



KCPOA Architectural Review Committee Meeting Agenda

<https://us02web.zoom.us/j/81658775292?pwd=SE5oejhmYnZmNEEx5cWZRZGs3UIVsQT09>

Date & Time: March 28, 2023 at 1:00pm MT

Location: KCPOA Management Office and via Zoom link

Committee Members: Barbara Rist, Chairman; Scott Hente, EB Liaison; Sandi Swinford, Member; Steve D'Amico, Member; Tom Danner, Member

Management Team: Diane Hampson, KCPOA Community Manager

Call to Order:

Quorum:

Guests:

Approval of Minutes: ARC meeting minutes – March 14, 2023

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 advised that the revised Landscape Plan may be submitted prior to today's meeting. This package remains Pending until the new plan is received and a second review can be completed.

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.

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.

4. Top of Foundation Certifications – Received and Verified

None this period

5. Top of Roof Certifications – Received and Verified

None this period

6. Drainage Surveys – Received and Verified

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 expected 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.

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.

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 advised, same day, to fully complete the application and submit a Landscape plan showing all new elements. Letter to file. No action expected 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.

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 advised that the application will be held until the remaining package elements are submitted. Letter to file. No action expected 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.

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

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. 3730 Camel Grove

The ARC received legal notification of a neighbor complaint regarding the driveway at this address encroaching into the side setback. With this notice, submitted by the complainant's attorney, the ARC has turned this matter over the David Firmin, KCPOA attorney of record for all further handling. The ARC will continue to monitor the New Construction project at this address and ensure that all requirements are met and conform with KCPOA Design Guidelines.

4. 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 May 2023.

- 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. None this period

- 6. Property Maintenance Notifications Accepted –**
- 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.

My last day is April 7th. It has been a pleasure working with you all. Best of luck in the future!

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

Adjournment: