



ARCHITECTURAL REVIEW COMMITTEE MEETING March 28, 2023

MINUTES

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 1:00 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	Absent
Committee Member	Tom Danner	Present

Representing RowCal is Diane Hampson, Community Manager.

Introduction of guests:

- Nicola Myers – Murty, 3340 Shebas Way, potential new committee member
- Larry Zeidler, 3070 Valley Brook Lane, potential new committee member

Review & approve the minutes of March 14, 2023: The Committee approved the minutes of March 14, 2023 (Hente/D'Amico). Motion carried.

Old Business:

1. 3372 Skywatch Heights - New Construction Landscape, Pending Review

The owners contacted the management office and B. Rist seeking clarification on the modifications requested following the last ARC meeting. Owner submitted the revised Landscape Plan prior to today's meeting as instructed. A motion was made and seconded (Hente/Danner) to approve the landscape plan. Motion carried.

2. 3387 Skywatch Heights – New Construction Landscape, Submitted for Approval

The requested revised Landscape plan was submitted on March 22, 2023 for ARC review and approval. A motion was made and seconded (D'Amico/Rist) to approve the landscape plan. Motion carried.

3. 3467 Skywatch Heights - New Construction Landscape, Submitted for Approval

The requested revised Landscape plan and additional information was submitted on March 22, 2023 for ARC review and approval. A motion was made and seconded (Rist/Swinford) to approve the landscape plan. Motion carried.

4. Top of Foundation Certifications – Received and Verified

- a. No Top of Foundation this period

5. Top of Roof Certifications – Received and Verified

- a. No Top of Roof this period

6. Drainage Surveys – Received and Verified

- a. 3371 Skywatch Heights

New Business:

1. 3483 Skywatch Heights – New Construction Landscape, Submitted for Approval

This Landscape Package was submitted on March 14, 2023 and forwarded to the committee for review. The ARC found a number of missing and non-conforming elements. On March 16, 2023 the buyer was so notified and requested to re-submit. Letter to file. This package remains Pending. No action was taken at this meeting.

2. 3530 Hill Circle – Landscape Remodel, Submitted for Approval

This Landscape Package was originally submitted on March 15, 2023, followed by a revised plan March 22, 2023, for ARC review and approval. A motion was made and seconded (Rist/Hente) to approve the landscape plan. Motion carried.

3. 3220 Virga Loop – RR4 New Construction, Submitted for Approval

The New Construction Package was submitted on March 22, 2023 for ARC review and approval. A motion was made and seconded (Rist/Hente) to approve the landscape plan. Motion carried.

4. 1830 Coyote Point – Landscape Remodel, Submitted for Approval

The Landscape Application, with photographs, was submitted on March 22, 2023 for ARC review and approval. A Landscape plan was not submitted. Owner was advised, same day, to fully complete the application and submit a Landscape plan showing all new elements. Letter to file. No action was taken at this meeting.

5. 1161 Almagre Heights – RR1 New Construction, Submitted for Approval

The New Construction Package was submitted on March 23, 2023 for ARC review and approval. A motion was made and seconded (Rist/Hente) to approve the landscape plan. Motion carried.

6. 3388 Skywatch Heights – RR1 New Construction Landscape, Submitted for Approval

A Landscape application was submitted on March 22, 2023. A photograph of a deck railing, with fabrication and installation proposal, was attached but no landscape plan was included. The buyer cover note indicated they plan to include the deck railing information on the soon-to-be submitted landscape plan. Buyer was advised that the application will be held until the remaining package elements are submitted. Letter to file. No action was taken at this meeting.

7. 1242 Almagre Heights – RR1 New Construction, Submitted for Approval

The New Construction package was submitted to the ARC on March 22, 2023. A revised and corrected Plot Plan was requested, via email with E. Isaacson. This file remains Pending until a new Plot Plan is received and a second review can be completed.

