



ARCHITECTURAL REVIEW COMMITTEE MEETING January 10, 2023

MINUTES

CALL TO ORDER: The Architectural Review Committee meeting was called to order at 2:02 pm by Chairman Barbara Rist.

Establish Quorum: With the presence 4 ARC Members, a quorum was established:

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

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

Introduction of guests:

Steve Miller, Galiant Homes: 3685 Hill Circle
Tom Danner: ARC member candidate
Nicola Myers-Murty: ARC member candidate
Karen Young, owner 3785 Hill Circle

Review & Approve the Amended and Corrected minutes of September 28, 2021:

The Committee approved the amended and corrected minutes of September 28, 2021 (Swinford/D'Amico). Motion carried.

Review & Approve the minutes of December 12, 2022: The Committee approved the minutes of December 12, 2022 (D'Amico/Rist). Motion carried.

Old Business:

1. 3685 Hill Circle – New Construction Project, Preliminary Review

Steve Miller, President of Galiant Homes, was present to discuss the denied Variance Request for Top of Foundation height. Barbara Rist explained, per section 12.0 of the KCOA Design Guidelines, application for a variance from specific lot covenants shall be requested of the ARC only when circumstances such as topography, natural obstructions, hardship, or environmental issues require consideration of a change.

Mr. Miller was advised that to qualify for a variance he would need to provide evidentiary documentation which supports the need for a higher foundation. He was further advised that the established benchmarks, found in Appendix D of the Design Guidelines, should be used when determining the current foundation height. Next Step: Galian Homes will submit new documentation for ARC review.

2. 3430 Hill Circle – New Construction Package, Preliminary Review

The builder submitted a revised site plan intended to address issues noted at the previous ARC meeting. The additional information requested, to verify the maximum foundation height, was not provided correctly (the wrong locations for measurement were used). Letter sent on December 21, 2022 requesting the corrected data points. The ARC received the corrected information on January 10, 2023 and reviewed for accuracy during this meeting. A motion was made and seconded (Rist/Furgerson) to grant PRELIMINARY APPROVAL to this project. Motion carried. During discussion it was noted that the foundation height on the preliminary plans was significantly lower than the maximum allowable height. That height, 6446, will be specified in the Preliminary Approval letter.

3. Top of Foundation Certifications – Received and Verified

- a. 1210 Almagre Heights
- b. 1194 Almagre Heights
- c. 3268 Virga Loop

4. Top of Roof Certifications – Received and Verified

- a. 4135 Reserve Point
- b. 3730 Camel Grove

New Business:

No New business during this period

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

A motion was made to ratify the following projects (D'Amico/Furgerson). Motion carried.

1. 3247 Viridian Point – New Construction, Change Request

A Change Request was submitted on December 20, 2022 to modify the approved roofing materials. A roofing diagram and sample material was provided. Following committee review on December 21, 2022, the motion was made and duly approved to grant APPROVAL for the modified roofing material (Rist/Swinford). S. Hente recused himself from the vote. Letter to file.

2. 3818 Glen Vista Point – New Construction, Change Request

The Change Request materials (noted at last ARC meeting) were submitted on December 20, 2011. Revised elevation drawings and written description showed changes to some door/ window sizes and the elimination of a balcony and pergola. All changes were reviewed for continued conformance with lot covenants and design guidelines. Following committee review on December 21 and 22, the motion was made and duly approved to grant APPROVAL for the design changes as submitted (Rist/Hente). Letter to file.

3. 2463 Lyons view Point – Landscape Remodel

The Landscape Remodel package was submitted on December 19, 2022. Following committee review on December 20-23, the motion was made and duly approved to grant APPROVAL for the project as submitted (Rist/Furgerson). Letter to file.

4. 3925 Greenside – Remodel

The window and door Remodel package was submitted on December 21, 2022. The project is limited to the replacement of an existing door and window grouping with a new configuration. An interior fireplace replacement was also noted. Following receipt of the electronic plan set and committee review on December 24 – 28, the motion was made and duly approved to grant APPROVAL for the project as submitted (Rist/Swinford). Letter to file.

Other Business:

1. 3725 Camel Grove – Correction to Landscape Package Approval, September 2021

The ARC recently learned that an error had been made in the Approval letter submitted to the owners of this property address. The error has now been corrected and the property owners have been notified that the plans were approved as submitted, with the caveat the driveway width at the street cannot exceed 14' (side-load garage). If the owners did not build the parking pad as originally planned, the previous Approval will be grandfathered for a future project. As noted above, meeting minutes from September 28, 2021 have also been amended and corrected.

2. 3710 Camels View – New Construction, 2nd Preliminary Review

The ARC received an electronic copy of the revised package on January 10, 2023 but is still waiting for a hard copy to be dropped off. The ARC will review the plans at the next working session. Sandi Swinford has stated that she will abstain from voting on this project since she is a neighbor of the lot.

3. ARC Survey – The single-question survey is ready to launch shortly after the release of the KCPOA community newsletter. An article has been placed in the newsletter announcing the survey and seeking owner input on the topic of artificial turf. The survey will be sent out using Surveymonkey.

4. Impact KCPOA ARC Webpage

All ARC documents are loaded and available to print or download. New “front-end” introduction page, developed by S. D’Amico, to deploy soon.

5. ARC Work Session Schedule

It was decided to change the working session schedule to Tuesdays at 10:30 AM, the week prior to all formal ARC meetings. The new schedule will go into effect on January 17, 2023.

6. 3785 Hill Circle – PMN Impact Fee

Karen Young, owner of 3785 Hill Circle, requested a waiver of the Impact Fee required by the Design Guidelines for her project. Her request is based on there being no dumpster needed and no large or heavy vehicles being used for the project. Barbara explained the fee schedule and policy and that, based upon the cost of her project, the Impact Fee is due. It was further noted that the ARC does not have the authority to waive Impact Fees. Ms. Young was advised that she may send a written request to the EB requesting the fee be waived. Ms. Young indicated that she understood that upon receipt of her request, she would be added to the next EB meeting agenda and that if the EB denies her request her account would be assessed the Impact Fee.

7. Completed Projects - The following projects have been completed and inspected by the ARC. The files have been closed and homeowners notified to come to 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.

There are no completed projects to note.

8. Property Maintenance Notifications Accepted

- a. 3785 Hill Circle – Window Replacement

Management Office Report:

- a. 3387 Skywatch Heights is close to completion and is scheduled to close at the end of January. A meeting with Erik Isaacson, Toll Brothers, has been scheduled for Wednesday, January 11th, 2023 to discuss how construction completion will be handled as development progresses.
- b. The office received an application for Right of Way Restoration and a Demolition permit for 1433 Smoochers Circle. The Demolition Impact Fee has been collected and the Right of Way Restoration Permit has been processed. The contractor will drop off the restoration fee. This property is part of the Park sub-association.
- c. A motion was made and seconded (Rist/D’Amico) to recommend to the EB the appointment of Tom Danner to the ARC. Motion Carried.

Next Scheduled Meeting: January 24, 2023 at 2:00 pm

Adjournment: The meeting was adjourned at 3:30 pm

Submitted By: Allie Johnson, Assistant Community Manager