



## **ARCHITECTURAL REVIEW COMMITTEE MEETING February 14, 2023**

### **MINUTES**

**CALL TO ORDER:** The Architectural Review Committee meeting was called to order at 2:00 pm by Chairman Barbara Rist.

**Establish Quorum:** With the presence 5 ARC Members, a quorum was established. Stuart Furgerson gave his proxy to Barbara Rist.:

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

Representing RowCal is Allie Johnson, Assistant Community Manager.

### **Introduction of guests:**

**Review & approve the minutes of January 24, 2023:** The Committee approved the minutes of January 24, 2023 (Swinford/Rist). Motion carried. Scott Hente Abstained from voting.

### **Old Business:**

#### **1. 3685 Hill Circle – New Construction, Variance Request**

The Variance Posting period has been extended to February 23, 2023 to allow for comments from owners who live behind and across the golf course fairway from the project address. The initial posting period began on January 27, 2023 via email, USPS mail, signage posting on the lot, and the KCPOA website. An email was sent to those owners who responded to the variance acknowledging receipt of their response. Attached to the email was a letter drafted by Chairman Rist that gave more information on the history of the project, the variance process, and a detailed explanation of what this variance is requesting. No action will be taken at this meeting.

## **2. Top of Foundation Certifications – Received and Verified**

- a. No Top of Foundation certificates were received.

## **3. Top of Roof Certifications – Received and Verified**

- a. No Top of Roof certificates were received.

### **New Business:**

#### **1. 3372 Skywatch Heights (RR1)– New Construction Landscape Package**

The Landscape Design package was received on January 27, 2023 from buyers under contract for the purchase of this property. ARC review found several missing elements and non-conformance with the KCPOA Design Guidelines, Section 8. The owner has been notified to resubmit the package for a second review. Letter to file.

#### **2. (RR1) “Daltry” Master Floorplan Package**

A new Master floorplan, for use in Red Rocks, was submitted on February 7, 2023 for ARC review and approval. A motion was made and seconded (Hente/D’Amico) to approve the new master floor plan. Motion carried.

#### **3. (RR1) “Fleetwood” Master Floorplan Package**

A second new Master floorplan, for use in Red Rocks, was submitted on February 7, 2023 for ARC review and approval. The floorplan, as drawn, showed a main floor square footage that fell below the minimum required for a two-story property in this development. The package was returned to the developer, Toll Brothers, for modifications and resubmittal. No action was taken.

#### **4. 3276 Skywatch Heights (RR1) – New Construction Landscape Package**

The Landscape Design package was submitted on February 7, 2023 from buyers under contract for the purchase of this property, for ARC review and approval. A motion was made and seconded (Swinford/D’Amico) to approve the submitted package. Motion carried.

#### **5. 3308 Skywatch Heights (RR1) - New Construction Landscape Package**

The Landscape Design package was submitted on February 9, 2023 from buyers under contract for the purchase of this property, for ARC review and approval. A motion was made and seconded (Swinford/Danner) to approve the submitted package. Motion carried.

#### **6. 3015 Shadybrook Lane – Landscape Package, Minor Remodel**

The Landscape Design package was submitted for ARC review and approval on February 10, 2023. A motion was made and seconded (Furgerson/Swinford) to approve the submitted package, adding a note to the letter reminding the owners that when the trees reach maturity they cannot encroach onto the neighboring properties. Motion carried.

**7. 3435 Skywatch Heights (RR1) – New Construction Package**

The New Construction package was submitted for ARC review and approval on February 10, 2023. A motion was made and seconded (Hente/Swinford) to approve the submitted package. Motion carried.

**8. 3339 Skywatch Heights (RR1) – New Construction Package**

The New Construction package was submitted for ARC review and approval on February 10, 2023. A motion was made and seconded (Hente/D’Amico) to approve the submitted package. Motion carried.

**9. 3060 Virga Loop (RR4) – New Construction Package**

The New Construction package was submitted for ARC review and approval on February 10, 2023. A motion was made and seconded (Hente/Swinford) to approve the submitted package. Motion carried.

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

**A motion was made to ratify the following projects (Hente/Danner). Motion carried. Sandi Swinford recused herself from voting.**

**1. 3710 Camels View – New Construction Project, Preliminary Approval and Variance Request**

The previously submitted Variance Request was posted for owner comments, commencing January 20, 2023 and ending on February 3, 2023. The purpose of the request was to allow the addition of a screening wall at the front of the property to accommodate a resident with special ADA needs. Topographical positioning of the lot was cited as the reason for this need. Following ARC review of KCPOA member comments and based upon the lot positioning and the requirements of the Federal Fair Housing Act and American’s with Disabilities Act, the motion was made and duly approved on February 7, 2023 to grant APPROVAL to the Variance Request (D’Amico/Danner). All in favor with one recusal (Swinford). Motion passed. Owners notified in writing. Letter to file.

**Other Business:**

**1. 3080 Sunnybrook – Remodel, Partial Package Received and on Hold**

The office received two projects for this property, one was to add a pergola to the front of the home the second was to add a detached golf cart garage. The pergola project was approved on September 13, 2022 but has not started yet. There was some confusion with this project and it was thought that the owners had decided not to continue with the pergola project. The owner was contacted and they updated the

project timeline for the pergola. The second project, a detached garage, was submitted on January 27, 2023. The owner was informed that detached garages were not permitted in KCPOA and was asked to resubmit plans attaching the garage to the existing building. The office received a hardcopy of plans attaching the garage on January 30, 2022. The owner was contacted and asked to provide an electronic copy of the plans. The project is on hold until the ARC receives the electronic copy.

**2. Variance Process – Review of administrative procedures**

It was decided that when Variance Requests come before the ARC for approval of posting that the ARC will determine which addresses will receive written notification of the request and that those addresses the notice was mailed to would be recorded in the meeting minutes. The ARC has instructed management staff to no longer use or include a QR code at the physical posting.

**3. Impact Fee task force Update**

Barbara Rist advised the ARC that the impact fee task force is finalizing and preparing their report to present to the EB.

**4. 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.**

- a. 3025 Valleybrook Ln was marked as completed, there were no plans for the owner to pick up.
- b. 2511 Hill Circle was marked as completed, there were no plans for the owner to pick up.

**5. Property Maintenance Notifications Accepted**

- a. No PMNs were accepted.

**Management Office Report:**

1. Letters requesting project status updates were sent out last week. There has been some response back and the PSR is being updated as they come in.
2. Management informed the ARC that new “Variance Request” signs to post at the property were ordered.

**Next Scheduled Meeting:** February 28, 2023 at 2:00 pm

**Adjournment:** The meeting was adjourned at 3:16 pm

**Submitted By:** Allie Johnson, Assistant Community Manager