



ARCHITECTURAL REVIEW COMMITTEE MEETING April 11, 2023

MINUTES

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:04 pm.

Establish Quorum: With the presence of four (4) ARC Members, a quorum was established.

Chair	Barbara Rist	Present
Board Liaison	Scott Hente	Present
Committee Member	Steve D'Amico	Present
Committee Member	Tom Danner	Present

Representing RowCal: Allie Johnson, Assistant Community Manager.

Introduction of Guests:

- Nicola Myers-Murty, 3340 Shebas Way, Nominated Committee Member

Review & Approve the Minutes of March 28, 2023: The Committee approved the minutes for the March 28, 2023 ARC meeting (Hente/Danner). Motion carried.

Old Business:

1. Top of Foundation Certifications – Received and Verified

2499 Lyons View Point

2. Top of Roof Certifications – Received and Verified

None submitted this period

3. Drainage Surveys – Received and Verified

- a) 1209 Almagre Heights
- b) 3403 Skywatch Heights

New Business:

1. 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 letter was sent to the owner advising that more plant material would need to be interspersed in the rock. No other action was taken.

2. 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 received. A motion was made and seconded (Hente/Danner) to grant Approval for the New Construction project. Motion carried. Developer to be notified in writing.

3. 3267 Virga Loop - RR1 New Construction, Submitted for Approval

The New Construction package was submitted On March 20, 2023 for ARC review and approval. A motion was made and seconded (Hente/Danner) to grant Approval for the New Construction project. Motion carried. Developer to be notified in writing.

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. 5021 Lyda Lane – Remodel Change Request, Submitted for Approval

An exterior Remodel project was previously approved on March 7, 2023. A Change Request was submitted on April 6, 2023, for ARC review and approval. The changes include: New Paint Color (Shutters and Facia); Adding a New Roof; Replacing the Existing Windows. Following committee review, on April 7, 2023, the motion was made seconded (Rist/Hente) to grant Approval for the Change Request. Owner notified in writing. Letter to file.

2. (RR1) “Daltry” Master Floorplan – Change Request

The developer submitted a Change Request affecting the “Traditional” elevation design on the previously approved “Daltry” model. Following committee review, on March 20, 2023 the motion was made and seconded (Rist/Hente) to grant Approval for the new elevation design. Motion passed. Developer notified in writing. Letter to file.

3. 3228 Skywatch Heights (RR1) – New Construction Project

The revised and corrected Plot Plan for this New Construction package was received on March 30, 2023, and submitted to the ARC for final review. On March 31, 2023, the motion was made and seconded (Hente/D’Amico) to grant Final Approval for this project. Motion passed. Developer notified in writing. Letter to file.

4. 3483 Skywatch Heights (RR1) – New Construction Landscape Project

The revised Landscape Package was received on March 29, 2023 and submitted to the committee for review. On April 4, 2023, the motion was made and seconded (Rist/Danner) to grant Final Approval for this project (plan date: 3/21/23). Motion passed. Buyer and Developer notified in writing. Letter to file.

5. 3665 Camels View – Landscape Remodel, Phase 2

This Landscape Remodel project was originally approved in October 2022 and the work was to occur in 2 phases. The owners resubmitted the Phase 2 Landscape plan, on April 1, 2023, showing minor changes from the original. Following committee review, on April 4, 2023, the motion was made and seconded (Rist/D'Amico) to grant a second Approval for the Phase 2 project. Motion passed. Owner notified in writing. Letter to file.

6. 1687 Rockview Trail (The Retreat) - Landscape Remodel

The Landscape Remodel package was received on March 30, 2023 and included the Project Approval letter from the sub-association. Following committee review, on April 4, 2023, the motion was made and seconded (Rist/Hente) to grant Approval for the Landscape Remodel project. Motion passed. Owner and sub-association notified in writing. Letter to file.

7. 1177 Almagre Heights (RR1) – New Construction Project

The Final New Construction package was received on March 30, 2023, and submitted to the ARC for Final review. On April 4, 2023, the motion was made and seconded (Hente/D'Amico) to grant Final Approval for this project. Motion passed. Developer notified in writing. Letter to file.

8. 3124 Virga Loop (RR4) – New Construction Project

The Final New Construction package was received on March 30, 2023, and submitted to the ARC for Final review. On April 4, 2023, the motion was made and seconded (Hente/D'Amico) to grant Final Approval for this project. Motion passed. Developer notified in writing. Letter to file.

Other Business:

1. Project Status Report

The ARC reviewed projects that have passed their “expected completion date” and assigned committee members to do drive-by inspections. The members are to give their report to the ARC chair to compile and send to the management office to update the PSR and close those projects that have been found to be completed.

2. Property Maintenance Notifications

The ARC discussed the possibility of discontinuing the homeowner Property Maintenance Notification (PMN) process. This process was established to facilitate the collection of Impact Fees, when applicable. The Impact Fee collection process is currently under review by the EB and a new process has been recommended and posted for community comments. Pros and cons of continuing to require homeowners to notify the office prior to starting a property maintenance project were considered.

3. 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.

2511 Chilson Lane – Remodel and Landscape

4. Property Maintenance Notifications

- a. 3070 Rockbrook Lane – Remove and replace weed protector
- b. 3070 Rockbrook Lane – Remove dead shrubs and trees

Management Office Report: Nothing to report at this time.

Next Scheduled Meeting: April 25, 2023 at 2:00 pm

Adjournment: The meeting was adjourned at 3:07 pm

Submitted By: Allie Johnson, Assistant Community Manager