **3. Neighbor Notification Process**

Notification postcard finalized and out for printing. Process defined and approved. Commence use immediately.

## **4. Impact Fees**

Update on latest sub-committee and sub-association meetings regarding the process and procedures for collecting Impact Fees and who they apply to.

## **5. 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. 1905 Twinflower Point – PMN Replace Trees
- b. 3360 Hill Circle – Landscape Remodel
- c. 5040 Lyda Lane – Install Flagpole
- d. 5040 Lyda Lane – Landscape Remodel
- e. 3050 Valleybrook – PMN Exterior Lighting/Lampposts

## **6. Property Maintenance Notifications Accepted**

- a. 3765 Hill Circle – Roof Replacement
- b. 3845 Hill Circle – Window Replacement
- c. 5020 Lyda Lane - Siding Repair/Exterior Painting

**Management Office Report:**

**Next Scheduled Meeting:**

**Adjournment:**