



## **ARCHITECTURAL REVIEW COMMITTEE MEETING**

**April 11, 2023**

### **MINUTES**

**CALL TO ORDER:** Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:03 pm.

**Establish Quorum:** With the presence of four (3) ARC Members, a quorum was established. Tom Danner submitted his proxy to Scott Hente for voting purposes.

Chair	Barbara Rist	Present
Board Liaison	Scott Hente	Present
Committee Member	Steve D'Amico	Present
Committee Member	Tom Danner	Absent (Proxy to SH)
Nominated Member	Nicola Myers-Murty	Present

Representing RowCal: Mindy Gutierrez, Community Manager; Allie Johnson, Assistant Community Manager.

Introduction of Guests: None present at this meeting

**Review & Approve the Minutes of March 28, 2023:** The Committee approved the minutes for the April 11, 2023 ARC meeting (Hente/D'Amico). Motion carried.

### **Old Business:**

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

None submitted this period

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

None submitted this period

#### **3. Drainage Surveys – Received and Verified**

3276 Skywatch Heights

### **New Business:**

#### **1. 3850 Hill Circle – New Construction, Submitted for Final Approval**

The ARC received the New Construction package on April 21, 2023, submitted for Final review.

The project received Preliminary Approval on March 22, 2022; said approval extended to May 16, 2023. The physical sample board was not submitted with the final package and has been requested by the committee. ARC review pending receipt. No action taken at this meeting.

**2. 3403 Skywatch Heights (RR1) - New Construction Landscape, Submitted for Approval**

The ARC received the new construction Landscape package on April 21, 2023. Initial review noted that additional information and modifications are needed. Letter of request will be sent. ARC review pending receipt.

**3. 3388 Skywatch Heights (RR1) – New Construction Landscape, Submitted for Approval**

The ARC received the new construction Landscape package on April 24, 2023. Initial review noted that additional information and modifications are needed. Letter of request will be sent. ARC review pending receipt.

**4. 3010 Shadybrook Lane – Landscape Remodel, Submitted for Approval**

The ARC received the Landscape Remodel package on April 24, 2023. Following committee review, a motion was made and seconded (D’Amico/Hente) to grant Pre-Approval for this landscape remodel project pending receipt of landscaper’s statement that the existing grading and drainage is not changing. Motion carried. Letter will be sent requesting this documentation. Final Approval will be granted upon receipt and review.

**5. 3055 Rockbrook – Residential Remodel, Submitted for Approval**

The initial remodel package was received by B. Rist, direct from the owner. Brief review of submitted materials noted missing information which was then requested from the owner. Package pending receipt of additional information. ARC review pending. No action 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. 2421 Hill Circle – Landscape Remodel, Portico Addition**

The Landscape Remodel Application was submitted on April 13, 2023 for ARC final review. The project entails erecting a portico-covered seating area in the rear yard. Following committee review, on April 17, 2023 the motion was made and seconded (D’Amico/Danner) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

**2. 1710 Coyote Point – Landscape Renovation, Replace Rock and Mulch**

The Landscape Remodel Application was submitted on April 13, 2023 for ARC final review. Following committee review, on April 18, 2023 the motion was made and seconded (Rist/Danner) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

**3. 1830 Coyote Point – Landscape Remodel, Fire Mitigation**

Revised drawings and additional information regarding this Landscape Remodel project

was submitted on April 17, 2023 for ARC final review. Following committee review, on April 18, 2023 the motion was made and seconded (Hente/Danner) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

**4. 1686 Rockview Trail (Retreat) – Landscape Remodel**

The Landscape Remodel Application was submitted on April 21, 2023 for ARC review. The package included the Approval letter from The Retreat (sub-association). Following committee review, on April 22, 2023 the motion was made and seconded (Rist/Danner) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

**5. 3730 Camel Grove – New Construction Landscape Revision**

The Revised Landscape Plan was submitted for second approval on April 21, 2023. Revisions included additional plantings to screen a retaining wall, dog run, and A/C units from neighbor view. Following committee review, on April 22, 2023 the motion was made and seconded (Rist/D'Amico) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

**Other Business:**

**1. 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. 3745 Camel Grove
- b. 3710 Camels Ridge
- c. 3845 Camels View
- d. 2511 Chilson Lane
- e. 1760 Coyote Point
- f. 3920 Elisa Court
- g. 1690 Hill Circle
- h. 3765 Hill Circle
- i. 3785 Hill Circle
- j. 3845 Hill Circle
- k. 3885 Hill Circle
- l. 5111 Lyda Lane
- m. 2463 Lyons View Point
- n. 3650 Moonrise
- o. 3615 Moonrise
- p. 3415 Signature Golf Point
- q. 3915 Star Rise Point

**2. Property Maintenance Notifications Accepted –**

- a. 3070 Rockbrook Lane – Remove trees and shrubs
- b. 3070 Rockbrook Lane – Remove and replace weed barrier
- c. 1925 Twinflower Point – Exterior paint
- d. 3910 Star Rise Point – Deck
- e. 5031 Lyda Lane – Driveway

### **3. 1970 Inwood Circle – Fence Replacement**

The ARC noted that a “fence replacement” submitted as a Property Maintenance Notification (like-for-like replacement due to an “Act of God”) had been completed however, the new fence does not appear to meet the requirements. To determine if the fence conforms with current Design Guidelines, a letter will be sent to the owner requesting an Improvement Location Certificate, design specifications for the original and new fence, and verification of the claim made to the insurance company.

- If an improvement is destroyed by an “Act of God”, it may be rebuilt in identical fashion and location (regardless of current Design Guideline standards)
- If altered in any way, KCPOA will request the replacement be brought into conformance with current standards
- Fences may not encroach into property setbacks
- Wood fences are specifically prohibited due to fire danger
- Next steps will be determined following receipt of requested documentation

#### **Management Office Report:**

With committee inspections completed (on all projects that have passed their estimated completion date), the Project Status Report has been fully updated and revised as needed.

**Next Scheduled Meeting: May 9, 2023 at 2:00pm**

**Adjournment:** The meeting was adjourned at 2:53 pm

**Submitted By: B. Rist**