



## **ARCHITECTURAL REVIEW COMMITTEE MEETING**

**March 14, 2023**

### **MINUTES**

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

**Establish Quorum:** With the presence of six (6) ARC Members, a quorum was established. Tom Danner 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	Present
Committee Member	Tom Danner	Present

Representing RowCal is Allie Johnson, Assistant Community Manager.

Introduction of Guests:

- Chris – Landscaper with Purely Ponds and Waterfalls. Project at 3890 Glen Vista Point

**Review & approve the minutes of February 28, 2023:** The Committee approved the minutes of February 28, 2023 (Hente/D'Amico). Motion carried.

### **Old Business:**

#### **1. 3387 Skywatch Heights – New Construction Landscape, Submitted for Approval**

All package components were received on March 2, 2023, and forwarded to committee members for review. After review, it was determined that a number of required elements are missing from the landscape drawings. On March 8, 2023, the buyer/owner was notified of the additional information needed and provided a "Sample Plan" for illustration. Letter to file. No action was taken at this meeting.

#### **2. 3467 Skywatch Heights - New Construction Landscape, Submitted for Approval**

All package components were received on February 28, 2023, and forwarded to committee members for review. After review, it was determined that several required elements are missing from the landscape drawings or cannot be approved as submitted. On March 8, 2023, the buyer/owner was notified of the additional information and modifications needed. Letter to file. No action was taken at this meeting.

**3. 3890 Glen Vista – New Construction Landscape, Submitted for Approval**

This Landscape Package was originally received on March 3, 2023. Following discussions with the owner, a new Landscape Plan was submitted on March 6th, to conform with current KCPOA Design Guidelines, and forwarded to the committee for review. After review, it was determined that additional information is needed. On March 8, 2023, the owner was notified of these items, letter to file, and indicated he plans to attend this meeting and would bring the information at that time. The owner attended the meeting via Zoom and his landscaper attended in person to present the requested information. After reviewing the additional information, a motion was made and seconded (Swinford/Hente) to approve the submitted plans. The motion carried.

**4. 3372 Skywatch Heights - New Construction Landscape, Submitted for Approval**

This Landscape Package was originally received late January 2023 and the buyer/owner was notified of missing components and areas of non-conformance with the KCPOA Design Guidelines. February 27, 2023, the landscape contractor requested more information and was sent the KCPOA Landscape Design Guidelines and a Sample Landscape Plan. On March 6, 2023, a revised Landscape Plan was submitted for ARC review and approval. After review it was decided that additional information and revisions to the plans are still needed and a letter was sent to the owners. Letter to file.

**5. (RR1) “Fleetwood” Master Floorplan Package**

The revised “Fleetwood” plan that was submitted to the ARC on March 9, 2023, was rejected and sent back to Toll Brothers for more revisions. The Top of Roof on the submitted plans was too high. The ARC will re-review after model modifications.

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

- a. 3060 Virga Loop
- b. 3339 Skywatch Heights
- c. 3435 Skywatch Heights

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

None this period

**8. Drainage Surveys – Received and Verified**

- a. 3308 Skywatch Heights
- b. 3467 Skywatch Heights

## **New Business:**

### **1. 1970 Inwood Circle – Remodel Project**

The Remodel Package was received on March 2, 2023. *Note: this project was originally submitted under a New Construction application and without the required documentation. It was returned to the owner for resubmittal with the correct application and materials.* The project entails removing an existing wood fence and replacing it with a new and larger wood fence, in a different location. Following ARC review, it was determined that the project could not be approved as submitted based on non-conformance with current KCPOA Design Guidelines (material) and location of the new fencing. On March 8, 2023, the owner was notified of the requirements and asked to modify and resubmit their project. Letter to file. No action was taken at this meeting.

**Ratification of Consent for Actions taken by the ARC between Formal Meetings: A motion was made and seconded (Hente/D'Amico) to ratify the decisions made prior to the ARC meeting. Motion carried.**

### **1. 3080 Sunnybrook Lane – Remodel Project**

The Remodel Package was received on March 1, 2023, and entails the addition of a courtyard railing at the front entrance. Following ARC review on March 2, 2023, the motion was made and seconded (Rist/Furgerson) to grant Final Approval for this project. Motion passed. Owners notified in writing. Letter to file.

### **2. 5021 Lyda Lane – Remodel Project**

The Remodel Package was received on February 28, 2023, and entails the exterior materials and paint updates and the extension and covering of a rear patio. Following ARC review on March 7, 2023, the motion was made and seconded (Rist/Swinford) to grant Final Approval for this project. Motion passed, with one member recusing himself (Danner) due to being the next-door neighbor to this property. Owners notified in writing. Letter to file. Neighbor Notifications will be sent to 5011, 5020 and 5031 Lyda Lane.

### **3. 3430 Hill Circle – New Construction Project**

The Final New Construction package was received on February 28, 2023, and submitted to the ARC for final review. On March 7, 2023, the motion was made and seconded (Hente/Rist) to grant Final Approval for this project. Motion passed. Owners notified in writing. Letter to file. Neighbor Notifications will be sent to 3420, 3440 and 3445 Hill Circle.

### **4. 3131 Virga Loop (RR4) – New Construction Project**

The Final New Construction package was received on March 2, 2023, and submitted to the ARC for final review. On March 7, 2023, the motion was made and seconded (Rist/D'Amico) to grant Final Approval for this project. Motion passed. Developer notified in writing. Letter to file.

## **Other Business:**

### **1. 2553 Lyons View Point – Owners Notice of Completion**

The owner submitted the "Notice of Completion" form on March 1, 2023. A subsequent inspection revealed that the project was not fully completed. The final inspection will not

be conducted, and the Builder Escrow Deposit will not be refunded until the owner notifies the ARC that the site has been cleaned, all materials and dumpsters removed, and the driveway has been poured.

2. **Completed Projects** - The ARC has completed and inspected the following projects. The files have been closed, and homeowners have been 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. 3845 Camels View
  - b. 3815 Edgecliff

3. **Property Maintenance Notifications**

- a. None this Period

**Management Office Report:** The mailboxes for RR1 have been installed and the keys turned over to Troll Brothers for distribution. Toll Brothers sales report for RR1: 29 homes sold, 1 QMI, and 1 Feature Home. Sales report for RR4: 11 homes sold, 5 QMIs, and 1 feature home.

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

**Adjournment:** The meeting was adjourned at 3:02 pm

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