



ARCHITECTURAL REVIEW COMMITTEE MEETING
June 13, 2023
MINUTES

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:01 pm.

Establish Quorum: With the presence of five (5) 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
Committee Member	Nicola Myers-Murty	Absent
Committee Member	Jim Gathen	Present

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

Introduction of Guests: No guests attended this meeting

Review & Approve the Minutes of May 23, 2023: The Committee approved the minutes for the May 23, 2023 ARC meeting (Hente/D'Amico). Motion carried.

Old Business:

1. 3355 Skywatch Heights (RR1) – New Construction LANDSCAPE Package

The new construction Landscape package was received on June 5, 2023. Following committee review, the ARC requested that additional information and an artificial turf sample be provided. Request letter sent on June 8, 2023. ARC will re-review this package upon receipt. Letter to file.

2. 3306 Hill Circle – New Construction Project Completion

The owner submitted the Notice of Completion and Certificate of Occupancy for this new home on June 6, 2023. Inspection to be completed (S. Hente). Landscape Package is now due and has been requested.

3. Top of Foundation Certifications – Received and Verified

- a. 1242 Almagre Heights
- b. 3124 Virga Loop
- c. 3267 Virga Loop

4. Top of Roof Certifications – Received and Verified

None this period

5. Drainage Surveys – Received and Verified

- a. 3340 Skywatch Heights
- b. 3324 Skywatch Heights
- c. 3419 Skywatch Heights

New Business:

See Ratifications for New Business and other actions taken during this period

Ratification of Consent for Actions taken by the ARC between Formal Meetings: A motion was made and seconded (Hente/D'Amico) to ratify decisions #1 - 6 made prior to the ARC meeting. Motion carried. A motion was made and seconded (D'Amico/Danner) to ratify decision #7 made prior to the ARC meeting. S. Hente recused himself from decision #7 due to being a neighbor of this property. Motion carried.

1. 3468 Hill Circle – Remodel Project

The Remodel Application was received on May 23, 2023 for an exterior painting project using new colors. Following committee review, on May 24, 2023 the motion was made and seconded (Rist/Myers-Murty) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

2. 3825 Edgecliff Court – Landscape Renovation Project

The Landscape Application was received on May 30, 2023 for renovation and fire mitigation of existing landscape. Following committee review, on June 6, 2023 the motion was made and seconded (Myers-Murty/Danner) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

3. 3720 Camel Grove – Landscape Renovation Project

The Landscape Application was received on May 24, 2023 for renovation of existing landscape. The owner submitted additional information on May 30, 2023. Following committee review, on June 6, 2023 the motion was made and seconded (Rist/Myers-Murty) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file. This project has subsequently been completed.

4. 3474 Crest Hollow View (RR1) – New Construction Project

The New Construction package was received on May 25, 2023. Following committee review, on June 6, 2023 the motion was made and seconded (Hente/D'Amico) to grant Final Approval for the project. Motion passed. Developer notified in writing. Letter to file.

5. 1193 Almagre Heights (RR1) – New Construction Project

The New Construction package was received on May 25, 2023. Following committee review, on June 6, 2023 the motion was made and seconded (Hente/D'Amico) to grant Final Approval for the project. Motion passed. Developer notified in writing. Letter to file.

6. 2421 Hill Circle – Landscape Renovation Project (B)

Part B of a Landscape project was submitted on June 6, 2023. Part A of this project, adding a

backyard Gazebo, was approved on April 17, 2023. Part B addresses renovation of existing landscape and hardscape, including fire mitigation. Following committee review, on June 7, 2023 the motion was made and seconded (Myers-Murty/Hente) to grant Approval for the project. Motion passed. Owner notified in writing. Letter to file.

7. 3247 Viridian Point – New Construction LANDSCAPE Project

The new construction Landscape package was received on June 4, 2023. Following committee review, the ARC requested that additional information be provided. A revised Landscape Plan was submitted on June 8, 2023. Following committee review, on June 9, 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.

Other Business:

1. KCPOA Design Guidelines – May 2023 Revision

The Design Guideline revisions were accepted as written by the executive board on May 24, 2023. They were posted to the KCPOA website on May 25th for the 30-day owner comment period. Owners were advised via the Weekly Update.

2. Landscaping and Irrigation – “Buffer” area of RR1

B. Rist requested a plan of action from Toll Brothers for the following:

- a. Replacement of dead trees and shrubs in the common areas
- b. Ensuring the timely change-over for irrigation of trees planted in the “buffer” area, on privately owned lots #1-4; from KCPOA irrigation to lot owner irrigation.

3. 3850 Hill Circle New Construction Project – Inquiry

Neighbor submitted inquiry about the approved new construction project and seeks assurance that all lot covenants are being adhered to. Meeting to discuss scheduled on June 14, 2023.

4. 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. 5020 Lyda Lane – Repair and Repaint
- b. 3455 Hill Circle – Landscape renovation
- c. 3665 Camels View – Landscape remodel
- d. 3322 Hill Circle – New Construction Landscape
- e. 3720 Camel Grove – Landscape renovation
- f. 3247 Viridian Point – New Construction (residence only)

Management Office Report:

1. 1970 Inwood Circle – Status Update (M. Gutierrez)

Fence in rear yard. Response letter received from the owners stating that the fence was rebuilt in the same location and of the same materials as the previous fence. The ARC discussed if any actions should be taken to verify the fence placement and to address the changes to the fence design. Following review of the project file and all correspondence, the motion was made and seconded (Hente/D'Amico) to accept the fence as-built and close the project file. The owner will

be notified in writing following this meeting.

Next Scheduled Meeting: June 27, 2023 at 2:00pm

Adjournment: The meeting was adjourned at 3:30 pm

Submitted By: KCPOA Architectural Review Committee