



KCPOA Architectural Review Committee Meeting Agenda

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

Date & Time: September 12, 2023 at 2:00pm

Location: KCPOA Management Office and via Zoom link

Committee Members: Barbara Rist, Chairman; 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: Bullitt and Lynne Fitzhugh – 3025 Rockbrook Lane; Tomi Padgett, representing Jackie Adams – 5011 Lyda Lane

Approval of Minutes: ARC meeting minutes for the August 22, 2023 meeting submitted

Old Business:

1. 1161 Almagre Heights (RR1) – New Construction Landscape, Submitted for Approval

All Landscape package components were submitted on September 7, 2023 and forwarded to committee members for review.

2. Top of Foundation Certifications – Received and Verified

- a. 3430 Hill Circle
- b. 3140 Virga Loop
- c. 3116 Virga Loop
- d. 3076 Virga Loop
- e. 3275 Skywatch Heights
- f. 1226 Almagre Heights

3. Top of Roof Certifications – Received and Verified

None this period

4. Drainage Surveys – Received and Verified

- a. 3435 Skywatch Heights
- b. 3468 Crest Hollow View

New Business:

1. 1755 Coyote Point – Landscape Remodel, Submitted for Approval

The ARC received this package on August 21, 2023. The rear-yard project entails the removal of sod, replacing it with mulch, planting materials, stepping stones, and a flagstone patio with pergola. Due to the scope of the project, it was determined that additional information was

needed and a Request letter was sent to the owners on August 23, 2023. The ARC has not received a response to this request at this time. No action is expected at this meeting.

2. 3025 Rockbrook Lane – Structural Remodel, Submitted for Approval

The ARC received this package on August 29, 2023. The project entails a structural addition that will expand the sizes of the Primary Bathroom and Kitchen. Following the initial Plan Review, on August 31, 2023 the ARC notified the owners that additional information was needed: Exterior Wall and Roof Materials Specifications. The owners were also provided the KCPOA setback requirements for this property. The committee is waiting for the Specifications noted above and the owners are expected to attend today's meeting.

3. 5011 Lyda Lane – Structural Remodel, Submitted for Approval

Informal discussions about this project began during the 4th quarter of 2022 with the owner and architect requesting information and feedback about potential designs for an extended-roof patio cover over an existing patio slab. On August 30, 2023, the Remodel Package was formally submitted with a request for approval. The Plan Review noted missing details on the ILC, which was submitted in lieu of a Site Plan, and rear and side setback encroachment issues. The owner was notified of these issues on September 1, 2023. The committee is currently waiting for the modifications before completing a second review. The owner's representative is expected to attend today's meeting to discuss the project.

4. 1226 Almagre Heights (RR1) – New Construction Project, Submitted for Approval

The New Construction package was submitted to the ARC for approval on September 6, 2023, and included the exterior color palette and TOF certification. The package was circulated to all committee members for review. The motion was made and seconded (Rist/Gathen) to grant Final Approval to the project, pending committee member voting at today's meeting.

5. 3635 Camel Grove – Landscape Remodel, Submitted for Approval

The ARC received this package on September 7, 2023. The project entails the addition of a concrete slab for the purpose of setting a free-standing hot tub. The slab and tub will be located within an existing fenced area. The package was circulated to all committee members for review. The motion was made and seconded (Rist/D'Amico) to grant Final Approval to the project, pending committee member voting at today's meeting.

6. 5021 Lyda Lane – Landscape Remodel, Submitted for Approval

The ARC received this package on September 8, 2023 upon request when it was noted that a Landscape project was underway (there is a previously approved Remodel project at this address at this time). Some project details were missing and the committee requested the information on the same date. The additional information was provided and distributed to the committee for review at today's meeting.

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

1. 3052 Virga Loop (RR4) – New Construction Package, Final Approval

The project was initially submitted to the ARC for Final Approval on August 14, 2023, including the exterior color palette. The ARC found that the submitted Plot Plan did not match the specifications cited for the new home and requested that a corrected Plan be submitted. The corrected Plot Plan was then submitted on August 28, 2023. Following committee review, on September 1, 2023 the motion was made and seconded (Rist/D'Amico) to grant Final Approval for this project. Motion carried. Developer notified in writing. Letter to file.

2. 3060 Sunnybrook Lane – Remodel Package, Final Approval

The Remodel package was submitted to the ARC on August 26, 2023. The project entails the replacement of a roof and gutters and new exterior paint. Following committee review, on August 28, 2023 the motion was made and seconded (Danner/Rist) to grant Final Approval for this project. Motion carried. Owner notified in writing. Letter to file.

3. 1209 Almagre Heights (RR1) – New Construction Landscape, Final Approval

The Landscape package was submitted to the ARC on August 27, 2023. The committee requested additional information which was provided on September 2, 2023. Following committee review, on September 3, 2023 the motion was made and seconded (Myers-Murty/Danner) to grant Final Approval for this project. Motion carried. Owner notified in writing. Letter to file.

4. 1663 Rockview Trail (The Retreat) – Landscape Remodel, Final Approval

The Landscape remodel package was submitted to the ARC on August 29, 2023. The project entailed the addition of 6 trees at the side of the property. The package included the Approval letter issued by The Retreat sub association; limiting the number of trees to a total of 5. Following committee review, on August 30, 2023 the motion was made and seconded (Rist/Danner) to grant Final Approval for this project with the same limitation cited. Motion carried. Owner and sub-association notified in writing. Letter to file.

5. 1258 Almagre Heights (RR1) – New Construction Landscape, Final Approval

The Landscape package was submitted to the ARC on August 30, 2023. The committee requested modifications which were provided on September 6, 2023. Following committee review, on September 7, 2023 the motion was made and seconded (Gathen/Rist) to grant Final Approval for this project. Motion carried. Owner 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. 3844 Camelrock – New Construction Landscape
- b. 3925 Greenside – Remodel
- c. 3260 Viga Loop – QMI New Construction
- d. 3131 Virga Loop – New Construction
- e. 3060 Virga Loop – New Construction
- f. 3468 Hill Circle – Remodel
- g. 4165 Reserve Point - Landscape

- 2. Cancelled Project:** 3474 Crest Hollow View (Impact Fee refunded)

Management Office Report:

Next Scheduled Meeting: September 26, 2023 at 2:00pm

Adjournment:

