



ARCHITECTURAL REVIEW COMMITTEE MEETING

June 27, 2023

MINUTES

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:15pm.

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	Present
Committee Member	Jim Gathen	Absent

Representing RowCal: Allie Johnson, Assistant Community Manager.

Introduction of Guests: No guests in attendance at today's meeting

Review & Approve the Minutes of June 13, 2023: The Committee approved the minutes for the June 13, 2023 ARC meeting (Hente/D'Amico). Motion carried.

Old Business:

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

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. The additional information and revised plan were received on June 21, 2023. Following a second review, at today's meeting, the motion was made and seconded (Hente/D'Amico) to grant Final Approval for the landscape project. A note will be added to the approval letter reminding the owner that the A/C unit must be screened from view of the street and neighbor property.

2. Top of Foundation Certifications – Received and Verified

a. 1177 Almagre Heights

3. Top of Roof Certifications – Received and Verified

No TORs received during this period.

4. Drainage Surveys – Received and Verified

No Drainage Surveys received during this period.

New Business:

1. 1290 Almagre Heights (RR1) – New Construction LANDSCAPE Package

The new construction Landscape package was received on June 14, 2023. Following committee review, the ARC requested modifications to the submitted plan. Request letter sent on June 19, 2023. The owner contacted B. Rist and requested a site visit, on June 26th, to discuss the issues requiring correction. Results of the site visit were positive and a revised Landscape plan is expected within one week.

2. 3755 Hill Circle – New Construction Package, Preliminary Review

The ARC received the New Construction package on June 16, 2023. A preliminary review of the plans indicated that the lot setbacks had not been taken into consideration when designing the home. The significant encroachment issues necessitated the plans being returned to the owner and architect for a redesign and resubmittal. The architect has asked for, and received, clarifications on several issues. No further action taken at this meeting.

3. 3340 Skywatch Heights (RR1) – New Construction LANDSCAPE Package

The new construction Landscape package was received on June 21, 2023. Following committee review, it was determined that additional information is required: the Lot Coverage Calculation and the Estimated Project Start and Completion dates. A request letter will be sent to the owner following this meeting.

Ratification of Consent for Actions taken by the ARC between Formal Meetings: A motion was made and seconded (Danner/Hente) to ratify the decisions made prior to the ARC meeting. Motion carried.

1. 3835 Hill Circle – Landscape Remodel Project

The Landscape Remodel package was received on June 15, 2023 for landscape renovations, primarily at the rear of the property. Following committee review, on June 19, 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.

2. 3108 Virga Loop (RR4) – New Construction Project

The New Construction package was received on June 20, 2023. Following committee review, on June 25, 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.

3. 3140 Virga Loop (RR4) – New Construction Project

The New Construction package was received on June 20, 2023. Following committee review, on June 26, 2023 the motion was made and seconded (Rist/Gathen) to grant Final Approval for the project. Motion passed. Developer notified in writing. Letter to file.

Other Business:

1. KCPOA Design Guidelines – May 2023

The posting period was completed and no owner comments were received. The newly revised Design Guidelines and ARC forms have now been posted on the KCPOA website.

2. 3850 Hill Circle New Construction Project Inquiry

On June 14, 2023 B. Rist and M. Gutierrez met with the property owners immediately adjacent (on each side) to the subject property to discuss questions and concerns. These primarily related to setback and potential drainage issues. The inquiring owners were satisfied that the review and approval process had considered each of their concerns. On June 16, 2023, another neighboring property owner (across the street) spoke with B. Rist, by phone, for questions about this project: start date, setback and design concept. It was noted during this meeting that the Sample Board has not yet been posted on-site. A follow-up request letter will be sent.

3. 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. 3820 Camels View – Landscape Remodel
- b. 3805 Camelrock view – Landscape Remodel
- c. 1710 Coyote Point – Landscape Remodel
- d. 3387 Skywatch – New Construction Landscape
- e. 1970 Inwood Circle – Fence Replacement

4. ARC Article for Quarterly Newsletter

S. Hente will draft the article for the upcoming quarterly newsletter. The topic is City building requirements under the Wildland Urban Interface Act and the City Hillside Overlay statutes.

Management Office Report:

- 1. The May 2023 KCPOA Design Guidelines were uploaded onto the KCPOA website and copies were printed for the ARC members of management office.
- 2. The first Toll Brothers home has been 100% completed in the Red Rocks subdivision.

Next Scheduled Meeting: July 11, 2023 at 2:00pm

Adjournment: The meeting was adjourned at 3:20 pm

Submitted By: KCPOA Architectural Review Committee