8. 3228 Skywatch Heights – RR1 New Construction, Submitted for Approval

The New Construction package was submitted to the ARC on March 22, 2023. A revised and corrected Plot Plan was requested, via email with E. Isaacson. This file remains Pending until a new Plot Plan is received and a second review can be completed.

9. 3124 Virga Loop – RR4 Exterior Color Palette Submitted

The exterior color palette for this project was submitted on March 24, 2023 however the ARC has not received a New Construction package for this address as of this date. The color palette information will be held until the New Construction package is received.

10. 3267 Virga Loop - RR4 Exterior Color Palette Submitted

The exterior color palette for this project was submitted on March 24, 2023 however the ARC has not received a New Construction package for this address as of this date. The color palette information will be held until the New Construction package is received.

11. 1631 Rockview – Enclosing the back patio

The home is part of The Retreat sub-association. The owners have received approval for their project from the sub-association and are formally advising KCPOA of their project. A motion was made and seconded (Hente/D'Amico) to approve the landscape plan. Motion carried.

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. 3259 Virga Loop (RR4) – New Construction Project

The Final New Construction package was received on March 15, 2023, and submitted to the ARC for final review. On March 17, 2023, the motion was made and seconded (Rist/Hente) to grant Final Approval for this project. Motion passed. Developer notified in writing. Letter to file.

2. 3645 Camels View – Landscape Remodel Project

The Landscape Remodel package was received on March 15, 2023 and submitted to the ARC for review. The project entails a partial remodel of existing landscape: removing 3 areas of

existing turf and replacing them with mulch and gravel beds with planting materials. On March 16, 2023, the motion was made and seconded (D'Amico/Furgerson) to grant Final Approval for this project. Motion passed. Owner notified in writing. Letter to file.

3. (RR1) "Fleetwood" Master Floorplan Package

The second revised "Fleetwood" plan was received on March 16, 2023. Previous issues of square footage and height now corrected. On March 20, 2023, the motion was made and seconded (Rist/D'Amico) to grant Approval for the new model design. Motion passed. Developer notified in writing. Letter to file.

4. 3745 Camel Grove – Remodel Exterior Paint

The Remodel application with color samples was received on March 22, 2023, and submitted to the ARC for review and approval. On March 24, 2023, the motion was made and seconded (Rist/Danner) to grant Approval for this project. Motion passed. Owner notified in writing. Letter to file

Other Business:

1. Stuart Furgerson – Resignation from ARC

B. Rist accepted S. Furgerson's resignation from the committee. The ARC thanks him for his dedication and contributions to our work and wishes him well in completing and moving into his new home in Red Rocks.

2. Impact Fee Policy and Procedures

The executive board has accepted the recommended changes to the Impact Fee policy and procedures and posted them for community comment for a 30-day period. The new policy will be formally voted by the EB after reviewing community input collected during this posting period.

3. Design Guidelines

The ARC has noted that several areas of the Design Guidelines need amending and/or clarification:

- a. Landscape: define "landscape elements" and their use and placement; review specific plan elements which must be submitted for approval; reference and directions to Wildland Urban Interface documentation.
- b. Construction & Builder Regulations: addition of affirmative statement to review and abide by KCPOA Design Guidelines
- c. Temporary Storage Permit
- d. Appendix C: Fee Schedule

These issues will be considered for the next update to the Design Guidelines, anticipated in May 2023.

4. A motion was made and seconded (Rist/D'Amico) to recommend Nicola Myers-Murty to the EB as a new member of the ARC Committee. Motion carried

5. 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. None this period

6. Property Maintenance Notifications

a. 3070 Rockbrook Lane – Exterior Paint

Management Office Report: Through the 811 locates process, we are catching a lot of owners doing work without notifying the ARC. Each time, we contact the owner to let them know that a PMN or Landscape Application is necessary.

Diane Hampson's last day is April 7th. She states that "It has been a pleasure working with you all. Best of luck in the future!"

Next Scheduled Meeting: April 11, 2023 at 2:00 pm

Adjournment: The meeting was adjourned at 2:03 pm

Submitted By: Allie Johnson, Assistant Community Manager