



ARCHITECTURAL REVIEW COMMITTEE MEETING
May 9, 2023
MINUTES

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:05 pm.

Establish Quorum: With the presence of three (3) ARC Members, a quorum was established. Steve D'Amico holds Tom Danner's voting proxy for this meeting.

Chair	Barbara Rist	Present
Board Liaison	Scott Hente	Absent
Committee Member	Steve D'Amico	Present
Committee Member	Tom Danner	Absent (voting by proxy)
Committee Member	Nicola Myers-Murty	Present

Representing RowCal: Allie Johnson, Assistant Community Manager

Introduction of Guests:

- Jim Gathen, ARC member candidate

Review & Approve the Minutes of April 25, 2023: The Committee approved the minutes for the April 25, 2023 ARC meeting (Rist/D'Amico). Motion carried.

Old Business:

1. Top of Foundation Certifications – Received and Verified

- a) 3228 Virga Loop
- b) 3260 Virga Loop
- c) 3356 Skywatch Heights
- d) 3486 Crest Hollow
- e) 1161 Almagre Heights
- f) 3131 Virga Loop
- g) 3220 Virga Loop
- h) 3259 Virga Loop
- i) 3228 Skywatch Heights

2. Top of Roof Certifications – Received and Verified

None this period

3. Drainage Surveys – Received and Verified

3451 Skywatch Heights

New Business:

1. 3805 Edgecliff Ct. – Landscape Remodel (Rear Yard), for Approval

The ARC received the Landscape Remodel application on May 5, 2023, for review and approval. This small project was submitted for the removal of 2 trees in the rear yard that have overgrown their location and are surrounded by other trees. The motion was made and seconded (D'Amico/Rist) to grant APPROVAL for this project. Motion carried.

2. 3805 Edgecliff Ct. – Driveway Remodel, for Approval

The ARC received the Driveway Remodel application on May 5, 2023, for review and approval. This project includes widening the driveway at current cut-out locations. The motion was made and seconded (D'Amico/Myers-Murty) to grant APPROVAL for this project. Motion carried.

3. 3451 Skywatch Heights – New Construction Landscape, for Approval

This new construction Landscape Package was received on May 5, 2023 for ARC review and approval. The committee noted that the Air Conditioning unit(s) and screening were not shown on the plan. The owner will be notified to make this addition and resubmit the project for final review.

4. RR1 & RR4 – Front and Garage Door Options, Submitted for Approval

Toll Brothers has requested approval for up-graded front and garage door options, on various models, in both communities. Door spec sheets and model allocation information submitted on May 5, 2023, for ARC review and approval. After reviewing all materials, the motion was made and seconded (D'Amico/Rist) to grant Approval for a modified list of front door options and all requested garage door options. Motion carried. Developer will be notified and provided with a specification sheet listing the upgraded front door options that can be offered for specific models/elevations. Developer may request approval for a non-approved front door if a buyer asks for it. Approval will be considered on a case-by-case basis, dependent upon an aesthetically pleasing residential design.

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

1. 3055 Rockbrook – Residential Remodel, Preliminary 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. The project includes a room addition, roof modifications and interior remodel elements. Following receipt and review of requested information, On May 1, 2023 a motion was made and seconded (Rist/D'Amico) to grant PRELIMINARY APPROVAL for this Remodel project. Motion passed. Owner notified in writing. Letter to file.

2. 3748 Camelrock – Landscape Remodel, Approval

The Landscape Remodel package was received on April 27, 2023, for a small renovation in the rear yard. Following committee review, on May 2, 2023 the motion was made and seconded (D'Amico/Rist) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

3. 3139 Virga Loop (RR4) – New Construction, Final Approval

The New Construction package was received on April 26, 2023 for ARC final review. Following committee review, on May 2, 2023 the motion was made and seconded (Rist/Myers-Murty) to grant FINAL Approval for the project. Motion passed. Developer notified in writing. Letter to file.

4. 3388 Skywatch Heights (RR1) – Landscape with Deck Rail, Approval

The New Construction Landscape package was received on April 29, 2023 and included the request for a protection railing on the rear covered deck. Following committee review, on May 2, 2023 the motion was made and seconded (Rist/Hente) to grant Approval for the project. Motion passed. Developer and buyer notified in writing. Letter to file.

5. 3171 Virga Loop (RR4) – New Construction, Final Approval

The New Construction package was received on April 26, 2023 for ARC final review. Following committee review, on May 2, 2023 the motion was made and seconded (Rist/Hente) to grant FINAL Approval for the project. Motion passed. Developer notified in writing. Letter to file.

6. 3116 Virga Loop (RR4) – New Construction, Final Approval

The New Construction package was received on April 26, 2023 for ARC final review. A revised Plot Plan was requested to show the rear staircase descending from the deck. Following receipt and committee review, on May 3, 2023 the motion was made and seconded (Rist/Danner) to grant FINAL Approval for the project. Motion passed. Developer notified in writing. Letter to file.

7. 3012 Virga Loop (RR4) - New Construction, Final Approval

The New Construction package was received on May 1, 2023 for ARC final review. Following committee review, on May 3, 2023 the motion was made and seconded (Rist/Hente) to grant FINAL Approval for the project. Motion passed. Developer notified in writing. Letter to file.

8. 3805 Camelrock View – Landscape Remodel, Approval

The Landscape Remodel package was received on May 2, 2023, for a landscape renovation in the front yard. Following committee review, on May 3, 2023 the motion was made and seconded (Myers-Murty/Rist) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

9. 3403 Skywatch Heights (RR1) – New Construction Landscape, Approval

The ARC received the new construction Landscape package on April 21, 2023. Initial review noted that additional information and modifications are needed. Following receipt and committee review, on May 4, 2023 the motion was made and seconded (Rist/D'Amico) to grant FINAL Approval for the project. Motion passed. Developer and buyer notified in writing. Letter to file.

10. 3436 Skywatch Heights (RR1) - New Construction, Final Approval

The New Construction package was received on May 2, 2023 for ARC final review. Following committee review, on May 3, 2023 the motion was made and seconded (Rist/D'Amico) to grant FINAL Approval for the project. Motion passed. Developer 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. 3070 Rockbrook Lane – PMN removal of trees and shrubs
 - b. 3070 Rockbrook Lane – PMN removal and replacement of weed barrier
 - c. 3615 Moonrise Point – Landscape Remodel
- 2. Property Maintenance Notifications Accepted –**
 - a. 3725 Cumulus View – Paver replacement
 - b. 2531 Chilson Lane – Fence repair
 - c. 2521 Chilson Lane – Fence repair (fence between 2531 and 2521 Chilson)
- 3. KCPOA Design Guidelines – May, 2023 Revisions**

A first draft of the revised Design Guidelines has been developed and distributed to the committee for review. The ARC intends to submit the final version to the Executive Board at the May 24, 2023 board meeting, if completed.

Management Office Report: The ARC Project Status Report (PSR) has been updated

Next Scheduled Meeting: May 23, 2023 at 2:00pm

Adjournment: The meeting was adjourned at 3:36pm

Submitted By: KCPOA Architectural Review Committee