



KCPOA Architectural Review Committee Meeting Agenda

<https://us02web.zoom.us/j/81658775292?pwd=SE5oejhmYnZmNE5cWZRZGs3UIVsQT09>

Date & Time: August 8, 2023 at 2:00pm

Location: KCPOA Management Office and via Zoom link

Committee Members: Barbara Rist, Chairman; Scott Hente, EB Liaison; Steve D'Amico, Member; Tom Danner, Member; Nicola Myers-Murty, Member; Jim Gathen, Member

Management Team: Allie Johnson, Assistant Community Manager

Call to Order:

Quorum:

Guests:

Approval of Minutes: Review and approve July 25, 2023 ARC meeting minutes

Old Business:

1. 3755 Hill Circle – New Construction Package, Preliminary Review

The REVISED Plan Set, dated 8/2/23, was submitted on August 3, 2023 for a second ARC Preliminary Review. All previously requested modifications and additional information have been provided. Preliminary approval pending this meeting.

2. Top of Foundation Certifications – Received and Verified

- a. 3171 Virga Loop
- b. 3139 Virga Loop

3. Top of Roof Certifications – Received and Verified

None during this period

4. Drainage Surveys – Received and Verified

- a. 1209 Almagre Heights

New Business:

1. 3925 Lumina View – New Construction Package, Preliminary Review

Final elements of this New Construction package were submitted on August 2, 2023 for ARC review and approval. Additional information may be required, pending review at this meeting.

Ratification of Consent for Actions taken by the ARC between Formal Meetings:

1. 3915 Elisa Court – Landscape Remodel Project, Final Approval

This project was submitted to the ARC for approval on July 28, 2023; The project primarily consists of removing dead sod at backyard locations and replacing it with native grass, Clover and other ground cover plants. Extending planting beds was also included in this project. Following

committee review, on July 31, 2023 the motion was made and seconded (D'Amico/Danner) to grant Final Approval for this project. Motion passed. Owner notified in writing. Letter to file.

2. 3076 Virga Loop (RR4) – New Construction Project, Final Approval

The Final New Construction package was submitted on July 28, 2023. Following committee review, on July 31, 2023 the motion was made and seconded (Rist/Danner) to grant Final Approval for this project. Motion passed. Developer notified in writing. Letter to file.

3. 3306 Hill Circle – New Construction Landscape, Final Approval

All elements of the New Construction Landscape package were submitted by July 26, 2023. Following committee review, the ARC requested owner and landscaper acknowledgements of the lot-specific covenants for grading and drainage for this property; affirmations received on August 3, 2023. The motion was then made and seconded (Gathen/D'Amico) to grant Final Approval for this project. Motion passed. Owners notified in writing. Letter to file.

4. 3440 Hill Circle – Landscape Remodel Project, Final Approval

A Structural Remodel project at this address is currently underway, started in 2022. On July 31, 2023, the owners submitted plans for the Landscape Remodel portion of the project (landscape plan dated 2/14/23). The project includes a new irrigation system and grass (to be done in Fall 2023) and new trees, shrubs and ornamental grasses to be planted early next Spring. Following committee review, on August 3, 2023 the motion was made and seconded (Danner/Rist) to grant Final Approval for this project. Motion passed. Owners notified in writing. Letter to file.

5. 3745 Camel Grove – Structural Remodel Project, Final Approval

The Structural Remodel project was submitted on July 28, 2023. The project entails adding a patio cover, extending from the existing residential roof, over a portion of an existing slab-on-grade concrete patio. The ARC requested and received a Site Plan showing the exact positioning of the patio cover relative to the lot setbacks. Following committee review, on August 3, 2023 the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval for this project. Motion passed. Owners notified in writing. Letter to file. Neighbor Notification cards were sent on August 4, 2023.

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. 1655 Rockview – Landscape Remodel
- b. 3451 Skywatch – New Construction with Landscape
- c. 3372 Skywatch – New Construction with Landscape
- d. 3388 Skywatch – New Construction with Landscape

2. Toll Brothers “Luxury Home Sales” Signage

On July 27, 2023, the Executive Board reviewed the request for, and committee recommendations on, allowing Toll Brothers signage on the exterior of KCE, near RR4 and the construction gate. The board granted approval subject to the requirements presented by the ARC, only modifying the “sunset clause” to require that the signage approval be renewed every 12 months and adding the wording “By Appointment Only” to the signage design. The revised agreement has been submitted to Toll Brothers who have given their acceptance. A revised signage spec sheet will be submitted to the ARC for final proofing and review. The specific placement of the sign will be established with ARC review and approval.

3. Preserve (RR4) – Sound Wall Glazing

The Sound Wall located on the southern perimeter of RR4 is now complete with all base coat and glaze stains applied. The finished wall is complimentary to the Fillmore retaining wall and residential color palettes within RR4.

4. Impact Fees: Application in cases of Act of God Destruction

The new Impact Fee policy, enacted in May 2023, calls for the payment of 2 separate Impact Fees when a Demolition project occurs prior to a later approved New Construction project. The policy did not consider circumstances such as “Re-Construction”: where a damaged structure may need to be demolished, for safety reasons, well-before a re-construction package could be submitted, as might occur in cases of natural disasters. One such incident has occurred, bringing the question of how to apply the Impact Fee policy in cases such as these to light.

5. KCPOA Annual Homeowner’s Meeting – Following this Meeting, at 4:30pm

ARC “2022-23 Accomplishments” and “2023-24 Priorities” will be presented to the owners. ARC members are encouraged to attend so they may be recognized for their contributions to the community.

Management Office Report:

Next Scheduled Meeting: August 22, 2023 at 2:00pm

Adjournment: